

NOTICE OF A SPECIAL MEETING OF COUNCIL

A Special Meeting of Council will be held in Council Chambers on **Tuesday 24 October 2023** commencing at 5.30pm, called for the purpose of:

1. swearing-in newly elected Councillors
2. electing and swearing-in of Shire President
3. electing and swearing-in of Deputy President
4. allocation of seating arrangements for the 2023/25 term of office
5. determining the suite of Advisory Committees and approving their Instruments of Appointment.

Signed by N Gibbs, Chief Executive Officer



Date

20 October 2023

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AGENDA

For the Special Meeting of Council that will be held in Council Chambers on **Tuesday 24 October 2023** commencing at 5.30pm, called for the purpose of:

1. swearing-in newly elected Councillors
2. electing and swearing-in of Shire President
3. electing and swearing-in of Deputy President
4. allocation of seating arrangements for the 2023/25 term of office
5. determining the suite of Advisory Committees and approving their Instruments of Appointment.

Opening of Meeting

Meeting to be opened by the Chief Executive Officer.

Acknowledgment of Country

We acknowledge the cultural custodians of the land on which we gather, the Pibulmun-Wadandi people. We acknowledge and support their continuing connection to the land, waterways and community. We pay our respects to members of the Aboriginal communities and their culture; and to Elders past and present, their descendants still with us today, and those who will follow in their footsteps.

Attendance & Apologies

Councillors	- J Boyle - M Christensen - T Lansdell - S Mahoney
Officers	- N Gibbs, Chief Executive Officer - P St John, Director Development, Community and Infrastructure - N Thompson, Infrastructure Services Administration Officer
In Attendance	- Cr Elect x 5 - A Elder, Justice of the Peace

Attendance of Gallery

Swearing in of Newly Elected Members

Newly elected Councillors to make the *Declaration by an elected member of Council* before Justice of the Peace, Adrian Elder.

Public Question Time

Note: At Special Council Meetings questions must relate to the items on the Agenda.

Comments on Agenda Items by Parties with an Interest

Notification of Disclosures of Interest

Part 5, Division 6 of the *Local Government Act 1995* requires a member who has an interest in any matter to be discussed at the meeting to disclose the interest and the nature of the interest in writing before the meeting, or immediately before the matter is discussed.

Business Items

SpC.01/1023 Election of Shire President

Attachment 1 Policy G 16 – Election of President & Deputy President

Nominations for Shire President are to be submitted to the CEO in accordance with Schedule 2.3, Division 2 of the Local Government Act 1996. Written nominations will be accepted prior to the meeting or during the meeting before the closure of nominations has been declared by the CEO.

The CEO will call for any further nominations for President before advising of the close of nominations.

The CEO will read aloud the names of nominations received.

The CEO will call upon all candidates to make a presentation of not more than five (5) minutes duration in accordance with Policy G 16 - Election of President & Deputy President. Candidates will remain in the room and make their presentation when called upon. The order of candidate presentations will be determined by ballot.

If more than one nomination is received to fill the vacancy of the President, a secret ballot will take place. Ballot papers will be distributed to all elected members present and at the conclusion of the count the CEO will declare the election of the President for the two year term of Office expiring 18 October 2025.

The newly elected President will be called upon to make the *Declaration by Shire President* in the presence of Justice of the Peace, Adrian Elder.

<i>Shire President to assume Chair.</i>

SpC.02/1023 Election of Deputy President

Attachment 1 Policy G 16 – Election of President & Deputy President

Nominations for Deputy President are to be submitted to the CEO or Shire President in accordance with Schedule 2.3, Division 2 of the Local Government Act 1996. Written nominations will be accepted prior to the meeting (by the CEO) or during the meeting (by the Shire President) before the close of nominations has been declared by the Shire President.

The President will call for any further nominations for Deputy President before advising of the close of nominations. Nominations are to be submitted in writing in accordance with Schedule 2.3, Division 2 of the *Local Government Act 1996*.

The CEO will read aloud the names of nominations received.

The President will call upon all candidates to make a presentation of not more than five (5) minutes duration in accordance with Policy G 16 - Election of President & Deputy President. Candidates will remain in the room and make their presentation when called upon. The order of candidate presentations will be determined by ballot.

If more than one nomination is received to fill the vacancy of the Deputy President, a secret ballot will take place. Ballot papers will be distributed to all elected members present and at the conclusion of the count the President will declare the election of the Deputy President for the two year term of Office expiring 18 October 2025.

The newly elected Deputy President will be called upon to make the *Declaration by Deputy Shire President* in the presence of Justice of the Peace, Adrian Elder.

SpC.03/1023 Allocation of Seating Arrangements

The President will call upon Justice of the Peace, Mr Adrian Elder to draw lots for the seating of Councillors for the ensuring two year period, excepting seat 1 (President's left hand side) which is reserved for the Deputy President. The allocation of seating is in accordance with clause 8.2 of the Standing Orders Local Law.

ITEM NO.	SpC.04/1023	FILE REF.	
SUBJECT	Re-Establishment of the Access and Inclusion Advisory Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	18 October 2023		

Attachment 2 Policy CR 8 – Advisory Committees

Attachment 3 Policy G 14 – Establishment of Council Committees

Attachment 4 Access and Inclusion Advisory Committee Instrument of Appointment 2023-2025

OFFICER RECOMMENDATION

That Council:

- 1. Establish the Access and Inclusion Advisory Committee*
- 2. Adopt the Access and Inclusion Advisory Committee Instrument of Appointment as presented in Attachment 4.*
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

Summary/Purpose

To consider re-establishing the Access and Inclusion Advisory Committee and adopting the terms of reference for the committee.

Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The nomination period will be four (4) weeks, with all nominations received being presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire's website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

Officer Comment

Council should assess the appropriateness of re-establishing the Access and Inclusion Advisory Committee. To assist in this process, the officer representative on the committee has provided the following comments:

The Access and Inclusion Advisory Committee provides advice to Council on the prioritisation of strategies and actions contained in the Disability Access and Inclusion Plan and the Age Friendly Communities Plan, reports to Council annually on the implementation of the Disability Access and Inclusion Plan and the Age Friendly Communities Plan and provides advice and input into the review of Council's Disability Access and Inclusion Plan and the Age Friendly Communities Plan as part of the review process.

Section 28 of the *Disability Services Act 1993* requires a local government to have a Disability Access and Inclusion Plan. The Plan must be reviewed from time to time

but not more than 5 years since it was lodged with the Disability Commission. In addition, a local government must include a report regarding the implementation of its Disability Access and Inclusion Plan in its Annual Report.

It is recommended this Committee be re-established for the 2023-2025 term of Council.

Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

17.1 Establishment and Appointment of Committees

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

Integrated Planning

➤ Strategic Community Plan

Outcome 11 A growing community that is diverse, welcoming and inclusive
Outcome 13 proactive, visionary leaders who respond to community needs
Objective 13.1 strengthen leadership and advocacy

➤ Corporate Business Plan

Objective 1.3 Improve access and inclusion across all services and facilities.

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans – Not applicable

➤ Workforce Plan – Nil

➤ Other Integrated Planning

Disability Access and Inclusion Plan 2019-2024

Policy/Strategic Implications

CR 8 – Advisory Committees

G 14 – Establishment of Council Committees

Council may establish committees under Section 5.8 (onwards) of the *Local Government Act 1995* to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated

into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Service Interruption.

The Access and Inclusion Advisory Committee helps to inform and support the drafting and maintenance of the Disability Access and Inclusion Plan and Age Friendly Communities Plan. Should Council resolve not to establish the Access and Inclusion Advisory Committee, further resourcing will be required by Shire officers, potentially impacting on service levels. The overall risk has been measured as Low.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required

ITEM NO.	SpC.05/1023	FILE REF.	
SUBJECT	Re-Establishment of the Audit Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	18 October 2023		

- Attachment 2 Policy CR 8 – Advisory Committees
- Attachment 3 Policy G 14 – Establishment of Council Committees
- Attachment 5 Audit Committee Instrument of Appointment 2023-2025

OFFICER RECOMMENDATION

That Council:

- 1. Establish the Audit Committee*
- 2. Adopt the Audit Committee Instrument of Appointment as presented in Attachment 5*
- 3. Note a report be presented back to the November ordinary meeting for consideration of elected member representation.*

Summary/Purpose

To consider re-establishing the Audit Committee and adopting the terms of reference for the committee.

Background

It is a requirement of the *Local Government Act 1995* for local governments to have an established Audit Committee. The function of the Committee is to be clearly specified by the Council and the Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021 - 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

As the membership of the Audit Committee consists of elected members only, advertising of vacancies is not required. A report will be presented to the November ordinary meeting, where Council will consider the committee membership.

Officer Comment

It is a requirement of the *Local Government Act 1995* for a local government to have an established Audit Committee.

Pursuant to section 14(3A) of the *Local Government (Audit) Regulations 1996*, the primary purpose of the Committee is to review the compliance audit return and is to

report to the council the results of that review. The Committee is to accept responsibility for the annual external audit and meet with the local government's auditor (at least once in every year) so that Council can be satisfied with the performance of the local government in managing its financial affairs.

As it is a statutory requirement, this Committee needs to be re-established.

Due to the Committee being a legislative requirement, instead of disbanding the Committee following the 2025 Local Government Ordinary Election, it is recommended that only the membership be terminated. The IoA has been updated to reflect this (Attachment C). This will allow for the committee to remain and the membership be reconsidered following an election.

Statutory Environment

Local Government Act 1995

s 7.1A. Audit committee

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.

Local Government (Audit) Regulations 1996

r 16. Functions of audit committee

An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
 - (i) its functions under Part 6 of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under
 - (i) regulation 17(1); and
 - (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government
- (f) to oversee the implementation of any action that the local government —
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law

Shire of Bridgetown-Greenbushes Standing Orders Local Law

17.1 Establishment and Appointment of Committees

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or

- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

Integrated Planning

- Strategic Community Plan
 - Outcome 13 proactive, visionary leaders who respond to community needs
 - Objective 13.1 strengthen leadership and advocacy
 - Outcome 14 Effective governance and financial management
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy/Strategic Implications

CR 8 – Advisory Committees

G 14 – Establishment of Council Committees

Council may establish committees under Section 5.8 (onwards) of the *Local Government Act 1995* to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Compliance

The existence of the Audit Committee is a legislative requirement. Should Council resolve not to re-establish the Committee, the local government will be in direct contravention of the *Local Government Act 1996* and associated legislation. The overall risk has been measured as High.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* *Absolute majority required*

ITEM NO.	SpC.06/1023	FILE REF.	
SUBJECT	Re-Establishment of the Bush Fires Advisory Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	18 October 2023		

- Attachment 2 Policy CR 8 – Advisory Committees
- Attachment 3 Policy G 14 – Establishment of Council Committees
- Attachment 6 Bush Fires Advisory Committee Instrument of Appointment 2023-2025

OFFICER RECOMMENDATION

That Council:

- 1. Establish the Bush Fires Advisory Committee*
- 2. Adopt the Bush Fires Advisory Committee Instrument of Appointment as presented in Attachment 6*
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

Summary/Purpose

To consider re-establishing the Bush Fires Advisory Committee and adopting the terms of reference for the committee.

Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s).

The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The nomination period will be four (4) weeks, with all nominations received being presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire's website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

Officer Comment

Council should assess the appropriateness of re-establishing the Bush Fires Advisory Committee. To assist in this process, the officer representative on the committee has provided the following comments:

The main function of the Bush Fires Advisory Committee is to represent volunteer bushfire brigades within the Shire and to make recommendations to Council on the following:

- *Annual firebreak requirements*
- *General management of and communication within the bushfire brigade structure*
- *Planning, setting standards and works program for fire prevention within the Shire*
- *Formation, rationalisation or winding up of any bush fire brigades within the Shire*
- *Standards of equipment that should be provided and maintained under Brigade control*
- *review of firefighting/prevention practices*
- *Coordination of training*
- *Review of Council's Bushfire Mitigation Strategy*
- *Any other matters relating to bush fire control.*

The establishment of the Bush Fires Advisory Committee is specifically for the ongoing task of providing advice to Council on all matters relating to bush fire control, prevention and management. Due to the purpose of this Committee, the Committee may invite representatives from government agencies or private plantation companies to participate in meetings, noting such persons will not be entitled to vote on any matter brought before the Committee.

It is recommended this Committee be re-established for the 2023-2025 term of Council.

Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

17.1 Establishment and Appointment of Committees

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

Integrated Planning

- Strategic Community Plan
 - Outcome 13 proactive, visionary leaders who respond to community needs
 - Objective 13.1 strengthen leadership and advocacy
- Corporate Business Plan
 - Objective 5.1 Develop community readiness to cope with natural disasters and emergencies
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable
- Workforce Plan – Nil
- Other Integrated Planning

Policy/Strategic Implications

CR 8 – Advisory Committees

G 14 – Establishment of Council Committees

Council may establish committees under Section 5.8 (onwards) of the *Local Government Act 1995* to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,

- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Service Interruption.

The Bush Fires Advisory Committee assists the Shire’s Emergency Management team in making recommendations to Council regarding the management of Shire volunteer bush fire brigades and fire prevention activities. Should Council resolve not to establish the Committee, further resourcing will be required by Shire officers, potentially impacting on service levels. The overall risk has been measured as Low.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required

ITEM NO.	SpC.07/1023	FILE REF.	
SUBJECT	Re-Establishment of the CEO Performance Review Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	18 October 2023		

- Attachment 2 Policy CR 8 – Advisory Committees
- Attachment 3 Policy G 14 – Establishment of Council Committees
- Attachment 7 CEO Performance Review Committee Instrument of Appointment
2023-2025

OFFICER RECOMMENDATION

That Council:

- 1. Establish the CEO Performance Review Committee*
- 2. Adopt the CEO Performance Review Committee Instrument of Appointment as presented in Attachment 7*
- 3. Note a report be presented back to the November ordinary meeting for consideration of elected member representation.*

Summary/Purpose

To consider re-establishing the CEO Performance Review Committee and adopting the terms of reference for the committee.

Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

As the membership of the CEO Performance Review Committee consists of elected members only, advertising of vacancies is not required. A report will be presented to the November ordinary meeting, where Council will consider the committee membership.

Officer Comment

The CEO Performance Review Committee assists Council in the annual review process of the CEO and the setting (and review) of Key Performance Indicators (KPI's) for the ensuing 12 month period that reflect the CEO's personal performance and also that for the organisation as a whole.

The performance review process for the CEO is pursuant to Council's Model Standards for Chief Executive Officer Recruitment, Performance and Termination. Section 5.38 of the *Local Government Act 1995* requires the CEO to be reviewed at least once in each year of his/her employment.

The Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination recommends that a Council form a performance review panel consisting of elected members and an external facilitator.

It is recommended this Committee be re-established.

Instead of disbanding the Committee following the 2025 Local Government Ordinary Election, it is recommended that only the membership be terminated. The IoA has been updated to reflect this (Attachment 7). This will allow for the Committee to remain in effect and the membership be reconsidered following an election.

Statutory Environment

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*, Division 3
- Shire of Bridgetown-Greenbushes Adopted Standards for CEO Recruitment, Performance and Termination
- Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination

Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

17.1 Establishment and Appointment of Committees

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

Integrated Planning

➤ Strategic Community Plan

Outcome 13 proactive, visionary leaders who respond to community needs
Objective 13.1 strengthen leadership and advocacy

- Corporate Business Plan
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable
- Workforce Plan – Nil
- Other Integrated Planning

Policy/Strategic Implications

CR 8 – Advisory Committees

G 14 – Establishment of Council Committees

Council may establish committees under Section 5.8 (onwards) of the *Local Government Act 1995* to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

Failure to establish the CEO Performance Review Committee will result in the Council acting as the performance review panel. There are no risk areas identified according to Policy RM 1 – Risk Management.

Voting Requirements – Absolute Majority

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* *Absolute majority required*

ITEM NO.	SpC.08/1023	FILE REF.	
SUBJECT	Re-Establishment of the Cultural Inclusion Advisory Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	18 October 2023		

- Attachment 2 Policy CR 8 – Advisory Committees
- Attachment 3 Policy G 14 – Establishment of Council Committees
- Attachment 8 Cultural Inclusion Advisory Committee Instrument of Appointment 2023-2025

OFFICER RECOMMENDATION

That Council:

1. *Establish the Cultural Inclusion Advisory Committee*
2. *Adopt the Cultural Inclusion Advisory Committee Instrument of Appointment as presented in Attachment 8*
3. *Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

Summary/Purpose

To consider re-establishing the Cultural Inclusion Advisory Committee and adopting the terms of reference for the committee.

Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The

nomination period will be four (4) weeks, with all nominations received being presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire’s website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

Officer Comment

Council should assess the appropriateness of re-establishing the Cultural Inclusion Advisory Committee. To assist in this process, the officer representative on the committee has provided the following comments:

- The Cultural Inclusion Advisory Committee provides advice to Council on ways to;*
- *grow recognition and respect for all cultures*
 - *develop and implement reconciliation actions and strategies*
 - *facilitate the collection and sharing of information and stories about local culture and history including NAIDOC week events and Harmony Week activities and events*
 - *identify, preserve and showcase significant local history and heritage including promotion of indigenous history.*

It is recommended this Committee be re-established for the 2023-2025 term of Council.

Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

17.1 Establishment and Appointment of Committees

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

Integrated Planning

- Strategic Community Plan
 - Outcome 11 A growing community that is diverse, welcoming and inclusive
 - Outcome 13 proactive, visionary leaders who respond to community needs
 - Objective 13.1 strengthen leadership and advocacy
- Corporate Business Plan
 - Objective 1.3 Improve access and inclusion across all services and facilities.
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable

- Workforce Plan – Nil
- Other Integrated Planning

Policy/Strategic Implications
CR 8 – Advisory Committees

G 14 – Establishment of Council Committees

Council may establish committees under Section 5.8 (onwards) of the *Local Government Act 1995* to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is External Reputational.

The functions of the Cultural Inclusion Advisory Committee include growing cultural recognition and developing and implementing Aboriginal reconciliation actions and strategies. Should Council resolve not to re-establish the Committee, it may be perceived that Council do not view this as a priority within the community. This has been measured as a Low risk.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required

ITEM NO.	SpC.09/1023	FILE REF.	
SUBJECT	Re-Establishment of the Local Emergency Management Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	18 October 2023		

- Attachment 2 Policy CR 8 – Advisory Committees
- Attachment 3 Policy G 14 – Establishment of Council Committees
- Attachment 9 Local Emergency Management Committee Instrument of Appointment 2023-2025

OFFICER RECOMMENDATION

That Council:

- 1. Establish the Local Emergency Management Committee*
- 2. Adopt the Local Emergency Management Committee Instrument of Appointment as presented in Attachment 9*
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

Summary/Purpose

To consider re-establishing the Local Emergency Management Committee and adopting the terms of reference for the committee.

Background

Pursuant to the *Emergency Management Act 2005* a local government must have an established Local Emergency Management Committee. The function, project or issue(s) of the Committee is to be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The nomination period will be four (4) weeks, with all nominations received being presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire’s website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

Officer Comment

Pursuant to the *Emergency Management Act 2005* a local government must have an established Local Emergency Management Committee.

The functions of a Local Emergency Management Committee, as prescribed in the Emergency Management regulations are:

- a. to advise and assist the local government in ensuring that local emergency management arrangements are established for its district
- b. to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements
- c. to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations

The Shire’s Local Emergency Management Committee also advises Council on incident prevention and preparation, and assists in the management of recovery processes following an emergency event affecting the Shire.

As it is a statutory requirement, this Committee needs to be re-established.

Due to the Committee being a legislative requirement, instead of disbanding the Committee following the 2025 Local Government Ordinary Election, it is recommended that only the membership be terminated. The IoA has been updated to reflect this (Attachment C). This will allow for the committee to remain in effect and the membership be reconsidered following an election.

Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Emergency Management Act 2005

s 38. Local emergency management committees

(1) A local government is to establish one or more local emergency management committees for the local government’s district.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

17.1 Establishment and Appointment of Committees

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or

- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

Integrated Planning

- Strategic Community Plan
 - Outcome 13 proactive, visionary leaders who respond to community needs
 - Objective 13.1 strengthen leadership and advocacy
- Corporate Business Plan
 - Objective 5.1 Develop community readiness to cope with natural disasters and emergencies
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable
- Workforce Plan – Nil
- Other Integrated Planning
 - Shire of Bridgetown-Greenbushes Local Emergency Management Arrangements

Policy/Strategic Implications

CR 8 – Advisory Committees

G 14 – Establishment of Council Committees

Council may establish committees under Section 5.8 (onwards) of the *Local Government Act 1995* to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Compliance

The existence of the Local Emergency Management Committee is a legislative requirement. Should Council resolve not to re-establish the Committee, the local government will be in direct contravention of the *Emergency Management Act 2005* and associated legislation. The overall risk has been measured as High.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required

ITEM NO.	SpC.10/1023	FILE REF.	
SUBJECT	Re-Establishment of the Sustainability Advisory Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	18 October 2023		

Attachment 2 Policy CR 8 – Advisory Committees

Attachment 3 Policy G 14 – Establishment of Council Committees

Attachment 10 Sustainability Advisory Committee Instrument of Appointment 2023-2025

OFFICER RECOMMENDATION

That Council:

1. *Establish the Sustainability Advisory Committee*
2. *Adopt the Sustainability Advisory Committee Instrument of Appointment as presented in Attachment 10*
3. *Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

Summary/Purpose

To consider re-establishing the Sustainability Advisory Committee and adopting the terms of reference for the committee.

Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The nomination period will be four (4) weeks, with all nominations received being presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire's website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

Officer Comment

Council should assess the appropriateness of re-establishing the Sustainability Advisory Committee. To assist in this process, the officer representative on the committee has provided the following comments:

In recent years the main focus has been on Climate Change and how to mitigate it's effects in the community. In 2019 the Sustainability Advisory Committee produced an environmental risk document which was endorsed by Council, intended to guide the Shire in the planning of future activities, budgets and grant applications. This document was instrumental in the creation of a regional climate change group known as the Warren Blackwood Alliance of Councils: Climate Change Action Plan and Implementation Reference Group (WBAC CCAPIRG) in 2021. The group includes a consultant, councillors and environmental officers from our Shire, plus the Shires of Donnybrook – Balingup, Nannup, Boyup Brook and Manjimup, working together for a common goal of mitigation and adaptation actions to Climate Change on a local level. An action plan was endorsed by all Councils in August 2022, along with a policy statement. The action plan is helping to guide the Sustainability Advisory Committee on priority topics to Council, paired with the Corporate Business Plan - such as the importance of a street tree plan,

implementation of the waterwise council actions, waste wise initiatives, energy audits and offsets and community engagement and advocacy.

It is recommended this Committee be re-established for the 2023-2025 term of Council.

Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

17.1 Establishment and Appointment of Committees

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

Integrated Planning

- Strategic Community Plan
 - Outcome 5 Shared responsibility for climate action to strengthen resilience against climate-related hazards and natural disasters
 - Outcome 6 A sustainable, low waste, circular economy
 - Outcome 13 proactive, visionary leaders who respond to community needs
 - Objective 13.1 strengthen leadership and advocacy
- Corporate Business Plan
 - Objective 5.2 Encourage the adoption of sustainable practices
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable
- Workforce Plan – Nil
- Other Integrated Planning

Policy/Strategic Implications

CR 8 – Advisory Committees

G 14 – Establishment of Council Committees

Council may establish committees under Section 5.8 (onwards) of the *Local Government Act 1995* to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated

into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is External Reputational.

The primary function of the Sustainability Advisory Committee is to advise Council on sustainable natural environment, social and economic issues. These issues feature in the Strategic Community Plan as local priorities. Should Council resolve not to re-establish the Committee, it may be perceived that Council do not view these matters as needing to be actioned. This has been measured as a Moderate risk.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required

ITEM NO.	SpC.11/1023	FILE REF.	
SUBJECT	Re-Establishment of the Trails Development Advisory Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	18 October 2023		

- Attachment 2 Policy CR 8 – Advisory Committees
- Attachment 3 Policy G 14 – Establishment of Council Committees
- Attachment 11 Trails Development Advisory Committee Instrument of Appointment 2023-2025

OFFICER RECOMMENDATION

That Council:

- 1. Establish the Trails Development Advisory Committee*
- 2. Adopt the Trails Development Advisory Committee Instrument of Appointment as presented in Attachment 11*
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

Summary/Purpose

To consider re-establishing the Trails Development Advisory Committee and adopting the terms of reference for the committee.

Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The nomination period will be four (4) weeks, with all nominations received being presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire’s website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

Officer Comment

Council should assess the appropriateness of re-establishing the Trails Development Advisory Committee. To assist in this process, the officer representative on the committee has provided the following comments:

The Trails Development Advisory Committee provides advice and input into the prioritisation of strategies and actions contained in the Trails Plan, reports to Council annually on the implementation of the Trails Plan and provides advice and input into the review of Council’s Trails Plan as part of the review process.

The Trails Development Advisory Committee has been active in identifying and developing trails within the Shire, advocating on local trails development in regional and state forums, as well as working with the Warren Blackwood Alliance member Councils in the development of regional trails.

It is recommended this Committee be re-established for the 2023-2025 term of Council.

Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

17.1 Establishment and Appointment of Committees

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

Integrated Planning

- Strategic Community Plan
 - Outcome 12 Bridgetown Greenbushes is regarded to be a major tourist destination
 - Outcome 13 proactive, visionary leaders who respond to community needs
 - Objective 13.1 strengthen leadership and advocacy
- Corporate Business Plan
- Objective 9.3 Develop a safe, well connected network of paths and trails for all users

- Objective 12.3 Develop and promote festivals, events and trails that showcase the areas natural assets and core competencies.
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable
- Workforce Plan – Nil
- Other Integrated Planning
Trails Plan 2023-2028

Policy/Strategic Implications

CR 8 – Advisory Committees

G 14 – Establishment of Council Committees

Council may establish committees under Section 5.8 (onwards) of the *Local Government Act 1995* to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Service Interruption.

The objective of the Trails Development Advisory Committee is to provide support in maintaining the Trails Plan. Should Council resolve not to establish the Committee, further resourcing will be required by Shire officers, potentially impacting on service levels. The overall risk has been measured as Low.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* *Absolute majority required*

ITEM NO.	SpC.12/1023	FILE REF.	
SUBJECT	Re-Establishment of the Youth Services Advisory Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	18 October 2023		

Attachment 2 Policy CR 8 – Advisory Committees

Attachment 3 Policy G 14 – Establishment of Council Committees

Attachment 12 Youth Services Advisory Committee Instrument of Appointment
2023-2025

OFFICER RECOMMENDATION

That Council:

- 1. Establish the Youth Services Advisory Committee*
- 2. Adopt the Youth Services Advisory Committee Instrument of Appointment as presented in Attachment 12*
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

Summary/Purpose

To consider re-establishing the Youth Services Advisory Committee and adopting the terms of reference for the committee.

Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all

previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The nomination period will be four (4) weeks, with all nominations received being presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire’s website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

Officer Comment

Council should assess the appropriateness of re-establishing the Youth Services Advisory Committee. To assist in this process, the officer representative on the committee has provided the following comments:

The Youth Services Advisory Committee provides advice and input into the prioritisation of strategies and actions contained in the Youth Plan, reports to Council annually on the implementation of the Youth Plan and provides advice and input into the review of Council’s Youth Plan as part of the review process.

It is recommended this Committee be re-established for the 2023-2025 term of Council.

Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

17.1 Establishment and Appointment of Committees

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

Integrated Planning

➤ Strategic Community Plan

- | | |
|----------------|--|
| Outcome 1 | A growing community that is diverse, welcoming and inclusive |
| Outcome 13 | proactive, visionary leaders who respond to community needs |
| Objective 13.1 | strengthen leadership and advocacy |

- Corporate Business Plan
 - Objective 1.1 Improve family and youth services and facilities to attract and retain families
 - Action 2.16 Advocate to assist community organisations to provide more crisis accommodation for at risk youth and victims of domestic abuse
 - Action 11.12 Facilitate improved access to art and music programs, in particular with youth, to help build and strengthen capabilities in areas where the Shire has a competitive advantage.
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable
- Workforce Plan – Nil
- Other Integrated Planning

Policy/Strategic Implications

CR 8 – Advisory Committees

G 14 – Establishment of Council Committees

Council may establish committees under Section 5.8 (onwards) of the *Local Government Act 1995* to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Service Interruption.

The objective of the Youth Services Advisory Committee is to assist with the drafting implementation and review of the Youth Plan. Should Council resolve not to establish the Committee, further resourcing will be required by Shire officers, potentially impacting on service levels. The overall risk has been measured as Low.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required

Closure

The Presiding Member to close the meeting.

List of Attachments

Attachment	Item No.	Details
1		Policy G 16 – Election of President & Deputy President
2		Policy CR 8 – Advisory Committees
3		Policy G 14 – Establishment of Council Committees
4	SpC.04/1023	Access & Inclusion Advisory Committee Instrument of Appointment
5	SpC.05/1023	Audit Committee
6	SpC.06/1023	Bush Fires Advisory Committee Instrument of Appointment
7	SpC.07/1023	CEO Performance Review Committee Instrument of Appointment
8	SpC.08/1023	Cultural Inclusion Advisory Committee Instrument of Appointment
9	SpC.09/1023	Local Emergency Management Committee Instrument of Appointment
10	SpC.10/1023	Sustainability Advisory Committee Instrument of Appointment
11	SpC.11/1023	Trails Development Advisory Committee Instrument of Appointment
12	SpC.12/1023	Youth Services Advisory Committee Instrument of Appointment

Agenda Papers prepared and recommended by E Matthews, Executive Assistant



20 October 2023

Agenda Papers authorised by N Gibbs, Chief Executive Officer



20 October 2023

G 16 – Election of President & Deputy President

1 Policy

As newly elected Councillors may be unacquainted with the candidates who have nominated for the positions of President and/or Deputy President, each candidate shall make a presentation of no more than five (5) minutes duration, providing some background information on themselves in support of their nominations prior to ballot papers being distributed.

The process for the election of President and Deputy President shall be as follows:

- 1 All nominations are to be submitted in writing to reach the CEO by no later than 4.00pm on the day of the Special Meeting where the election will take place. This cut-off time is to allow the CEO sufficient time to prepare ballot papers for the elections of President and Deputy President.
- 2 At the Special Meeting, the names of the candidates nominated for the position of president will be read aloud by the CEO who will then call upon each candidate to make their presentation. The order of presentation will be determined by ballot.
- 3 Where there are two or more candidates, all candidates will remain in the room and make their presentation when called upon. Ballot papers will be distributed to all elected members present and at the conclusion of the count the CEO will declare the President elected.
- 4 Once the election of the President has concluded and the President has assumed the Chair, the CEO will read aloud the names of the candidates nominated for the position of Deputy President. The President will call upon each candidate to make their presentation. The order of presentation will be determined by ballot.
- 5 Where there are two or more candidates, all candidates will remain in the room and make their presentation when called upon. Ballot papers will be distributed to all elected members present and at the conclusion of the count the CEO will declare the Deputy President elected.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies – Role of mayor or president – Role of deputy mayor or deputy president s.2.15 – Filling office of deputy mayor or deputy president Schedule 2.3 – When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council <i>Local Government (Constitution) Regulations 1998</i> Part 3 - Offices of councils
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

CR 8 – Advisory Committees

1 Objectives

The objectives of this policy:

- To Support Council in ensuring sound governance and management of Advisory Committees
- To ensure consistency in the formation and operation of all of Council’s Advisory Committees.
- To provide a clear pathway for community to provide advice and recommendations to Council
- To outline roles and responsibilities of Advisory Committee members and Shire officers.

2 Scope

This policy applies to all of Councils Advisory Committees, Councillors while remaining members of an Advisory Committee, and employees responsible for Advisory Committees. The policy is also relevant to all staff and community members who may interact from time to time with an Advisory Committee.

3 Definitions

3.1 The Act

the Local Government Act 1995.

3.2 Advisory Committee

means an Advisory Committee established under this policy. in this policy a reference to advisory committee is a reference to an advisory committee of the Shire of Bridgetown-Greenbushes.

3.3 Committee Member

an individual or organization represented by a delegated person who is appointed for the term of the Advisory Committee.

3.4 Member Organisation

an organization/community group that is appointed as a Committee Member represented by a delegated person who has authority to represent the organization/community group in decision making. The organization/community group must be based in the shire of Bridgetown-Greenbushes.

3.5 Member Organisation Representative

a person representing a Member Organisation with delegated authority to represent the organisation in decision making.

3.6 Responsible Officer

a Shire staff member that is nominated by the CEO to provide administrative and governance support to an advisory committee.

3.7 Advisory Committee Meeting

a Meeting of an Advisory Committee.

3.8 Councillor

a current elected Councillor Council.

3.9 Instrument of Appointment and Delegation

a document which outlines the scope, purpose, authority and protocols of a Committee.

3.10 Quorum

at least 50% of the number of offices whether vacant or not; a Quorum is required to hold a formal meeting of an Advisory committee where recommendations to Council can be made.

4 Policy

4.1 Formation of an Advisory Committee

Advisory Committees must be formed (and rescinded) by Council Resolution, and the Instrument of Appointment and Delegation, and membership must also be decided by Council.

4.2 Powers and Functions of an Advisory Committee

Advisory Committees do not have any executive, financial or delegated powers.

Advisory Committees do not have the power to sub-delegate or form sub-committees. The role of an Advisory Committee generally is to provide appropriate advice and recommendations on matters relevant to its Instrument of Appointment and Delegation in order to assist decision making by Council.

An Advisory committee can offer specialized advice and assistance with research on issues of interest to Council and the Community.

4.3 Membership

4.3.1 All Advisory Committees that have community members must have a minimum of five members, comprising of:

- A minimum of one Councillor; and
- A minimum of four community members.

4.3.2 Other than the Bush Fire Advisory Committee and Local Emergency Management Committee, Advisory Committee memberships will be capped at ten, including:

- a minimum of one Councillor, and a maximum of three councillors;
- a minimum of four and maximum of nine independent members, noting that where a Committee has two Councillor Representatives, up to eight independent members can be appointed, but where a Committee has three Councillor Representatives, up to seven independent members can be appointed.

4.3.3 The Bush Fires Advisory Committee (BFAC) membership is to consist of up to 2 councillors, the Chief Fire Control Officer, all Deputy Chief Fire Control Officers and the Fire Control Officer (or his/her representative) from each of the Shire's bush fire brigades. A number of government agency representatives also attend BFAC meetings but are not classified as members.

4.3.4 The Local Emergency Management Committee (LEMC) is to consist of up to 3 councillors, and representatives from the Shire, government agencies and community organisations.

- 4.3.5 Any Committees currently in existence that exceed this membership limit may continue to operate, but as members vacate the positions, they will not be replaced to allow the Committee to transition to the recommended membership.
- 4.3.6 Any community member may become a member of an Advisory Committee if appointed by Council, and any such member will have the same entitlement to participate as the Councillor Representative/s. Weight will be given to ensuring diversity of membership and skills on an Advisory Committee.
- 4.3.7 All Advisory committees will have an elected Chairperson, who must be a Councillor, and will, where necessary, have the casting vote.
- 4.3.8 Advisory Committee members must adhere to the same standards of conduct as elected members, as defined in the code of Conduct (Members and Staff).
- 4.3.9 Advisory committee members will be included in the Councillors Calendar. Any Councillor is able to attend a meeting of any advisory committee. Only Councillors who are appointed to the committee may vote.
- 4.3.10 Training will be provided to first time Advisory Committee Members prior to the first formal meeting of the committee after it is formed and/or reviewed at the commencement of each Council Term.

4.4 Advisory Committee Governance

Advisory Committees are subject to an Instrument of Appointment and Delegation (IoA). There is a standard IoA attached to this policy, and the IoA may be amended slightly, but must be adopted at the time the Committee is formed and/or reviewed at the commencement of each Council Term.

Advisory Committees are assigned a responsible officer by the CEO, to provide administrative support, ensure that the objectives of the IoA are met and to provide support and advice to the Chair in relation to governance. The Officer has no delegated power and is not a voting member of the committee.

Committees are subject to the Shire of Bridgetown-Greenbushes Standing Orders. These Standing orders apply generally to the proceedings of committees, with the exception of;

- (a) Clause 9.1 in respect of the requirement of rise;
- (b) Clause 9.5 limitation of the number of speeches

4.5 Officer Responsibilities

The nominated responsible officer will;

- Prepare agendas and distribute not less than 3 days before each meeting
- Compile the draft minutes and distribute them to committee members no less than 14 days after the meeting and no less than 7 day prior to the next meeting.
- Compile Council agenda reports outlining all recommendation of the advisory committee to be considered by Council.
- Provide reasonable support to the Advisory Committee through research to assist the Committee with its deliberations. However, work undertaken on behalf of the Advisory Committee will be balanced with other duties assigned to the officer. Where there is insufficient capacity to undertake work on behalf of the Committee, this matter will be referred to the officer's manager for determination of workload priorities.
- Provide the Chair with support and guidance on governance.

4.6 Committee Recommendations

All actions/proposals made by an Advisory Committee will be taken to Council as recommendations for consideration or to the CEO if the matter can be dealt with under delegated authority or is of an operational nature.

Standard instrument of Appointment and Delegation



BRIDGETOWN-GREENBUSHES STANDARD ADVISORY COMMITTEE (20XX-20XX)

INSTRUMENT OF APPOINTMENT & DELEGATION

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes (*Name*) (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the (*Name*)

3 Objectives

The Objectives and role of the Committee are:

- 3.1 To advise Council on;
- 3.2 To advise Council on ways to develop and implement (*Document/s*) strategy.

4 Membership

- 4.1 Council will appoint minimum of one (1) elected members as Council’s representative(s) on the Committee.
- 4.2 Council will appoint a maximum of nine (9) community representatives to reach a maximum membership number not exceeding ten (10) total members number of being:
- 4.3 One CEO appointed Shire representative shall be an ex-officio member of the committee and will not be permitted to vote on matters considered by the Committee.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall be an Elected Member of Council. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

- 6.1 The Committee shall meet on at least four occasions per year.
- 6.2 Notice of meetings shall be given to members at least 1 prior to each meeting.
- 6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.
- 6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.
- 6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9 Termination of Committee

Termination of the Committee shall be as at 21 October 2023 or as otherwise specified in the Local Government Act 1995.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

5 Applicable Legislation and Documents

Statutory Power	Division 2 – Council meetings, committees and their meetings and electors' meetings
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<i>(Acts, Regulations, Local Laws, TPS)</i>	Subdivision 2 Committees and their meetings of the Local Government Act 1995, <i>Local Government (Administration) Regulations 1996</i> Part 2 Council and committee meetings Standing Orders Local Law
Shire Policies	G.10 - Code of Conduct for Council Members, Committee Members and Candidates P 1 - Anti-Discrimination, Sexual Harassment and Bullying G 14 - Establishment of Council Committees CR 3 - Community Engagement/Consultation Policy IM 2 - Records Management Policy
Related Documents	Advisory Committee Standard Instrument of Appointment and Delegation
Related Procedure	N/A

6 Administration

Original Adoption Date	24 November 2022 (C.13/1122)
Last Variation Date	30 March 2023 (C.09/0323)
Last Reviewed	30 March 2023 (C.09/0323)
Scheduled Reviewed Date	30 November 2023

G 14 – Establishment of Council Committees

1 Policy

Council may establish committees under Section 5.8 (onwards) of the Local Government Act 1995 to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies Part 5, Division 2, Subdivision 2 – Committees and their meetings Standing Orders Local Law Part 17 - Committees of the Council
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	24 April 1999
Last Variation Date	
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

Bridgetown-Greenbushes Access and Inclusion Advisory Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the *Bridgetown-Greenbushes Access and Inclusion Advisory Committee* (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the *Access and Inclusion Advisory Committee*.

3 Objectives

The Objectives and role of the Committee are:

- 3.1 Provide advice to Council on the prioritisation of strategies and actions contained in the Disability Access and Inclusion Plan and the Age Friendly Communities Plan.
- 3.2 Report to Council annually on the implementation of the Disability Access and Inclusion Plan and the Age Friendly Communities Plan.
- 3.3 Provide advice and input into the review of the Disability Access and Inclusion Plan and the Age Friendly Communities Plan as part of the review process.

4 Membership

- 4.1 Council will appoint minimum of one (1) elected members as Council’s representative(s) on the Committee.
- 4.2 Council will appoint a maximum of nine (9) community representatives to reach a maximum membership number not exceeding ten (10) total members, being:
- 4.3 One CEO appointed Shire representative shall be an ex-officio member of the committee and will not be permitted to vote on matters considered by the Committee.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member shall be an Elected Member of Council. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

6.1 The Committee shall meet on at least four occasions per year.

6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.

6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.

6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.

6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9 Termination of Committee

Termination of the Committee shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Bridgetown-Greenbushes Audit Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *Audit Committee* (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the *Audit Committee*.

3 Objectives

The Objectives and role of the Committee are to:

- 3.1 Provide guidance and assistance to the local government in carrying out-
 - Its functions under Part 6 of the *Local Government Act 1995*
 - Its functions relating to other audits and other matters related to financial management
 - functions in relation to audits carried out under Part 7 of the *Local Government Act 1995*.
- 3.2 Review a report given to it by the CEO under regulation 17(3) of the *Local Government (Audit) Regulations 1996* and to –
 - report to Council the results of that review
 - give a copy of the CEO’s report to Council.
- 3.3 Monitor and advise the CEO when the CEO is carrying out functions in relation to a review of-
 - systems and procedures in relation to risk management, internal control and legislative compliance in accordance with regulation 17(1) of the *Local Government (Audit) Regulations 1996*
 - the local governments financial management systems in accordance with the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c).

- 3.4 Support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the *Local Government Act 1995* in respect of the local government.
- 3.5 Oversee the implementation of any action that the local government -
- is required to take by section 7.12A(3) of the *Local Government Act 1995*
 - has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a) of the *Local Government Act 1995*
 - has accepted it should be taken following receipt of a report of a review conducted under regulation 17(1) of the *Local Government (Audit) Regulations 1996*
 - has accepted it should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c).

4 Membership

- 4.1 The Membership of the Committee shall consist of three (3) elected members.
- 4.2 Further, the Committee may call upon two independent (senior) consultants with expertise in financial and/or legal matters to provide independent external advice to the Committee. Appointments of external consultants shall be made by CEO following a decision of Council.
- 4.3 No member of staff including the CEO may be a member of the Committee.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

- 6.1 The Committee shall meet at least twice in a financial year.
- 6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.
- 6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.
- 6.5 The Committee is to meet as soon as practicable after the annual interim audit report is received in order to address any issues raised by the Auditor.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee does not have delegated authority to make decisions on behalf of the Council.

9 Duties and Responsibilities

The duties and responsibilities of the Committee will be to:

- 9.1 Provide guidance and assistance to the Council as to the carrying out of functions of the local government in relation to audits.
- 9.2 Develop and recommend to Council:
 - a list of those matters to be audited
 - the scope of the audit to be undertaken.
- 9.3 Support the Auditor of the local government to conduct an audit and carry out other duties under the *Local Government Act 1995* and ensure that audits are conducted successfully and expeditiously.
- 9.4 Examine the reports of the Auditor after receiving a report from CEO, and invite the Auditor to attend a meeting to discuss audit results. Report to Council those matters raised that require action to be taken by the local government.
- 9.5 Critically appraise and report to Council on any internal or external audit report that raises high level risk management, internal control, financial reporting, and other relevant accountability or governance issues.
- 9.6 Monitor the risk exposure of the Council by determining if management has appropriate risk management processes and adequate management information systems.
- 9.7 Oversee the implementation of any action resulting from:
 - the Auditor's findings
 - a review of systems and procedures in relation to risk management, internal control and legislative compliance
 - a review of the appropriateness and effectiveness of the financial management systems and procedures of the local government.
- 9.8 Recommend to Council the adoption of the annual financial report.
- 9.9 Review issues relating to national competition policy and comparative performance indicators.
- 9.10 Monitor ethical standards and related party transactions by way of determining whether the systems of control are adequate.
- 9.11 Identify and refer specific projects or investigations deemed necessary through the CEO, the internal auditor and Council if appropriate. Oversee any subsequent investigations.
- 9.12 Monitor the progress of any major lawsuits facing the Council.
- 9.13 In the form of minutes or otherwise, report to Council after each meeting.

9 Termination of Membership

Termination of Committee membership shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Bridgetown-Greenbushes Bush Fires Advisory Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *Bush Fires Advisory Committee* (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the *Bush Fires Advisory Committee*.

3 Objectives

The Objective of the Committee is to provide advice to the Council on all matters relating to bush fire control, prevention, and management. This includes, but is not limited to, recommendations on the annual firebreak requirements, capital (equipment) purchases, review of firefighting/prevention practices, firefighting training, etc.

4 Membership

- 4.1 Council will appoint minimum up to (2) elected members as Council’s representative(s) on the Committee.
- 4.2 The Chief Fire Control Officer, all Deputy Chief Bush Fire Control Officers, and the Fire Control Officer(s) (or nominated representative) from each of the Shire’s bush fire brigades shall (by virtue of the office held) be appointed to the Committee.
- 4.3 A representative from the Bridgetown Volunteer Fire & Rescue Service shall (by virtue of the office held) be appointed to the Committee.
- 4.4 Other representatives from organisations or agencies may participate in meetings of the Committee as determined by an ordinary majority of the Committee. Such persons will not be classified as members and aren’t entitled to vote on any matter brought before the Committee.

4.5 The CEO or a representative of the CEO may be a member of the committee under section 5.10(5) of the *Local Government Act 1995*.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

6.1 The Committee shall meet on at least four occasions per year.

6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.

6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.

6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.

6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9 Termination of Committee

Termination of the Committee shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Bridgetown-Greenbushes CEO Performance Review Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *CEO Performance Review Committee* (hereinafter called the "Committee").

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the *CEO Performance Review Committee*.

3 Objectives

The Objective of the performance appraisal is not only to measure and improve performance against specific and agreed goals / targets, but also to increase future potential and value to Council and Shire, as well as using the system to recognise and potentially reward achievement.

4 Membership

The Membership of the Committee shall consist of three (3) elected members.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member shall be an elected member of Council. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

Meetings of the Committee shall be held as required or determined by the Committee Members.

6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.

6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.

6.5 All members of the Committee shall have one vote and shall vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council. As a minimum, the Committee will report to Council twice each year.

9 Termination of Membership

Termination of Committee membership shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee. Alterations shall not contravene the contract of employment.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Bridgetown-Greenbushes Cultural Inclusion Advisory Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *Cultural Inclusion Advisory Committee* (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the *Cultural Inclusion Advisory Committee*.

3 Objectives

The Objectives and role of the Committee are to provide advice to the Council on ways to:

- grow recognition and respect for all cultures
- develop and implement reconciliation actions and strategies
- facilitate the collection and sharing of information and stories about local culture and history, including NAIDOC week events and Harmony Week activities and events
- identify, preserve and showcase significant local history and heritage including promotion of Indigenous history.

4 Membership

4.1 Council will appoint minimum of one (1) elected members as Council’s representative(s) on the Committee.

4.2 Council will appoint a maximum of nine (9) community representatives to reach a maximum membership number not exceeding ten (10) total members, being:

- 1 representative from Bridgetown Historical Society
- representatives from culturally and linguistically diverse populations
- persons that identify as a person of Aboriginal and/or Torres Strait Islander descent
- general community representatives.

- 4.3 One CEO appointed Shire representative shall be an ex-officio member of the committee and will not be permitted to vote on matters considered by the Committee.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member shall be an elected member of Council. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

- 6.1 The Committee shall meet on at least four occasions per year.
- 6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.
- 6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.
- 6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.
- 6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9 Termination of Committee

Termination of the Committee shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Bridgetown-Greenbushes Local Emergency Management Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *Local Emergency Management Committee* (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policy of the Shire of Bridgetown-Greenbushes (the Shire) and this Instrument.

2 Name

The name of the Committee shall be the *Local Emergency Management Committee*.

3 Objectives

The Objectives and role of the Committee are:

- 3.1 Identify and advise on emergency risks and hazards within the Shire of Bridgetown-Greenbushes.
- 3.2 Ensure that effective local emergency management arrangements are prepared and maintained.
- 3.3 Assist in the management of the recovery process following an emergency affecting the Shire of Bridgetown-Greenbushes.
- 3.4 Carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed in the Emergency Management Regulations 2006.

4 Membership

- 4.1 Committee membership shall consist of:
 - A maximum of three (3) elected members as Council’s representative(s)
 - The Shire’s Recovery Coordinator and Deputy Recovery Coordinator
 - The Shire’s Chief Bush Fire Control Officer

- One (1) representative from each of the following agencies:
 - Police Force WA (Deputy Presiding Member)
 - State Emergency Services
 - Bridgetown Volunteer Fire & Rescue
 - St John Ambulance WA
 - St John Ambulance WA Regional Community Paramedic
 - Bridgetown Hospital
 - Department of Fire & Emergency Services
 - Department of Biodiversity Conservation and Attractions
 - Talison Lithium
 - Red Cross
 - Department of Communities
 - Water Corporation
 - Western Power
 - Department of Education
 - Department of Primary Industries & Regional Development
- The District Emergency Management Advisor – South West (as an ex-officio member).

4.2 Other representatives from organisations or agencies may participate in meetings of the Committee as determined by an ordinary majority of the Committee. Such persons will not be classified as members and aren't entitled to vote on any matter brought before the Committee.

4.3 The CEO or a representative of the CEO may be a member of the committee under section 5.10(5) of the *Local Government Act 1995*.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member shall be an elected member of Council and the deputy presiding member shall be the Bridgetown Police Officer in Charge. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

6.1 The Committee shall meet on at least four occasions per year.

6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting, excepting circumstances following an incident in the Shire requiring recovery management.

6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.

6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.

6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9 Termination of Membership

Termination of Committee membership shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Bridgetown-Greenbushes Sustainability Advisory Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *Sustainability Advisory Committee* (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the *Sustainability Advisory Committee*.

3 Objectives

The Objectives and role of the Committee are to:

- 3.1 Provide advice to the Council on sustainable natural environment, social and economic issues.
- 3.2 Provide advice to the Council on the possible introduction of incentives, initiatives and recommendations which can be introduced into the daily operations of the Shire, Policy setting process, Strategic Plans and Town Planning Schemes to:
 - Reduce the impacts on the natural environment
 - Reduce the impacts on the climate
 - Initiate sustainable management of resources.
- 3.3 Identify strategies which will increase real and sustainable behaviour change in residents, businesses and other members of the community (including tourists) in order to improve environmental outcomes.

4 Membership

- 4.1 Council will appoint minimum of one (1) elected members as Council’s representative(s) on the Committee.

- 4.2 Council will appoint a maximum of nine (9) community representatives to reach a maximum membership number not exceeding ten (10) total members, being:
- 4.3 One CEO appointed Shire representative shall be an ex-officio member of the committee and will not be permitted to vote on matters considered by the Committee.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member shall be an elected member of Council. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

- 6.1 The Committee shall meet on at least four occasions per year.
- 6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.
- 6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.
- 6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.
- 6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9 Termination of Committee

Termination of the Committee shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Bridgetown-Greenbushes Trails Development Advisory Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *Trails Development Advisory Committee* (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the *Trails Development Advisory Committee*.

3 Objectives

The Objectives and role of the Committee are to:

- 3.1 Provide advice and input into the prioritisation of strategies and actions contained in the Trails Plan.
- 3.2 Report to Council annually on the implementation of the Trails Plan.
- 3.3 Provide advice and input into the review of Council’s Trails Plan as part of the review process.

4 Membership

- 4.1 Council will appoint minimum of one (1) elected members as Council’s representative(s) on the Committee.
- 4.2 Council will appoint a maximum of nine (9) agency and community representatives to reach a maximum membership number not exceeding ten (10) total members, being:
 - One (1) representative from the Department of Biodiversity, Conservation and Attractions
 - Community representatives.

- 4.3 One CEO appointed Shire representative shall be an ex-officio member of the committee and will not be permitted to vote on matters considered by the Committee.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member shall be an elected member of Council. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

- 6.1 The Committee shall meet on at least four occasions per year.
- 6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.
- 6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.
- 6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.
- 6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9 Termination of Committee

Termination of the Committee shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Bridgetown-Greenbushes Youth Services Advisory Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *Youth Services Advisory Committee* (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the *Youth Services Advisory Committee*.

3 Objectives

The Objectives and role of the Committee are to:

- 3.1 Provide advice and input into the prioritisation of strategies and actions contained in the Youth Plan
- 3.2 Report to Council annually on the implementation of the Youth Plan.
- 3.3 Provide advice and input into the review of Council’s Youth Plan as part of the review process.

4 Membership

- 4.1 Council will appoint minimum of one (1) elected members as Council’s representative(s) on the Committee.
- 4.2 Council will appoint a maximum of nine (9) agency and community representatives to reach a maximum membership number not exceeding ten (10) total members, being:
 - One (1) representative from Blackwood Youth Action
 - One (1) representative from Bridgetown High School
 - Community representatives.

- 4.3 One CEO appointed Shire representative shall be an ex-officio member of the committee and will not be permitted to vote on matters considered by the Committee.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member shall be an elected member of Council. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

- 6.1 The Committee shall meet on at least four occasions per year.
- 6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.
- 6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.
- 6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.
- 6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9 Termination of Committee

Termination of the Committee shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.