



DRAFT

Committees and Related Groups Handbook 2019 - 2021



Contents

PART 1 – REGIONAL LOCAL GOVERNMENTS	3
Rivers Regional Council	3
PART 2 – COMMITTEES OF COUNCIL (CREATED UNDER 5.8 OF THE <i>LOCAL GOVERNMENT ACT 1995</i>)	4
Audit Risk and Governance Committee*	5
Audit Risk and Governance Committee Terms of Reference*	6
CEO Employment Committee	12
CEO Employment Committee Terms of Reference*	13
PART 2 – COUNCIL ADVISORY GROUPS	15
Access and Inclusion Advisory Group	16
Access and Inclusion Advisory Group Terms of Reference	17
Rating Equity Advisory Group	21
Rating Equity Advisory Group Terms of Reference	22
Cemeteries Advisory Group	26
Cemeteries Advisory Group Terms of Reference	27
Bush Fire Advisory Committee (BFAC)	31
Bush Fire Advisory Committee Terms of Reference (BFAC)*	32
Local Emergency Management Committee (LEMC)	37
Local Emergency Management Committee Terms of Reference (LEMC)*	39
Community Grants Assessment Panel	44
Community Grants Assessment Panel Terms of Reference	45
Serpentine Jarrahdale Trails Association Inc*	48
PART 3 – EXTERNAL GROUPS WITH COUNCIL REPRESENTATION	49
Metro East Joint Development Assessment Panel (JDAP)	50
Serpentine Jarrahdale Land Conservation District Committee	51
Western Australian Local Government Association (WALGA) – Peel Zone	52
Metropolitan Regional Roads Sub Group (MRRG)	53
Peel Trails Group Inc	55
South East Regional Energy Group	56
Landcare Centre Management Committee	58
Landcare SJ Inc (Board)	59
Peel Harvey Biosecurity Group Committee (Incorporated)	60
PART 4 – COMMUNITY GROUPS WITH COUNCIL DELEGATES	61



PART 1 – REGIONAL LOCAL GOVERNMENTS

Rivers Regional Council

Membership

Councillors (x2)

- Cr Byas
- Cr Denholm

Deputy members (x 2)

- Deputy - Cr Strange (Deputy to Cr Byas)
- Deputy – Cr Denholm (Deputy to Cr Coales)

Non-voting staff

- Director Infrastructure Services

Meeting Schedule

Dates for the following year are set at December Meeting.
Generally third Thursday of the second month

Meeting Location

Typically rotates among member local governments

Term of Office

Membership expires with each ordinary local government election

Remuneration

Set by the Rivers Regional Councillors according to the Salaries and Allowances Tribunal Determination



PART 2 – COMMITTEES OF COUNCIL (CREATED UNDER 5.8 OF THE LOCAL GOVERNMENT ACT 1995)

Pursuant to section 5.8 of the *Local Government Act 1995*, Council has resolved to establish two Committees of Council.

These are:

- Audit Risk and Governance Committee; and
- CEO Employment Committee.

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Audit Risk and Governance Committee*

* Until 31 March 2020

Membership

Councillors (x 5)

- Cr Byas (President)
- Cr Coales (Deputy President)
- Cr Rich
- Cr Strange
- Cr McConkey

Deputy members (x 2)

- Deputy - Cr Strautins
- Deputy - Cr Dagostino

External members (x 2)

- Ms Eileen Newby
- Mr Santo Casilli

Officer Responsible

Director Corporate Services

Meeting Schedule

Every three months or more regularly as required

Meeting Location

Council Chambers

Quorum

Per section 5.19 of the *Local Government Act 1995*

Delegated Authority

Nil

Term of Office

Per section 5.11 of the *Local Government Act 1995*

Current membership appointed until 31 March 2020

Remuneration

section 5.100 of the *Local Government Act 1995* prohibits external members from receiving meeting fees. External members of the Committee receive a reimbursement of expenses agreed at the time of appointment.

References / Notes



Audit Risk and Governance Committee Terms of Reference*

* from 1 April 2020

Introduction

The Committee has been established as a Committee of Council under 5.8 of the *Local Government Act 1995*.

Functions

The functions of the Committee are defined in Regulation 16 of the *Local Government (Audit Regulations) 1996*. These functions include to guide and assist the Local Government carrying out its financial management functions and its functions related to audits.

The Committee will promote transparency and accountability in the Shire's financial reporting and promote effective and responsible management of risks to protect the Shire's assets.

The Committee will report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.

Some of the ways the Committee discharges its legislative responsibility are to oversee:

- the integrity of external financial reporting, including accounting policies;
- the scope of work, objectivity, performance and independence of the external auditor;
- the establishment, effectiveness and maintenance of controls and systems to safeguard the Shire's financial and physical assets;
- the framework and systems that are designed to ensure the Shire comply with relevant statutory and regulatory requirements;
- the framework for recognising risks arising from the Shire's operations and strategies, and consider the adequacy of measures taken to manage those risks; and
- the framework and systems which protect the Council against fraud and irregularities

The Committee also adds to the credibility of Council by promoting ethical standards through its work.

Authority

The Committee does not have delegated powers but has the authority of Council to:

- review the internal and external auditor's annual audit plans and the outcomes/results of all audits undertaken;
- formally meet with the Shire's appointed external auditor as necessary;
- ensure that any matters raised by external audit that require action are actioned; and
- advise Council on any or all of the above as deemed necessary.

Membership

The Committee will comprise of seven (7) members, six (6) Councillors and one (1) external member.



The external members will be independent of the Shire of Serpentine Jarrahdale, and will not have provided paid services to the Shire either directly or indirectly in the past five years.

An external independent member will be selected based on the following criteria:

- a) a demonstrated high level of expertise and knowledge in financial management, reporting, governance and audit; and
- b) relevant skills and experience in providing independent expert advice.

The appointments of an external, independent member will be made following a public advertisement. Under section 7.1A of the *Local Government Act 1995*, the CEO may not be a member of an audit committee and may not nominate a person to be member.

The appointment of members shall be per section 5.10 of the *Local Government Act 1995*.

The tenure of membership shall be per section 5.11 of the *Local Government Act 1995*.

The quorum for a meeting shall be in accordance with section 5.19 of the *Local Government Act 1995* subject to section 5.15 of the Act which gives Council the power to reduce the number of offices required for a quorum at a committee meeting.

Under section 5.100 of the *Local Government Act 1995* an external member may not be paid for their attendance at a Committee meeting.

Reimbursement of expenses approved by Council may be paid to an external person who is a member of the Committee. The value of the reimbursement is to be set at the time of appointment.

Conduct and interests

All Committee Members must abide by the Committee Member Code of Conduct.

Per Division 6 of the *Local Government Act 1995* all committee members must adhere to the provisions of the *Local Government Act 1995* related to the disclosure of interests.

External members of the committee must adhere to the provisions of regulation 3 and regulations 6, 7, 8, 9, 10, and 11 of the *Local Government (Rules of Conduct) Regulations 2007* as if they were a Councillor.

Meetings

The Committee will conduct meetings in accordance with the *Local Government Act 1995* and the Shire of Serpentine Jarrahdale standing orders.

The Committee shall meet every three (3) months or more regularly as required at the discretion of the Presiding Member of the Committee, the Shire President or the CEO.

All Committee members are expected to attend each meeting in person.

Councillors, who are not part of the Committee are invited to observe ARG Committee meetings, however they are not entitled to participate in the meeting.

The members of the Committee are to elect a Presiding Member from amongst themselves at the first meeting of the committee following an Ordinary Local Government Election.



The Presiding Member will preside at all meetings. In the Presiding Member's absence, the provisions of section 5.14 of the *Local Government Act 1995* apply.

Voting will be in accordance with section 5.21 of the *Local Government Act 1995*.

A Committee recommendation does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

The CEO, or his delegate, the Director Corporate Services, is to attend all meetings to provide advice and guidance to the Committee, however the CEO and employees are not members of the committee.

The CEO will invite members of management, internal and external auditors or others to attend meetings as observers and to provide pertinent information, as necessary.

Meetings are generally open to the public unless the Presiding Member or CEO deem it necessary to proceed behind closed doors pursuant to section 5.23 of the *Local Government Act 1995*.

Meeting agendas will be prepared and provided at least one week in advance to members, along with appropriate briefing materials.

Minutes will be taken at each meeting and presented to the subsequent meeting for confirmation.

Reports and recommendations of each committee meeting shall be presented to the next Ordinary Council Meeting.

Public question time and public statement time is not available at the Committee.

Responsibilities

The Committee will carry out its responsibilities in accordance with the *Local Government Act 1995* and subsidiary legislation, specifically:

Guide and assist the Shire in carrying out its functions:

- under Part 6 – Financial Management, of the *Local Government Act 1995*
- in relation to audits conducted under Part 7 – Audit, of the *Local Government Act 1995*
- relating to other audits and other matters related to financial management.

Review the CEO's report into the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance, given to it by the CEO under regulation 17 of the *Local Government (Audit) Regulations 1996* and:

1. report to the Council the results of that review
2. give the Council a copy of the CEO's report.

Monitor and advise the CEO when the CEO is carrying out functions in relation to a review:

- under regulation 17(1) of the *Local Government (Audit) Regulations 1996*
- of the appropriateness and effectiveness of the financial management systems and procedures of the Shire under regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*.

Support the auditor of the Shire to conduct an audit and carry out the auditor's other duties under the *Local Government Act 1995* in respect of the Shire and to oversee the implementation of any actions in accordance with regulation 16(f) of the *Local Government (Audit) Regulations 1996*.



Review and monitor the internal audit programme and the scope of internal audits.

The Committee also has the following specific responsibilities to provide advice regarding:

Risk management

- Review whether management has in place a current and comprehensive enterprise risk management framework and associated procedures for effective identification and management of the Shire's business and financial risks, including fraud.
- Assess whether a sound and effective approach has been followed in managing the Shire's major risks including those associated with individual projects, program implementation, and activities.
- Assess the impact of the Shire's enterprise risk management framework on its control environment and insurance arrangements.
- Review the process of developing and implementing the Shire's fraud control arrangements and satisfy itself the Shire has appropriate processes and systems in place to detect, capture and effectively respond to fraud-related information.

Business continuity

- Assess whether a sound and effective approach has been followed in establishing the Shire's business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically updated and tested.

Internal Control

- Review whether management's approach to maintaining an effective internal control framework is sound and effective.
- Review whether management has in place relevant policies and procedures and that they are periodically reviewed and updated.
- Assess whether the appropriate processes are in place to assess, at least once a year, whether key policies and procedures are complied with.
- Review whether appropriate policies and supporting procedures are in place for the management and exercise of delegations.
- Consider how management identifies any required changes to the design or implementation of key internal controls.

Financial Report

- Review significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas, and recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the financial report.
- Review with management and the external auditors the results of the audit, including any difficulties encountered.
- Review the annual financial report and performance report of the Shire of Serpentine Jarrahdale and consider whether it is complete, consistent with information known to ARG committee members, and reflects appropriate accounting principles.
- Review with management and the external auditors all matters required to be communicated to the ARG committee under the Australian Auditing Standards.
- Review the draft Annual Financial Statements and recommend the adoption of the Annual Financial Statements to Council, in accordance with the timeframes as prescribed.



- Review the mid-year budget review and recommend the adoption of the budget review to Council.

Compliance

- Review the systems and processes to monitor effectiveness of the system for monitoring compliance with legislation and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of non-compliance.
- Keep informed of the findings of any examinations by regulatory agencies and any auditor (internal or external) observations and monitor management's response to those findings.
- Obtain regular updates from management about compliance matters.
- Review the annual Compliance Audit Return and report to the Council the results of the review.

Internal Audit

- Review with management the terms of reference, activities and resourcing of the internal audit function.
- Review and recommend the annual internal audit plan for approval by the Council and all major changes to the plan.
- Monitor processes and practices to ensure that the independence of the audit function is maintained.
- Annually review the performance of the internal audit including the level of satisfaction with internal audit function having consideration of the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing.
- Review all audit reports and provide advice to the Council on significant issues identified in audit reports and action to be taken on issues raised, including identification and dissemination of good practice.
- Monitor management's implementation of internal audit recommendations.
- Regularly review a report given to it by the CEO under regulation 17 (3) of the *Local Government (Administration) Regulations 1996*.

External Audit

- Develop and recommend to Council a process to be used to select and appoint a person to be an auditor.
- Recommend to Council the person or persons to be appointed as the external auditor.
- Develop and recommend to Council a written agreement for the appointment of the external auditor in accordance with regulation 7 of the *Local Government (Audit) Regulations 1996*.
- Note the external auditor's proposed audit scope and approach for financial performance audits.
- Consider the findings and recommendations of relevant Management Letters undertaken by the external auditor and ensure the Shire implements relevant recommendations.
- Provide an opportunity for the Committee to meet with the external auditors to discuss any matters that the Committee or the external auditors believe should be discussed privately.
- Annually review the performance of external audit including the level of satisfaction with external audit function.
- Monitor management's implementation of external audit recommendations.

Reporting Responsibilities

- Report regularly to the Council about ARG committee activities, issues, and related recommendations through circulation of minutes.



- Monitor that open communication between the external auditor and the Shire's management occurs.

Other Responsibilities.

- Perform other activities related to this terms of reference as requested by the Council.
- Annually review and assess the adequacy of the ARG committee terms of reference, request Council approval for proposed changes, and ensure appropriate disclosure as might be required by legislation or regulation.

Approval and Amendment History

Reviewed/Modified	Reference	Date	Comment	Reviewed By
Adopted				
Reviewed				
Reviewed				



CEO Employment Committee

Membership

- Cr Byas
- Cr Rich
- Cr Coales
- Cr Dagostino
- Cr Atwell
- Deputy - Cr McConkey

Councillors (x 5)

Deputy members (x 1)

Support

Independent Facilitator (Appointed by Council)

Officer Responsible

Shire Officer to attend as / when required

Meeting Schedule

At least once a year

Meeting Location

Council Chambers

Quorum

Per section 5.19 of the *Local Government Act 1995*

Delegated Authority

Nil

Term of Office

Per section 5.11 of the *Local Government Act 1995*

Current membership appointed until 31 March 2020

References / Notes



CEO Employment Committee Terms of Reference*

* from 1 April 2020

Introduction

The CEO Employment Committee's role is to assist Council in the recruitment and performance measurement of the CEO.

Functions

In performing its role the Committee has the following functions:

- In conjunction with an independent facilitator establish appropriate selection criteria, important qualities, knowledge and skills the CEO will need to possess, in order to attain the most suitable candidate for the position of CEO.
- In conjunction with an independent facilitator establish clear terms and conditions for the CEO's employment contract.
- Provide a recommendation to Council on the preferred candidate for the position of CEO.
- In conjunction with an independent facilitator, undertake an annual assessment of the CEO's performance in accordance with the provisions of the CEO's contract of employment and key performance indicators.
- In consultation with an independent facilitator and the CEO, develop and recommend to Council key performance indicators in order to achieve the key priorities of the Corporate Business Plan, and any other means that will be used to assess the CEO's future performance in order to meet the expectation of Council.
- Review the CEO's employment contract and position description and make recommendations to Council as and when necessary.
- Review the CEO's remuneration package annually and make recommendations to Council in relation to remuneration, in accordance with the CEO's contract of employment, having consideration to the CEO's performance, current level of remuneration, and the Salaries and Allowances Determination; and
- Provide guidance to Council in assessing the CEO's performance.

Authority

The Committee is a formally appointed Committee of Council and is responsible to that body.

The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility.

The Committee does not have any delegated authority.

The Committee recommendations must be adopted by Council before implementation.

Membership

The Committee shall consist of (5) five Councillors. The appointment of members shall be per section 5.10 of the *Local Government Act 1995*.

A deputy member shall be appointed by Council.



An independent facilitator of the Committee, who is not a member of the Committee, shall be appointed to the Committee by Council to assist with Committee. An independent facilitator shall be appointed following a procurement process.

A quorum will be as per section 5.19 of the *Local Government Act 1995*.

The tenure of membership shall be per section 5.11 of the *Local Government Act 1995*.

The members of the Committee are to elect a Presiding Member from amongst themselves at the first meeting of the committee following an Ordinary Local Government Election.

The Presiding Member will preside at all meetings. In the Presiding Member's absence, the provisions of section 5.14 of the *Local Government Act 1995* apply.

Conduct and interests

Per Division 6 of the *Local Government Act 1995* all committee members must adhere to the provisions of the *Local Government Act 1995* related to the disclosure of interests.

The contract appointing the independent facilitator shall include strict conduct and interests provisions.

Meetings

The Committee will meet at least once a year to facilitate an annual assessment of the CEO's performance.

The Committee may invite Shire employees, appointed facilitator or others to attend meetings and provide pertinent information, where necessary.

The Committee shall meet with the CEO on such dates and at such times as the Committee determines to receive and discuss an update on the progress of key performance indicators or other matters.

Minutes of Committee meetings will be kept in accordance with section 5.22 of the *Local Government Act 1995* and the Shire's *Standing Orders Local Law 2002 (as amended)*.

The Committee may close the meeting to members of the public if the meeting deals with any of the matters listed in section 5.23(2).

Voting will be in accordance with section 5.21 of the *Local Government Act 1995*.

Public question time and public statement time is not available at the Committee.



PART 2 – COUNCIL ADVISORY GROUPS

Council Advisory Groups provide an alternative to Committees of Council established under section 5.8 of the *Local Government Act 1995*.

Council Advisory Groups share an objective of providing appropriate semi-structured forums for Councillors, community representatives, and Shire employees to exchange ideas, provide advice and inform Council and raise awareness on matters related to specific topics and areas of interest.

Council Advisory Groups incorporate the principles of transparency and accountability inherent to the Act without being constrained by many of the procedural requirements. In keeping with a semi-structured approach, Council Advisory Groups have the following similarities to Committees of Council:

- a presiding member is voted for by the Advisory Group members;
- when decisions are required, they are made by simple majority vote;
- members shall declare financial, proximity and impartiality interests and these shall be recorded;
- resolutions require Council endorsement to be implemented; and
- Councillors must continue to abide by the Code of Conduct.

Some of the differences between Council Advisory Group and Committees of Council are:

- greater flexibility in the setting of agendas and order of business;
- meeting minutes focus on actions and outcomes; and
- greater flexibility in the scheduling of meetings.



Access and Inclusion Advisory Group

Membership

Councillors (x 2)

-
-

Deputy members (x 2)

- Deputy -
- Deputy –

External members (x 5)

-
-
-
-
-

Officers Responsible (Non-voting)

Deputy CEO / Director Community Services
Director Infrastructure Services
Manager Community Development
Coordinator Community Development

Meeting Schedule

Quarterly and as required

Meeting Location

Civic Centre

Quorum

As per section 5.19 of the *Local Government Act 1995* as if it was a Committee of Council.

Term of Office

As per section 5.11 of the *Local Government Act 1995*, as if it was a Committee of Council

References



Access and Inclusion Advisory Group Terms of Reference

Introduction

The purpose of the Access and Inclusion Advisory Group is to support the development, implementation, review and evaluation of the Shire's Disability Access and Inclusion Strategy to ensure Council delivers high quality outcomes for the Shire of Serpentine Jarrahdale community and advise Council on matters related to access and inclusion.

The Advisory Group supports the Shire to form positive community partnerships and support the Shire to achieve its objectives as stated in the Strategic Community Plan.

The Access and Inclusion Advisory Group is not a Committee of Council and does not have delegated authority of Council. The Advisory Group has no power to make decisions on behalf of Council.

Functions

The Access and Inclusion Advisory Group will:

- Contribute to the development, implementation and review of projects associated with the Shire's Disability Access and Inclusion Strategy to achieve its objectives.
- Form partnerships with and support the engagement of a broad cross-section of the Shire of Serpentine Jarrahdale community, both residents and visitors about access and inclusion.
- Provide recommendations to the Council, as required, in relation to access and inclusion to overcome barriers in the Shire of Serpentine Jarrahdale based on stakeholder input.

Membership

The Access and Inclusion Advisory Group consists of a total of seven members.

- Two (2) Councillors appointed by Council. Two deputy members will be appointed by Council who will act as appointed members in the absence of appointed members.
- Five (5) community members. Community members are to have direct interest or lived experience in access and inclusion.

The tenure expires at each ordinary local government election.

Expressions of interest will be sought from the public and nominations from Councillors appointed by Council and Shire Officers appointed by the Shire of Serpentine Jarrahdale. Members are selected by expression of interest and/or nomination based on their knowledge, expertise, community / lived experience and ability to attend meetings.

Chairperson

The Advisory Group is to elect a Chairperson and Deputy Chairperson for the term. Any member of the Advisory Group can nominate as Chair. Following a call of nominations, the positions are to be decided by secret ballot.



Responsibilities will include:

- Guide meeting according to agenda.
- Keep meetings timely, effective and accountable.
- Ensure discussion items end with decision, action or definite outcome.

The Chair of the Access and Inclusion Advisory Group is:

The Deputy Chair of the Access and Inclusion Advisory Group is:

Shire Support Officer

This role is to be fulfilled by a Shire Officer who can provide advice and undertake the role as the group's 'secretary'.

Responsibilities will include:

- Facilitates the link between Shire deliverables and the Advisory Group;
- Prepare and disseminate minutes and agendas;
- Schedule meetings and notify Advisory Group members; and
- Extend invitation/s to attend meetings as requested by CEO, relevant Director and/or Chair.

The Shire Support Officer of the Access and Inclusion Advisory Group is:

Other attendees

Meetings are open to the public but may be closed at any time by the Chair, including on the recommendation of the CEO or relevant Director.

Invitations can be extended to internal Shire representatives, external organisations and service providers to guide and advise on specific topics as identified and agreed on by the Advisory Group.

Councillors, who are not part of the Advisory Group are invited to observe Advisory Group meetings, however they are not entitled to participate in the meeting, without the approval of the Chair, and in the event of a vote, do not have a vote.

Conduct

Advisory Group members will be expected to conduct themselves in a manner that supports a positive culture and outcomes for the group including:

- Provide apologies in advance if attendance is not possible
- Seek to obtain and represent the views of the broader community and / or the specific organisation / group represented
- Disseminate authorised information with the community in an unbiased manner
- At all times act in good faith, with honesty, integrity and fairness



- Respect the ideas and beliefs of all members and endeavour to create a positive working environment
- Notify the Shire of any potential conflict of interest that may arise with respect to participation in this group
- Agree not to disseminate confidential information that is discussed at the meeting as advised by the Chair
- Agree not to make any media comment on behalf of the Access and Inclusion Advisory Committee in relation to the work of the group unless approved by Council.

All Advisory Group members must adhere to the provisions of the *Local Government Act 1995* related to the disclosure of interests as if the Advisory Group was a Committee of Council.

External members of the Advisory Group must also adhere to the provisions of Regulation 3 and Regulations 6, 7, 8, 9, 10, and 11 of the *Local Government (Rules of Conduct) Regulations 2007* as if they were a Councillor attending a Committee of Council.

Failure to adhere to the provisions related to conduct and interest can result in Council removing a member from the Advisory Group.

The CEO is responsible for determining appropriate actions related to dispute resolution.

Council may by simple majority resolution remove a member of the Advisory Group if they breach confidentiality, fail to attend two or more consecutive meetings without notice or otherwise cause detriment.

Meetings

Meeting Schedule

Meetings will be held quarterly and as required. Urgent meetings may be called by the Presiding Member or Advisory Group by request to the CEO.

Minutes of Meetings

The Shire Support Officer is to ensure that accurate minutes are recorded at each meeting and all agreed actions noted in the Outcomes/Requirements column of the Minutes and include the Responsible Officers name and an "Action By" date.

Recommendations requiring Council action arising from the Meeting Minutes shall be presented to Council at the earliest available Ordinary Council Meeting.

Quorum

An Advisory Group recommendation is not recorded and does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.



Order of Meetings

Discussions at the Advisory Group meetings are to be directed through an Agenda. Any individual wishing a specific item to be included in the agenda should advise the minute taker at least two working days prior to the meeting date.

The use of an Agenda is to provide an initial structure for the meeting but is not intended to limit discussion, engagement and idea generation.

Decision Making

The Advisory Group will endeavour to reach any decision by consensus. The will provide advice as recommendations and where possible by consensus. There may be occasions where decisions are to be decided by a vote. The Chairperson may exercise a casting vote should this be necessary. All members have voting rights, unless they are guests to the meeting such as additional Councillors to the membership of the group.

An Advisory Group recommendation is not recorded and does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

Cases not provided for in the Terms of Reference

These Terms of Reference are intended to provide a framework for the efficient and effective operations of the Advisory Group. In cases not provided for in the Terms of Reference, the Presiding Member in consultation with the CEO or relevant Director is to determine the appropriate action to enable to the Advisory Group to perform its functions.

Amendments to the Terms of Reference

The Terms of Reference may be amended, varied or modified by resolution of Council.

Reference Documents

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Approval and Amendment History

Reviewed/Modified	Reference	Date	Comment	Reviewed By
Adopted				
Reviewed				
Reviewed				



Rating Equity Advisory Group

Membership

Councillors (x 2)

-
-

Deputy members (x 2)

- Deputy -
- Deputy –

External members (x 5)

-
-
-
-
-

Chairperson/Deputy

To be elected from amongst members in accordance with Section 5.12 of the Local Government Act 1995 as if the group was a Committee of Council

Officer Responsible

Chief Executive Officer

Meeting Schedule

Meeting Location

Civic Centre

Quorum

Per section 5.19 of the Local Government Act 1995 as if the group was a Committee of Council

Term of Office

Per section 5.11 of the Local Government Act 1995 as if the group was a Committee of Council

References / Notes



Rating Equity Advisory Group Terms of Reference

Introduction

The purpose of the Rating Equity Advisory Group is to inform the preparation of a rating strategy and provide advice to Council on matters related to rating, rating methodologies and level of service.

Functions

The Rating Equity Advisory Group will:

- Provide advice and guidance to the Shire on matters related to rating, rating methodologies and level of service;
- Inform the preparation of a rating strategy;
- Represent the diverse interests of community, business and industry within the Shire; and
- Assist Council to ensure that everyone in the community makes a fair and equitable contribution to funding infrastructure and services through an appropriate rating methodology.

Membership

The Rating Equity Advisory Group consists of a total of nine (9) members.

- Two (2) Councillors as appointed members in the absence of appointed members.
- Seven (7) Community members.

The tenure expires on 30 August 2020.

Expressions of interest will be sought from the public and nominations from Councillors appointed by Council and Shire Officers appointed by The Shire of Serpentine Jarrahdale. Members are selected by expression of interest and/or nomination based on their knowledge, expertise, community / lived experience and ability to attend meetings.

Chairperson

The Advisory Group is to elect a Chairperson and Deputy Chairperson for the term. Any member of the Advisory Group can nominate as Chair. Following a call of nominations, the positions are to be decided by secret ballot.

Responsibilities will include:

- Guide meeting according to agenda.
- Keep meetings timely, effective and accountable.
- Ensure discussion items end with decision, action or definite outcome.

The Chair of the Rating Equity Advisory Group is:



The Deputy Chair of the Rating Equity Advisory Group is:

Shire Support Officer

This role is to be fulfilled by a Shire Officer who can provide advice and undertake the role as the group's 'secretary'.

Responsibilities will include:

- Facilitates the link between Shire deliverables and the Advisory Group
- Prepare and disseminate minutes and agendas.
- Schedule meetings and notify Advisory Group members
- Extend invitation/s to attend meetings as requested by CEO, Director and/or Chair

The Shire Support Officer for the Rating Equity Advisory Group is:

Other attendees

Meeting attendance is by invitation only unless deemed otherwise by the CEO or Relevant Director and/or Chair.

Invitations can be extended to internal Shire representatives, external organisations and service providers to guide and advise on specific topics as identified and agreed on by the Advisory Group.

Councillors, who are not part of the Advisory Group are invited to observe Advisory Group meetings, however they are not entitled to participate in the meeting and in the event of a vote, do not have a vote.

All Shire Directors and CEO will attend meetings but are not members.

Conduct

Advisory Group Members will be expected to conduct themselves in a manner that supports a positive culture and outcomes for the group including:

- Provide apologies in advance if attendance is not possible
- Seek to obtain and represent the views of the broader community and / or the specific organisation / group represented
- Disseminate authorised information with the community in an unbiased manner
- At all times act in good faith, with honesty, integrity and fairness
- Respect the ideas and beliefs of all members and endeavour to create a positive working environment
- Notify the Shire of any potential conflict of interest that may arise with respect to participation in this group
- Agree not to disseminate confidential information that is discussed at the meeting as advised by the Chair



- Agree not to make any media comment on behalf of the Advisory Group in relation to the work of the group unless approved by Council.

All Advisory Group members must adhere to the provisions of the *Local Government Act 1995* related to the disclosure of interests as if the Advisory Group was a Committee of Council.

External members of the Advisory Group must also adhere to the provisions of Regulation 3 and Regulations 6, 7, 8, 9, 10, and 11 of the *Local Government (Rules of Conduct) Regulations 2007* as if they were a Councillor attending a Committee of Council.

Failure to adhere to the provisions related to conduct and interest can result in Council removing a member from the Advisory Group.

The CEO is responsible for determining appropriate actions related to dispute resolution.

Council may by simple majority resolution remove a member of the Committee if they breach confidentiality, fail to attend two or more consecutive meetings without notice or otherwise cause detriment.

Meetings

Meeting Schedule

Meetings will be as required. Urgent meetings may be called by the Presiding Member or Advisory Group by request to the CEO.

Minutes of Meetings

The Shire Support Officer is to ensure that accurate minutes are recorded at each meeting and all agreed actions noted in the Outcomes/Requirements column of the Minutes and include the Responsible Officers name and an "Action By" date.

Recommendations requiring Council action arising from the Meeting Minutes shall be presented to Council at the earliest available Ordinary Council Meeting.

Quorum

An Advisory Group recommendation is not recorded and does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

Order of Meetings

Discussions at the Advisory Group meetings are to be directed through an Agenda. Any individual wishing a specific item to be included in the agenda should advise the minute taker at least two working days prior to the meeting date.

The use of an Agenda is to provide an initial structure for the meeting but is not intended to limit discussion, engagement and idea generation.



Decision Making

The Advisory Group will endeavour to reach any decision by consensus. The Advisory Group will provide advice and recommendations where possible by consensus. There may be occasions where decisions are to be decided by a vote. The Chairperson may exercise a casting vote should this be necessary. All members have voting rights, unless they are guests to the meeting such as additional Councillors to the membership of the group.

An Advisory Group recommendation is not recorded and does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

Cases not provided for in the Terms of Reference

These Terms of Reference are intended to provide a framework for the efficient and effective operations of the Advisory Group. In cases not provided for in the Terms of Reference, the Presiding Member in consultation with the CEO or relevant Director is to determine the appropriate action to enable the Advisory Group to perform its functions.

Amendments to the Terms of Reference

The Terms of Reference may be amended, varied or modified by resolution of Council.

Reference Documents

-

Approval and Amendment History

Reviewed/Modified	Reference	Date	Comment	Reviewed By
Adopted				
Reviewed				
Reviewed				



Cemeteries Advisory Group

Membership

Councillors (x 2)

-
-

Deputy members (x 2)

-
-

External members (x 7)

-
-
-
-
-
-
-

Meeting Schedule

Twice yearly

Meeting Location

Committee Room

Quorum

Per Section 5.19 of the Local Government Act 1995 as if the group was a Committee of Council.

Term of Office

Per section 5.11 of the Local Government Act 1995 as if the group was a Committee of Council

References



Cemeteries Advisory Group Terms of Reference

Introduction

The purpose of the Cemeteries Advisory Group is to advise Council on management and potential issues within the two cemeteries that are managed by the Shire.

The Advisory Group is not a Committee of Council and does not have delegated authority of Council.

Functions

The Cemeteries Advisory Group will provide input and advice:

- on concerns regarding management of the two cemeteries that are under the jurisdiction of the Shire;
- future planning for Cemeteries; and
- on matters related to protecting the heritage of cemeteries and related infrastructure.

Membership

The Cemeteries Advisory Group consists of a total of nine members.

- Two (2) Councillors appointed by Council. Two deputy members will be appointed by Council who will act as appointed members in the absence of appointed members.
- Seven (7) community members.

The tenure expires at each ordinary Local Government election.

Expressions of interest will be sought from the public and nominations from Councillors appointed by Council and Shire Officers appointed by The Shire of Serpentine Jarrahdale. Members are selected by expression of interest and/or nomination based on their knowledge, expertise, community / lived experience and ability to attend meetings.

Chairperson

The Advisory Group is to elect a Chairperson and Deputy Chairperson for the term. Any member of the Advisory Group can nominate as Chair. Following a call of nominations, the positions are to be decided by secret ballot.

Responsibilities will include:

- Guide meeting according to agenda.
- Keep meetings timely, effective and accountable.
- Ensure discussion items end with decision, action or definite outcome.

The Chair of the Cemeteries Advisory Group is:



The Deputy Chair of the Cemeteries Advisory Group is:

Shire Support Officer

This role is to be fulfilled by a Shire Officer who can provide advice and undertake the role as the group's 'secretary'.

Responsibilities will include:

- Facilitates the link between Shire deliverables and the Advisory Group
- Prepare and disseminate minutes and agendas.
- Schedule meetings and notify Advisory Group members
- Extend invitation/s to attend meetings as requested by CEO, Director and/or Chair

The Shire Support Officer of the Cemeteries Advisory Group is:

Other attendees

Meetings are open to the public but may be closed at any time by Chair, including on the recommendation of the CEO or relevant Director.

Invitations can be extended to internal Shire representatives, external organisations and service providers to guide and advise on specific topics as identified and agreed on by the Advisory Group.

Councillors, who are not part of the Advisory Group are invited to observe Advisory Group meetings, however they are not entitled to participate in the meeting and in the event of a vote, do not have a vote.

Conduct

Advisory Group Members will be expected to conduct themselves in a manner that supports a positive culture and outcomes for the group including:

- Provide apologies in advance if attendance is not possible
- Seek to obtain and represent the views of the broader community and / or the specific organisation / group represented
- Disseminate authorised information with the community in an unbiased manner
- At all times act in good faith, with honesty, integrity and fairness
- Respect the ideas and beliefs of all members and endeavour to create a positive working environment
- Notify the Shire of any potential conflict of interest that may arise with respect to participation in this group
- Agree not to disseminate confidential information that is discussed at the meeting as advised by the Chair
- Agree not to make any media comment on behalf of the Advisory Group in relation to the work of the group unless approved by Council.



All Advisory Group members must adhere to the provisions of the *Local Government Act 1995* related to the disclosure of interests as if the Advisory Group was a Committee of Council.

External members of the Advisory Group must also adhere to the provisions of Regulation 3 and Regulations 6, 7, 8, 9, 10, and 11 of the *Local Government (Rules of Conduct) Regulations 2007* as if they were a Councillor attending a Committee of Council.

Failure to adhere to the provisions related to conduct and interest can result in Council removing a member from the Advisory Group.

The CEO is responsible for determining appropriate actions related to dispute resolution.

Council may by simple majority resolution remove a member of the Advisory Group if they breach confidentiality, fail to attend two or more consecutive meetings without notice or otherwise cause detriment.

Meetings

Meeting Schedule

Advisory Group meetings will be held twice-yearly and as required. Urgent meetings may be called by the Presiding Member or Advisory Group by request to the CEO.

Minutes of Meetings

The Shire Support Officer is to ensure that accurate minutes are recorded at each meeting and all agreed actions noted in the Outcomes/Requirements column of the Minutes and include the Responsible Officers name and an "Action By" date.

Recommendations requiring Council action arising from the Meeting Minutes shall be presented to Council at the earliest available Ordinary Council Meeting.

Quorum

An Advisory Group recommendation is not recorded and does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

Order of Meetings

Discussions at the Advisory Group meetings are to be directed through an Agenda. Any individual wishing a specific item to be included in the agenda should advise the minute taker at least two working days prior to the meeting date.

The use of an Agenda is to provide an initial structure for the meeting but is not intended to limit discussion, engagement and idea generation.



Decision Making

The Advisory Group will endeavour to reach any decision by consensus. The Advisory Group will provide advice as a collective and where possible via consensus. There may be occasions where decisions are to be decided by a vote. The Chairperson may exercise a casting vote should this be necessary. All members have voting rights, unless they are guests to the meeting such as additional Councillors to the membership of the group.

An Advisory Group recommendation is not recorded and does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

Cases not provided for in the Terms of Reference

These Terms of Reference are intended to provide a framework for the efficient and effective operations of the Advisory Group. In cases not provided for in the Terms of Reference, the Presiding Member in consultation with the CEO or relevant Director is determine the appropriate action to enable to the Advisory Group to perform its functions.

Amendments to the Terms of Reference

The Terms of Reference may be amended, varied or modified by resolution of Council.

Reference Documents

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Approval and Amendment History

Reviewed/Modified	Reference	Date	Comment	Reviewed By
Adopted				
Reviewed				
Reviewed				



Bush Fire Advisory Committee (BFAC)

Membership

- Cr Atwell
- Cr Denholm

Councillors (x 2)

Deputy members

- Cr Strautins
- Cr Byas

External members

- 1 x Chief Bushfire Control Officer
- 6 x Brigade Captains

Non-voting members (x 7)

- Representative from the Department of Fire and Emergency Services District Officer
- Representative from the Department of Parks and Wildlife
- 3 x Deputy Chief Bush Fire Control Officers
- 1 x Manager ESG

Staff members (x 3)

- x Chief Executive Officer / Representative
- 1 x Manager Emergency Services and Community Safety
- 1 x Emergency Services Coordinator

Officer Responsible

Emergency Services Coordinator

Meeting Schedule

April and November each year

Meeting Location

Civic Centre Meeting Room

Quorum

Per Section 5.19 of the Local Government Act 1995 as if the group was a Committee of Council

Delegated Authority

Nil [All recommendations must be adopted by Council before implementation]

Term of Office

Per section 5.11 of the Local Government Act 1995 as if the group was a Committee of Council

References / Notes



Bush Fire Advisory Committee Terms of Reference (BFAC)*

* Subject to consideration by the Bush Fire Advisory Committee

Introduction

Under section 67 of the *Bush Fires Act 1954*, a local government may appoint such persons as it thinks fit as a bush fire advisory committee. The Shire of Serpentine Jarrahdale Bush Fire Advisory Committee provides advice regarding:

- matters related to previously controlled and extinguished bush fires;
- planning layout of fire breaks in the district;
- advice pertaining to prosecutions for breaches of the *Bush Fires Act 1954*;
- advice pertaining to the formation of Brigades; and
- coordination and cooperation between Brigades and Agents.

The Bush Fire Advisory Committee is an Advisory Group and is not a Committee of Council established under section 5.8 of the *Local Government Act 1995*.

Functions

The Bush Fire Advisory Committee is responsible for the reporting to and making recommendations to Council on:

- the financial affairs of the Brigade/s.
- the general management of the affairs of the Brigade/s.
- the planning, setting of standards and works programs for fire prevention within the Local Government area of responsibility.
- activities of Bush Fire Brigade/s.
- subject to any direction of the Advisory Committee as a whole:
 - a) Ensuring that the equipment in the possession or control of the Brigade/s in the Local Government area is inspected on a regular basis.
 - b) Making representation and recommendations to Local Government in relation to the fire fighting equipment that should be reviewed in accordance with the Risk to Resource documentation as submitted to DFES.
 - c) Taking steps to ensure the appropriate distribution of fire equipment amongst brigade/s in the Local Government Area of Responsibility.
 - d) Co-ordinating training within the Brigade/s in the Shire to ensure they work together efficiently.
 - e) Overseeing the preparation and maintenance of an Incident Response Plan for the bushfire district and ensuring that a communication plan is developed and functions across the Local Government area.
 - f) Selecting members of the Committee to represent the Local Government area on a regional basis.
 - g) Carrying out other functions assigned to the Committee by the Council.

Membership

The Bush Fire Advisory Committee consists of a total of nine members.



- Two (2) Councillors
- One (1) Chief Bush Fire Control Officer
- Six (6) Brigade Captains

Council shall appoint members to the Committee per section 67 of the *Bush Fires Act 1954*.

The tenure of membership shall be per section 5.11 of the Local Government Act 1995 as if the group was a Committee of Council.

Chairperson

The Committee is to elect a Chairperson and Deputy Chairperson for the term. Any member of the Committee can nominate as Chair. Following a call of nominations, the positions are to be decided by secret ballot.

Responsibilities will include:

- Guide meeting according to agenda.
- Keep meetings timely, effective and accountable.
- Ensure discussion items end with decision, action or definite outcome.

The Chair of the Bush Fire Advisory Committee is: Cr Bill Denholm

The Deputy Chair of the Bush Fire Advisory Committee is: Mr Chris Burgess

Shire Support Officer

This role is to be fulfilled by a Shire Officer who can provide advice and undertake the role as the group's 'secretary'.

Responsibilities will include:

- Facilitates the link between Shire deliverables and the Advisory Group;
- Prepare and disseminate minutes and agendas;
- Schedule meetings and notify Advisory Group members; and
- Extend invitation/s to attend meetings as requested by CEO, relevant Director and/or Chair.

The Shire Support Officer of the Bush Fire Advisory Committee is the: Emergency Services Coordinator.

Other attendees

Meeting attendance is by invitation only unless deemed otherwise by the CEO or Director and/or Chair.

Invitations can be extended to internal Shire representatives, external organisations and service providers to guide and advise on specific topics as identified and agreed on by the Committee.



Councillors, who are not part of the Committee are invited to observe meetings, however they are not entitled to participate in the meeting and in the event of a vote, do not have a vote.

Resignations and Termination

Council may by simple majority resolution remove a member of the Committee if they breach confidentiality, fail to attend two or more consecutive meetings without notice or otherwise cause detriment.

Conduct

Committee members will be expected to conduct themselves in a manner that supports a positive culture and outcomes for the group including:

- Provide apologies in advance if attendance is not possible;
- Seek to obtain and represent the views of the broader community and / or the specific organisation / group represented;
- Disseminate authorised information with the community in an unbiased manner;
- At all times act in good faith, with honesty, integrity and fairness;
- Respect the ideas and beliefs of all members and endeavour to create a positive working environment;
- Notify the Shire of any potential conflict of interest that may arise with respect to participation in this group;
- Agree not to disseminate confidential information that is discussed at the meeting as advised by the Chair; and
- Agree not to make any media comment on behalf of the Committee in relation to the work of the group unless approved by Council.

All Committee members must adhere to the provisions of the *Local Government Act 1995* related to the disclosure of interests as if the Committee was a Committee of Council.

External members of the Committee must also adhere to the provisions of Regulation 3 and Regulations 6, 7, 8, 9, 10, and 11 of the *Local Government (Rules of Conduct) Regulations 2007* as if they were a Councillor attending a Committee of Council.

Failure to adhere to the provisions related to conduct and interest can result in Council removing a member from the Committee.

The CEO is responsible for determining appropriate actions related to dispute resolution.

Meetings

Meeting Schedule

Meetings will be held quarterly and as required. Urgent meetings may be called by the Presiding Member or Committee by request to the CEO.



Minutes of Meetings

The Shire Support Officer is to ensure that accurate minutes are recorded at each meeting and all agreed actions noted in the Outcomes/Requirements column of the Minutes and include the Responsible Officers name and an "Action By" date.

Recommendations requiring Council action arising from the Meeting Minutes shall be presented to Council at the earliest available Ordinary Council Meeting.

Quorum

A Committee recommendation is not recorded and does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

Order of Meetings

Discussions at the Committee meetings are to be directed through an Agenda. Any individual wishing a specific item to be included in the agenda should advise the minute taker at least two working days prior to the meeting date.

Decision Making

The Committee will endeavour to reach any decision by consensus. The Committee will provide advice as a and where possible by consensus group. There may be occasions where decisions are to be decided by a vote. The Chairperson may exercise a casting vote should this be necessary. All members have voting rights, unless they are guests to the meeting such as additional Councillors to the membership of the group.

A Committee recommendation is not recorded and does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

Cases not provided for in the Terms of Reference

These Terms of Reference are intended to provide a framework for the efficient and effective operations of the Committee. In cases not provided for in the Terms of Reference, the Presiding Member in consultation with the CEO or relevant Director is to determine the appropriate action to enable to the Committee to perform its functions.

Amendments to the Terms of Reference

The Terms of Reference may be amended, varied or modified by resolution of Council.



Reference Documents

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Approval and Amendment History

Reviewed/Modified	Reference	Date	Comment	Reviewed By
Adopted				
Reviewed				
Reviewed				



Local Emergency Management Committee (LEMC)

Established under s38 of the Emergency Management Act 2005

Membership

Councillors (x 2)

- Cr Rich as Shire President / Local Recovery Coordinator
- Cr Atwell

Deputy members (x 1)

- Cr Coales

External members)

Representatives from:

- District Emergency Management Advisor (DFES)
- Mundijong Police
- St Johns Ambulance
- Department Biodiversity, Conservation and Attractions
- SJ Anglican Parish
- Telstra
- District Officer South East Department Fire and Emergency Services
- District Officer South East State Emergency Services
- Karnet Prison Farm
- Emergency Management Coordinator – East Metropolitan Health Services
- Department of Communities
- Serpentine Jarrahdale State Emergency Services Manager
- Serpentine Jarrahdale Volunteer Chief Bush Fire Control Officer

Staff members (x 7)

- Chief Executive Officer / Representative
- Manager Emergency Services and Community Safety
- Coordinator Community Safety
- Manager Health and Building
- Emergency Services Coordinator
- Director Community Services/Deputy CEO
- Manager Community Development

Officer Responsible

Emergency Services Coordinator

Meeting Schedule

Second Tuesday of every third month (Quarterly)

Meeting Location

Civic Centre Meeting Room



Quorum	Per Section 5.19 of the <i>Local Government Act 1995</i> as if the Committee was formed under section 5.8 of that Act.
Delegated Authority	As per the <i>Emergency Management Act 2005</i> . All recommendations for the Shire beyond the remit of the <i>Emergency Management Act 2005</i> must be adopted by Council before implementation.
Term of Office	Per section 5.11 of the <i>Local Government Act 1995</i> as if the Committee was formed under section 5.8 of that Act.
References / Notes	-

DRAFT



Local Emergency Management Committee Terms of Reference (LEMC)*

** Subject to consideration by the Local Emergency Management Committee*

Introduction

The Local Emergency Management Committee is established under s38 of the *Emergency Management Act 2005* to develop and maintain effective emergency management arrangements for the local area. The *Emergency Management Act 2005* specifies that the role of the Committee is to:

- advise and assist the local government in ensuring that local emergency management arrangements are established for its district
- liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.

The Committee is not a Committee of Council.

Under section 38(4) of the *Emergency Management Act 2005* the constitution and procedures of Local Emergency Management Committees are set by State Emergency Management Committee (SEMC).

The State Emergency Management Procedures produced by SEMC provides guidance in this regard. This terms of reference is consistent with section 38(4) of the *Emergency Management Act 2005*.

Functions

The Committee performs its functions by:

- liaising with participating agencies in the development, review and testing of emergency management arrangements;
- assisting with the preparation of emergency management operating procedures for application in the local area;
- preparing an annual report on committee activities for submission to the District Emergency Management Committee
- participating in the emergency risk management process;
- carrying out other emergency management functions as directed by the District Emergency Management Committee.

Membership

The membership of the Committee comprises



Chairperson

- Shire President

Deputy Chairperson

- Officer in Charge – Mundijong Police

Representatives from the following agencies and organisations:

- Department of Fire and Emergency Services (DFES) – District Officer South East Region Fire
- Department of Fire and Emergency Services (SES) – District Officer South East Region SES
- Department of Communities (DC) – Senior District Emergency Services Officer
- St Johns Ambulance
- Department of Biodiversity, Conservation and Attractions
- Karnet Prison Farm – Assistant Superintendent Security
- Health Service – Emergency Management Coordinator – East Metropolitan Health Service – Armadale Kalamunda Group
- SJ Anglican Parish
- Department of Agriculture
- Telstra
- Water Corporation
- Main Roads
- Public Transport Authority
- Arc Infrastructure (formerly Brookfield Rail)
- A Councillor (and Councillor as Deputy)
- Volunteer Chief Bush Fire Control Officer
- Serpentine Jarrahdale State Emergency Services
- Serpentine Aircraft Builders Club
- Deputy Chief Executive Officer / Director Community Services - Local Recovery Coordinator

Non-Voting Delegates

- Director Development Services
- Manager Emergency Services and Community Safety
- Manager Community Development- Local Welfare Liaison Officer
- Coordinator Community Safety
- Coordinator Emergency Services
- District Emergency Management Advisor (DFES)

Other Shire Officers may attend if required to provide support/input/advice

Chairperson

The Shire President is the Chairperson of the Committee. The Deputy Chairperson is the Officer in Charge – Mundijong Police Station.



Shire Support Officer

This role is to be fulfilled by a Shire Officer who can provide advice and undertake the role as the group's 'secretary'.

Responsibilities will include:

- Facilitates the link between Shire deliverables and the Advisory Group
- Prepare and disseminate minutes and agendas.
- Schedule meetings and notify Advisory Group members
- Extend invitation/s to attend meetings as requested by CEO, Director and/or Chair

The Shire Support Officer of the Bush Fire Advisory Committee is the Emergency Services Coordinator.

Other attendees

Meeting attendance is by invitation only unless deemed otherwise by the CEO or Director and/or Chair.

Invitations can be extended to internal Shire representatives, external organisations and service providers to guide and advise on specific topics as identified and agreed on by the Committee.

Councillors, who are not part of the Committee are invited to observe meetings, however they are not entitled to participate in the meeting and in the event of a vote, do not have a vote.

Resignations and Termination

Council may by simple majority resolution remove a member of the Committee if they breach confidentiality, fail to attend two or more consecutive meetings without notice or otherwise cause detriment.

Conduct

Committee members will be expected to conduct themselves in a manner that supports a positive culture and outcomes for the group including:

- Provide apologies in advance if attendance is not possible
- Seek to obtain and represent the views of the broader community and / or the specific organisation / group represented
- Disseminate authorised information with the community in an unbiased manner
- At all times act in good faith, with honesty, integrity and fairness
- Respect the ideas and beliefs of all members and endeavour to create a positive working environment
- Notify the Shire of any potential conflict of interest that may arise with respect to participation in this group
- Agree not to disseminate confidential information that is discussed at the meeting as advised by the Chair



- Agree not to make any media comment on behalf of the Advisory Group in relation to the work of the group unless approved by Council.

All Committee members must adhere to the provisions of the *Local Government Act 1995* related to the disclosure of interests as if the Committee was a Committee of Council.

External members of the Committee must also adhere to the provisions of Regulation 3 and Regulations 6, 7, 8, 9, 10, and 11 of the *Local Government (Rules of Conduct) Regulations 2007* as if they were a Councillor attending a Committee of Council.

Failure to adhere to the provisions related to conduct and interest can result in Council removing a member from the Committee.

The CEO is responsible for determining appropriate actions related to dispute resolution.

Meetings

Meeting Schedule

Meetings will be held quarterly and as required. Urgent meetings may be called by the Presiding Member or Committee by request to the CEO.

Minutes of Meetings

The Shire Support Officer is to ensure that accurate minutes are recorded at each meeting and all agreed actions noted in the Outcomes/Requirements column of the Minutes and include the Responsible Officers name and an "Action By" date.

Recommendations requiring Council action arising from the Meeting Minutes shall be presented to Council at the earliest available Ordinary Council Meeting.

Quorum

A Committee recommendation is not recorded and does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

Order of Meetings

Discussions at the Committee meetings are to be directed through an Agenda. Any individual wishing a specific item to be included in the agenda should advise the minute taker at least two working days prior to the meeting date.

Decision Making



The Committee will endeavour to reach any decision by consensus. The Committee will provide advice as and where possible by consensus group. There may be occasions where decisions are to be decided by a vote. The Chairperson may exercise a casting vote should this be necessary. All members have voting rights, unless they are guests to the meeting such as additional Councillors to the membership of the group.

A Committee recommendation is not recorded and does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

Cases not provided for in the Terms of Reference

These Terms of Reference are intended to provide a framework for the efficient and effective operations of the Committee. In cases not provided for in the Terms of Reference, the Presiding Member in consultation with the CEO is determine the appropriate action to enable to the Committee to perform its functions.

Amendments to the Terms of Reference

The Terms of Reference may be amended, varied or modified by resolution of Council.

Reference Documents

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Approval and Amendment History

Reviewed/Modified	Reference	Date	Comment	Reviewed By
Adopted				
Reviewed				
Reviewed				



Community Grants Assessment Panel

Membership

Councillors (x 3)

-
-
-

Deputy Councillors (x 2)

-
-

Officer Responsible
(non-voting)

Manager Community Development

Meeting Schedule

Twice Yearly

Meeting Location

Civic Centre Meeting Room

Quorum

All members must be present

Delegated Authority

Chief Executive Officer

Term of Office

Appointed to Panel until the next ordinary local government elections

Purpose:

To consider applications received through the Shire's Major Grants funding program

Conduct and interests

Outcome:

Endorsement of Officer Recommendations of applications received under the Major Grant funding program

References / Notes

Community Grants Policy – E17/4307
Community Grants Guidelines – E17/6270



Community Grants Assessment Panel Terms of Reference

Introduction

The Purpose of the Community Grants Assessment Panel is to assist in the evaluation of Shire Major Grants.

The Community Grants Assessment Panel is not a Committee of Council and does not have delegated authority of Council. The panel has no power to make decisions on behalf of Council but may make recommendations to the Council and Shire. Per the Shire's financial delegations and policy, recommendations for grant allocations under the program do not require Council endorsement but are considered by the Chief Executive Officer.

Functions

The Panel will make recommendations to the Shire on the prioritisation and allocation of community grants.

Membership

The panel consists of a total of three (3) Councillors

The tenure expires at each ordinary Local Government election.

Shire Support Officer

This role is to be fulfilled by a Shire Officer who can provide advice and undertake the role as the group's 'secretary'.

Responsibilities will include:

- Facilitates the link between Shire deliverables and the Assessment Panel
- Prepare and disseminate minutes and agendas
- Schedule meetings and notify Assessment Panel members
- Extend invitation/s to attend meetings as requested by CEO, Director and/or Chair

The Shire Support Officer for the Community Grants Assessment Panel is:

Other attendees

Meeting attendance is by invitation only unless deemed otherwise by the CEO or Director and/or Chair.

Invitations can be extended to internal Shire representatives, external organisations and service providers to guide and advise on specific topics as identified and agreed on by the Advisory Group.

Councillors, who are not part of the Panel are invited to observe meetings, however they are not entitled to participate in the meeting and in the event of a vote, do not have a vote.



Conduct

Members will be expected to conduct themselves in a manner that supports a positive culture and outcomes for the group including:

- Provide apologies in advance if attendance is not possible
- Seek to obtain and represent the views of the broader community and / or the specific organisation / group represented
- Disseminate authorised information with the community in an unbiased manner
- At all times act in good faith, with honesty, integrity and fairness
- Respect the ideas and beliefs of all members and endeavour to create a positive working environment
- Notify the Shire of any potential conflict of interest that may arise with respect to participation in this group
- Agree not to disseminate confidential information that is discussed at the meeting as advised by the Chair
- Agree not to make any media comment on behalf of the Panel in relation to the work of the group unless approved by Council.

All Panel members must adhere to the provisions of the *Local Government Act 1995* related to the disclosure of interests as if the Panel was a Committee of Council.

External members of the Panel must also adhere to the provisions of Regulation 3 and Regulations 6, 7, 8, 9, 10, and 11 of the *Local Government (Rules of Conduct) Regulations 2007* as if they were a Councillor attending a Committee of Council.

Failure to adhere to the provisions related to conduct and interest can result in Council removing a member from the Panel.

The CEO is responsible for determining appropriate actions related to dispute resolution.

Council may by simple majority resolution remove a member of the Panel if they breach confidentiality, fail to attend two or more consecutive meetings without notice or otherwise cause detriment.

Meetings

Meeting Schedule

Meetings will be held twice annually and as required. Urgent meetings may be called by the Presiding Member or Advisory Group by request to the CEO.

Minutes of Meetings

The Shire Support Officer is to ensure that accurate minutes are recorded at each meeting and all agreed actions noted in the Outcomes/Requirements column of the Minutes and include the Responsible Officers name and an "Action By" date.



Recommendations requiring Council action arising from the Meeting Minutes shall be presented to Council at the earliest available Ordinary Council Meeting.

Quorum

A Panel recommendation is not recorded and does not have effect unless all members are present.

Order of Meetings

Discussions at the Panel meetings are to be directed through an Agenda. Any individual wishing a specific item to be included in the agenda should advise the minute taker at least two working days prior to the meeting date.

Decision Making

The Panel will endeavour to reach any decision by consensus. There may be occasions where decisions are to be decided by a vote. All members have voting rights, unless they are guests to the meeting such as additional Councillors to the membership of the group.

A Panel recommendation is not recorded and does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

Cases not provided for in the Terms of Reference

These Terms of Reference are intended to provide a framework for the efficient and effective operations of the Panel. In cases not provided for in the Terms of Reference, the Presiding Member in consultation with the CEO or relevant Director is to determine the appropriate action to enable the Panel to perform its functions.

Amendments to the Terms of Reference

The Terms of Reference may be amended, varied or modified by resolution of Council.

Reference Documents

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Approval and Amendment History

Reviewed/Modified	Reference	Date	Comment	Reviewed By
Adopted				
Reviewed				
Reviewed				



Serpentine Jarrahdale Trails Association Inc*

* Subject to additional consultation

Councillors (x 2)

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Shire Staff
(All non-voting)

Natural Reserves Coordinator

Officer Responsible
(non-voting)

Natural Reserves Coordinator

Meeting Schedule

Bi-monthly 7.30 pm

Meeting Location

Bill Hicks Reserve Pavilion, Byford

Quorum

50% of membership

Purpose:

This was a group originally set up by Council to coordinate and drive the construction of trails throughout the Shire, which was supported with a construction budget provided through Council. Currently it is a group of community members that have an interest in the development and management of trails within the Shire. Membership is open to all groups, organizations and individuals who have an interest in trails. This group provides advice to the Shire, brings issues to the table to be addressed and has the ability to apply for funding for trails. Information from this group feeds up into the regional Peel Trails Group

References / Notes

Current members include representation from:

- Darling Downs Residents Association,
- Jarrahdale Heritage Society
- Serpentine Heritage Society
- WA Horse Trekkers Club
- ATHRA
- WA Endurance
- Walking groups
- General members of the community
- Shire of Serpentine Jarrahdale



PART 3 – EXTERNAL GROUPS WITH COUNCIL REPRESENTATION

Council membership of external organisations including community groups can assist engagement, partnership and collaboration and inform Council decision-making. Historically, Council is often asked to nominate one or more delegates to represent Council.

Appointments of Council delegates should be made in accordance with the policy 'Council delegates and representation on external organisations, including community groups'.

The information provided below is predominately sourced from the groups.

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Metro East Joint Development Assessment Panel (JDAP)

Established under the *Planning and Development Act 2005* and the *Planning and Development (Development Assessment Panels) Regulations 2011*.

Membership

Councillors (x 2)

- Cr Michelle Rich*
- Cr McConkey*

* Appointed by the Minister until 26 January 2020

Deputy members (x 2)

- Deputy - Vacant
- Deputy - Vacant

Responsible Authority

Department of Planning, Lands and Heritage

Meeting Schedule

When required

Meeting Location

Varies

Quorum

Three members

Term of Office

The current membership on JDAP expires on 26 January 2020. Members are appointed by the Minister under section 24(1) of the *Planning and Development (Development Assessment Panels) Regulations 2011* for up to three years according to term of appointment. Eligibility for appointment under 24(1) ceases when a member is no longer a Councillor.

Remuneration

Defined in Schedule 2 of the *Planning and Development (Development Assessment Panels) Regulations 2011*



Serpentine Jarrahdale Land Conservation District Committee

Established under s23 of the *Soil and Land Conservation Act 1945*

Membership

Councillors (x 1)

-

Deputy members (x 1)

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Directorate

Infrastructure Services

Shire Officer Responsible
(Non-voting)

Natural Reserves Coordinator

Responsible authority

Department of Primary Industries and Regional Development
and Landcare

Meeting Schedule

Meetings held as required. Annual General Meeting held in
December of year.

Meeting Location

Landcare Office, Paterson Street, Mundijong

Term of office

3 years

References / Notes

Land Conservation District Committees are
Statutory Committees appointed by the
Commissioner of Soil and Land Conservation.



Western Australian Local Government Association (WALGA) – Peel Zone

Membership	Councillors (x 2)
<ul style="list-style-type: none">• Cr Rich• Cr Strange	
	Deputy members (x 1)
<ul style="list-style-type: none">• Cr Strautins	
Shire Staff (All non-voting)	Chief Executive Officer
Officer Responsible (Non-voting)	Chief Executive Officer
Meeting Schedule	Every two months
Meeting Location	Rotating basis – Meetings held at various Member Councils.
Term of Office	2 years
References / Notes	Member Councils : <ul style="list-style-type: none">• Shire of Serpentine Jarrahdale;• City of Mandurah;• Shire of Murray;• Shire of Waroona; and• Shire of Boddington.



Metropolitan Regional Roads Sub Group (MRRG)

Membership	Councillor (x 1)
<ul style="list-style-type: none">•	
	Deputy members (x 1)
<ul style="list-style-type: none">•	
Shire Staff (All non-voting)	Manager Infrastructure and Assets
Officer Responsible (Non Voting)	Mayor Trevor Vaughan, Chair Metropolitan Regional Road Group Kathryn Siegert, Program Coordinator, Metropolitan Region
Meeting Schedule	The Technical Committee and Councillors meetings are held twice per year in March/April and October/November. Sub Group meetings are held in advance of these
Meeting Location	WALGA
Purpose:	Through Regional Road Groups (MRRG) the State Government provides Local Government with a voice in how the State's contribution to local roads is spent. This organisational structure and regional framework recognises the understanding of the local community's road needs that Local Government elected representatives have. The delegation of responsibility provided to RRGs should be seen in the context of the statutory powers of the Commissioner of Main Roads WA (MRWA) to provide local road funding, with the required recommendation to the Minister for Transport, from a state-wide perspective
Outcome:	The role of MRRGs is to recommend Local Government road funding priorities to the Advisory Committee and to monitor the implementation of the Local Roads Program in their own Regions
References / Notes	The Councillor representatives are appointed by each of the Sub Groups. This is the decision making body for the MRRG



The MRRG Councillors meet twice yearly, with Technical Representatives also attending. Minutes of these meetings are prepared by Main Roads support staff

Minutes of the Sub Group meetings are to be forwarded to the MRWA Program Support Officer for inclusion in the Agenda Papers for the Technical and Councillors meetings

Investigation is underway as to the benefits of moving from the MRRG to the South West Representative Group.

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Peel Trails Group Inc

Membership

Councillors (x 2)

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Shire Staff
(All non-voting)

Coordinator Community Projects and Facilities

Officer Responsible

Manager Community Development

Meeting Schedule

Bi-monthly

Meeting Location

Shire of Murray unless otherwise stated

Quorum

4 members

Term of Office

Annual subscription

Purpose:

This group was incorporated in 1998 with the aim of establishing the Peel Region as the benchmark for sustainable trails development and use and to become recognised as leaders in trails development and promotions. This group creates links across the Peel region with the appropriate stakeholders in order to achieve these outcomes.

Terms of reference

IN19/19171

References / Notes

Constituent Councils:
Shire of Serpentine Jarrahdale
Shire of Murray
Shire of Waroona
Shire of Boddington
City of Mandurah

Jarrahdale Heritage Society
South Metropolitan Health Service
Shire of Serpentine Jarrahdale
Department of Biodiversity, Conservation and Attractions (DBCA)
Peel Development Commission (PDC)
Department of Sport and Recreation (DSR)
Mandurah & Peel Tourism Organisation (MAPTO)
Quindanning Action Group
Dwellingup Adventures



South East Regional Energy Group

South East Regional Energy Group (SEREG) comprises partner Councils – City of Armadale, City of Gosnells and Shire of Serpentine Jarrahdale

Membership	Councillors (x 1)
<ul style="list-style-type: none">•	
<ul style="list-style-type: none">•	Deputy members (x1)
Shire Staff (All non-voting)	Manager Infrastructure and Assets Community Development Senior Environmental staff Member (from each Partner Council)
Officer Responsible (non-voting)	Switch your thinking Program staff
Meeting Schedule	At least 5 times per year
Meeting Location	Rotating basis – Offices of City of Armadale, City of Gosnells and Shire of Serpentine Jarrahdale
Quorum	Minimum of two Council delegates
Delegated Authority	Nil
Term of Office	Appointed to Committee determined by Council following ordinary local government elections, expiring on subsequent ordinary local government election. If Committee member resigns prior to ordinary local government election, Council to appoint a replacement
Purpose:	To facilitate the Shire of Serpentine Jarrahdale to working in partnership with the Cities of Armadale and Gosnells to reduce regional greenhouse gas emissions through the implementation and review of the Switch your thinking Business Plan
Outcome:	The South East Regional Energy Group, through the Switch your thinking program, seeks to reduce regional greenhouse gas emissions by:



- Increasing resource efficiency and environmental awareness in the community and local government stakeholders including educational initiatives;
- Trialling new technologies and efficient operational processes;
- Supporting the community and Council staff to adopt low-emission practices and technology;
- Assisting partner Councils to implement corporate greenhouse gas abatement strategies;
- Forging partnerships with businesses, government agencies and community groups;
- Leading by example through best-practice and quantifiable emission abatement.

References / Notes

Terms of Reference – E16/7238
Memorandum of Understanding E17/7652



Landcare Centre Management Committee

Membership	Councillors (x 2)
<ul style="list-style-type: none">••	
Directorate	Infrastructure Services
Shire Officer Responsible (non-voting)	Natural Reserves Coordinator
Meeting Schedule	Second Friday of every second month 9.30am from February
Meeting Location	Landcare Office, Paterson Street, Mundijong
Purpose:	The Management Committee is a subcommittee of the Landcare SJ Board that discusses and makes decisions on everyday workings of the Landcare SJ office and Officers, projects and tasks
Outcome:	Any recommendations made at this committee are taken to the Landcare SJ Board
References / Notes	Constitution requires a Councillor Delegate



Landcare SJ Inc (Board)

Membership

Councillors (x 2)

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Directorate

Infrastructure Services

Shire Officer Responsible (Non-voting)

Manager of Infrastructure and Design

Meeting Schedule

Fourth Wednesday of every second Month from February,
9.30am

Meeting Location

Landcare Office, Paterson Street, Mundijong

Purpose:

The Landcare SJ Board functions as the managing board for Landcare SJ Incorporated. The group makes executive decisions about the running of Landcare SJ Incorporated

Outcome:

As above

References / Notes

Constitution requires a Councillor Delegate. A Deputy Delegate is required



Peel Harvey Biosecurity Group Committee (Incorporated)

Membership	Council members (x 2) <ul style="list-style-type: none">••
Shire Staff (All non-voting)	Manager Subdivisions and Environment
Officer Responsible (non-voting)	Manager Subdivisions and Environment
Meeting Schedule	4 th Wednesday of the Month
Meeting Location	Drakesbrook Hotel Function Room
Quorum	5
Term of Office	Under the New Model Rules, term of office is for one year.
Purpose:	<p>The Peel Harvey Biosecurity Group is a not-for-profit organisation run by local people who volunteer their valuable time, skills and knowledge.</p> <p>To get more runs on the board, in a shorter time frame, the Peel Harvey Biosecurity Group employs two part-time staff.</p>
References / Notes	



PART 4 – COMMUNITY GROUPS WITH COUNCIL DELEGATES

Council membership of external organisations including community groups can assist engagement, partnership and collaboration and inform Council decision-making. Historically, Council is often asked to nominate one or more delegates to represent Council.

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