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Council Committee and Advisory Groups



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INTRODUCTION

This booklet contains details of:

1. Council Committees
 2. Portfolios – Elected Members
 3. Working Groups
 4. Other Committees
 5. Representation on external organisations
-

PART 1 – COUNCIL COMMITTEES

Section 5.8 of the *Local Government Act 1995* provides that Council can establish committees of three (3) or more persons. An **Absolute Majority** decision is required.

1.1 *Types of Committees*

Section 5.9 provides that a committee can comprise:

- a) Council Members only
- b) Council Members and Employees
- c) Council Members and Employees and other persons
- d) Council Members and other persons
- e) Other persons only

1.2 *Appointment of Committee Members*

Section 5.10 provides for the appointment of committee members. A decision to appoint committee members requires an **Absolute Majority** decision of Council.

At any given time each Council member is entitled to be a member of at least one (1) committee that comprises Council members only, or Council members and employees. If a Council member nominates himself/herself to be a member of such committee/s, the Council is to include that Council member to at least one of those committees as the Council determines.

If the Council is to make an appointment to a committee that has or could have a Council member as a member and the President informs Council of his/her wish to be a member of the committee, the Council is to appoint the President to be a member of the committee.



If the Council is to make an appointment to a committee that has or will have an employee as a member and the Chief Executive Officer informs the Council of his/her wish:

- a) to be a member of the committee, or
 - b) that a representative of the Chief Executive Officer be a member of the committee
- the Council is to appoint the Chief Executive Officer or the Chief Executive Officer's representative, as the case may be, to be a member of the committee.

1.3 *Tenure of Committee Membership*

Where a person is appointed as a member of a committee under *section 5.10(4) or (5)* (i.e. the sections relating to appointing the President and the Chief Executive Officer or the Chief Executive Officer's representative to a committee), the person's membership of the committee is valid until:

- a) *the person no longer holds the office by virtue of which the person becomes a member, or is no longer the Chief Executive Officer, or the Chief Executive Officer's representative, as the case may be,*
 - b) *the person resigns from membership of the committee,*
 - c) *the committee is disbanded, or*
 - d) *the next ordinary elections day,*
- whichever happens first.*

Where a person is appointed as a member of a committee other than under *section 5.10(4) or (5)*, the person's membership of the committee continues until:

- a) *the term of the person's appointment as a committee member expires,*
 - b) *the Council removes the person from the office of committee member or the office of committee member otherwise becomes vacant,*
 - c) *the committee is disbanded, or*
 - d) *the next ordinary elections day,*
- whichever happens first.*

1.4 *Elected members obligation when appointed by Council*

Councillors are to represent the views of Council, as deemed by resolution Policy or strategic objectives, when attending Committee meetings and Working Groups that include "**other persons**".

"Other Persons" means a person who is not a Council member or employee

1.5 *Election of Presiding Member and Deputies*

The members of a committee are to elect a presiding member and deputy presiding member from amongst themselves in accordance with *section 5.12*.

1.6 *Quorum*

The quorum for a meeting of a committee is at least 50% of the number of offices (whether vacant or not) or member of the committee.

The Council may, with an absolute majority decision, reduce the number of offices of committee members required for a quorum at a committee meeting specified by the Council if there would not otherwise be a quorum for the meeting.



1.7 *Presiding at Committee meetings*

The presiding member elected by the committee is to preside at meetings of the committee.

If, in relation to the presiding member of a committee:

- a) the office of presiding member is vacant, or
- b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member,

then the deputy presiding member, if any, may perform the functions of presiding member.

If, in relation to the presiding member of a committee:

- a) the office of presiding member and the office of deputy presiding member are vacant, or
- b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

1.8 *Delegation of some powers and duties to certain committees*

Under and subject to *section 5.17*, Council may delegate to a committee any of its powers and duties other than the power of delegation. An **Absolute Majority** decision of Council is required.

A delegation is to be in writing and may be general or as otherwise provided in the instrument of delegation.

A delegation has effect for the period of time specified in the delegation or if no period has been specified, indefinitely.

Any decision to amend or revoke a delegation is to be made by an **Absolute Majority**.

Although Council may have delegated authority to a committee, nothing prevents the Council from performing any of its functions by acting through another person.

1.9 *Limits on the delegation of powers and duties to certain committees*

The Council can delegate:

- a) to a committee comprising Council members only, any of the Council's powers or duties under the Act except:
 - i. any power or duty that requires a decision of an absolute majority or a 75% majority of the Council; and
 - ii. any other power or duty that is prescribed;
- b) to a committee comprising Council members and employees, any of the council's powers or duties that can be delegated to the Chief Executive Officer; and
- c) to a committee comprising Council members, employees and other persons, Council members and other persons, and employees and other persons, any of the council's powers or duties that are necessary or convenient for the proper management of:
 - i. the Council's property; or
 - ii. an event in which the Council is involved.



The Council cannot delegate any of its powers or duties to a committee comprising “other persons only”.

1.10 Statutory compliance

The Presiding Member, deputy presiding member, committee members and the Council officer responsible for the committee are to make themselves fully conversant with all of the provision of the *Local Government Act 1995* and Council’s Standing Orders relating to committees and committee meetings.

Council has resolved to formally establish the following committees with the membership and other relevant information as shown.

1.11 Audit Committee

1.11.1 Membership

As at <insert date>:

Members
Shire President (Presiding Member) Cr Gordon Houston
Deputy Shire President Cr Peter Osborn
Cr Don Gibson
Cr Aaron King
Cr Michelle Rossouw
Cr George Tilbury
Cr <insert newly elected councillor>

Quorum
4 members

1.11.2 Terms of Reference

Adopted by Council on 19 October 2011

1.11.3 Function

1.11.3.1

NAME

The name of the Committee shall be the Shire of Chittering Audit Committee hereinafter referred to in its abbreviated form as SOCAC.

1.11.3.2

DISTRICT

The SOCAC shall operate within the local government boundaries of the Shire of Chittering.



1.11.3.3 **GUIDING PRINCIPLES**

The guiding principles are in accordance with the *Local Government Operational Guidelines (No 9) for Audit Committees in Local Government – Their appointment, function and responsibilities*.

1.11.3.4 **ESTABLISHMENT**

The Committee is established pursuant to *Section 5.8* of the *Local Government Act 1995*.

1.11.3.5 **OBJECTIVES**

The primary objective of the SOCAC is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the Chief Executive Officer to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

The committee is to facilitate:

- (a) the enhancement of the credibility of external financial reporting
- (b) compliance with laws and regulations as well as use of best practise guidelines relative to auditing
- (c) the provision of an effective means of communication between the external auditor, the Chief Executive Officer and the Council.

1.11.3.6 **POWERS OF THE AUDIT COMMITTEE**

The SOCAC is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the Chief Executive Officer.

1.11.3.7 **MEMBERSHIP**

The committee shall consist of all elected members. All members shall have full voting rights.

The Chief Executive Officer and employees are not members of the committee.

The Chief Executive Officer and Executive Manager Corporate Services (or their nominee) is to attend all meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.



1.11.3.8 REPORTING

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

1.11.3.9 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the SOCAC will be to—

- (a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- (b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
- (c) Develop and recommend to Council—
 - i. a list of those matters to be audited,
 - ii. the scope to be undertaken.
- (d) Recommend to Council the person or persons to be appointed as auditor.
- (e) Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include—
 - i. the objectives of the audit,
 - ii. the scope of the audit,
 - iii. a plan of the audit,
 - iv. details of the remuneration and expenses to be paid to the auditor,
 - v. the method to be used by the local government to communicate with, and supply information to, the auditor.
- (f) Liaise with the Chief Executive Officer to ensure that the local government does everything in its power to—
 - i. assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*,
 - ii. ensure that audits are conducted successfully and expeditiously.
- (g) Examine the reports of the auditor after receiving a report from the Chief Executive Officer on the matters and—
 - i. determine if any matters raised require action to be taken by the local government,
 - ii. ensure that appropriate action is taken in respect of those matters.
- (h) Review the report prepared by the Chief Executive Officer on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.
- (i) Review the scope of the audit plan and program and its effectiveness.
- (j) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's "Terms of Reference".
- (k) Seek information or obtain expert advice through the Chief Executive Officer on matters of concern within the scope of the Committee's "Terms of Reference" following authorisation from the Council.



1.11.3.10 **TENURE OF MEMBERSHIP**

Shall be in accordance with the *Local Government Act 1995, section 5.11*.

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
 - (b) *the person resigns from membership of the committee;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,**whichever happens first.*
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) *the term of the person's appointment as a committee member expires;*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,**whichever happens first.*

1.11.3.11 **DELEGATED AUTHORITY**

Nil

1.11.3.12 **COMMITTEE**

Chairperson

The members shall appoint the Chairperson of the SOCAC.

Secretary

A Shire staff officer will fulfil the role of non-voting Secretary.

Standing Ex-Officio Members

Nil

1.11.3.13 **MEETINGS**

Annual General Meeting

Nil

Committee meetings

The SOCAC shall meet at least annually. Additional meetings shall be convened at the discretion of the presiding person.

Quorum

The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a quorum shall be four (4) voting members.

Voting

Shall be in accordance with the *Local Government Act 1995, Section 5.21*.

**5.21 Voting**

- (1) Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.
- (2) Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.
- (3) If the votes of a member present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.
- (4) If a member of a council or a committee specifically requests that there be recorded —
 - (a) his or her vote; or
 - (b) the vote of all members present
 On a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
- (5) A person who fails to comply with subsection (2) or (3) commits an offence.

Minutes

Shall be in accordance with the *Local Government Act 1995, Section 5.22*.

5.22 Minutes of council and committee meetings

- (1) The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.
- (2) The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.
- (3) The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

Who acts if no presiding member?

Shall be in accordance with the *Local Government Act 1995, Section 5.14*.

5.14 Who acts if no presiding member

- (1) If, in relation to the presiding member of a committee —
 - (a) the office of presiding member and the office of deputy presiding member are vacant; or
 - (b) the presiding member and the deputy presiding member, if any, are not available or are unable or willing to perform the functions of presiding member,
 then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

Meetings

Meetings shall be generally open to the public pursuant to the *Local Government Act 1995, Section 5.23* and include question time for members of the pursuant to the *Local Government Act 1995, Section 5.24*.

Members interests to be disclosed

Members of the Committee are bound by the provisions of the *Local Government Act 1995, Section 5.65* with respect to disclosure of financial, impartiality or proximity interests.



1.12 Chittering Bush Fire Advisory Committee

1.12.1 Membership

As at <insert date>

Members	Deputies
Cr Michelle Rossouw	Cr George Tilbury
Chief Executive Officer	Nil
Community Emergency Services Manager / Chief Bush Fire Control Officer	Compliance Officer (Secretary)
Deputy Chief Bush Fire Control Officer Southern Region Ian Hollick	Nil
Deputy Chief Bush Fire Control Officer Northern Region Gregory Cocking	Nil
Deputy Chief Bush Fire Control Officer Central Region Phillip Humphrey	Nil
Muchea Brigade representative Peter Hall	Arthur Blewitt
Lower Chittering Brigade representative Steve Browne	Max Brown
Upper Chittering Brigade representative Gordon Carter	David Wilson
Bindoon Brigade representative Matthew Whelan (Captain)	Nil
Wannamal Brigade representative Kim Haeusler	Nil
Incident Support Brigade representative Janice Billen	Nil

QUORUM

6 members

1.12.2 Terms of Reference

Adopted by Council on 20 July 2011

1.12.3 Function

1.12.3.1 NAME

The name of the Committee shall be the Chittering Bush Fire Advisory Committee hereinafter referred to in its abbreviated form as CBFAC.



1.12.3.2 DISTRICT

The CBFAC shall operate within the local government boundaries of the Shire of Chittering.

1.12.3.3 VISION

Our vision is for the Shire of Chittering to have an efficient and responsive fire service and as a Committee to educate and inform the community of the dangers of fire.

1.12.3.4 GUIDING PRINCIPLES

Nil

1.12.3.5 ESTABLISHMENT

The CBFAC is established pursuant to the *Local Government Act 1995, Section 5.8* and the *Bush Fires Act 1954, Section 67*.

1.12.3.6 OBJECTIVES

To make recommendations and advise Council on all matters relating to the *Bush Fires Act 1954, Section 67(1)*.

To liaise with other emergency organisations and relevant bodies with regard to Fire and Emergency Management within the Shire of Chittering

The Committee will advise the local government all matters relating to:

- (a) Preventing, controlling and extinguishing of bush fires
- (b) The planning of the layout of fire-breaks in the district
- (c) Prosecutions for breaches of the *Bush Fire Act 1954*
- (d) The formation of bush fire brigades and the grouping thereof under group brigade officers
- (e) The ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities
- (f) Any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified.

1.12.3.7 MEMBERSHIP

Membership

- (a) One (1) Shire of Chittering Councillor as member and one (1) Councillor as deputy
- (b) Chief Executive Officer as member
- (c) Community Emergency Services Manager/Chief Bush Fire Control Officer as member and Manager Human Resources as deputy
- (d) Deputy Chief Bush Fire Control Officer Southern Region as member
- (e) Deputy Chief Bush Fire Control Officer Northern Region as member
- (f) Deputy Chief Bush Fire Control Officer Central Region as member
- (g) Muchea Brigade
 - i. one (1) Bush Fire Control Officer as member and
 - ii. one (1) Bush Fire Control Officer as deputy
- (h) Lower Chittering Brigade
 - i. one (1) Bush Fire Control Officer as member and
 - ii. one (1) Bush Fire Control Officer as deputy
- (i) Upper Chittering Brigade
 - i. one (1) Bush Fire Control Officer as member and
 - ii. one (1) Bush Fire Control Officer as deputy
- (j) Bindoon Brigade



- i. one (1) Bush Fire Control Officer as member and
- ii. one (1) Bush Fire Control Officer as deputy
- (k) Wannamal Brigade
 - i. one (1) Bush Fire Control Officer as member and
 - ii. one (1) Bush Fire Control Officer as deputy
- (l) Incident Support Brigade
 - i. one (1) Bush Fire Control Officer as member
 - ii. one (1) Bush Fire Control Officer as deputy

Tenure of Membership

Shall be in accordance with the *Local Government Act 1995, Section 5.11*.

1.12.3.8 **ATTENDANCE BY GOVERNMENT AGENCIES**

The following are invited (non-voting) to attend meetings of the CBFAC:

- (a) DFES Fire Services Manager Perth North Coastal
- (b) DEC Conservation and Land Management Officer

1.12.3.9 **DELEGATED AUTHORITY**

Nil

1.12.3.10 **COMMITTEE**

Chairperson

The members shall appoint the Chairperson of the CBFAC.

Secretary

A Shire staff officer will fulfil the role of Secretary (non-voting).

Standing Ex-Officio Members

Nil

1.12.3.11 **MEETINGS**

Annual General Meeting

Nil

Committee meetings

Meetings shall be as determined by the CBFAC.

Quorum

At least 50% of the members of the Committee.

Voting

Shall be in accordance with the *Local Government Act 1995, Section 5.21*.

- (1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- (3) *If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- (4) *If a member of a council or a committee specifically requests that there be recorded —*



- (a) *his or her vote; or*
 (b) *the vote of all members present,*
on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
 (5) *A person who fails to comply with subsection (2) or (3) commits an offence.*

Members are to vote by secret ballot on the Election of Positions to be recommended to Council as if they were electors voting at an election.

Minutes

Shall be in accordance with the *Local Government Act 1995, Section 5.22(1)*.

- (1) *The person presiding at a meeting is to ensure that minutes are kept of the meeting's proceedings.*

A copy of the unconfirmed minutes shall be forwarded to all CBFAC members within fourteen (14) days of the meeting for endorsement at the next meeting.

CBFAC recommendations arising from the minutes shall be presented to Council in the next available Council agenda for endorsement and/or action.

The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify confirmation.

Who acts if no presiding member?

In accordance with the provisions of the *Local Government Act 1995, Section 5.14*.

*If, in relation to the presiding member of a committee—
 the office of a presiding member and the office of deputy presiding member are vacant; or the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of the presiding member, then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

Meetings

Meetings shall be open to the public pursuant to the *Local Government Act 1995, Section 5.23* and is not required to have questions from the public as there are no Council delegations.

Brigade and Shire Training Coordinator reports

Each member brigade shall provide a brigade report to the meeting. The Shire Training Coordinator shall provide a report to the Chief Bush Fire Control for presentation at the meeting.

Working groups

The CBFAC may appoint any of its members to a working group to carry out specific tasks. A working group will undertake only those duties specified by the committee.

Deputations

The CBFAC may invite any person or organisation to attend any meetings but such persons shall not be entitled to vote on any decision arising from such meetings.

Power of the Council

Nothing herein contained shall restrict the powers of Council.



1.13 Local Emergency Management Committee

1.13.1 Membership

As at <insert date>

Members	Deputies
Cr Gordon Houston	Cr Stephen Vallance
Chief Executive Officer	
Community Emergency Services Manager Chief Bush Fire Control Officer	Deputy Chief Bush Fire Control Officer Southern/ Northern Region
Executive Manager Technical Services	
Compliance Officer	
Principal Environmental Health Officer	
St John Ambulance	
WA Police / Gingin	
Department of Fire and Emergency Services	
Department of Child Protection & Family Services	
Australian Defence Force	
WA Meat Industry Authority	

Quorum

6 Members

1.13.2 Terms of Reference

Adopted by Council on 18 November 2015

1.13.3 Functions

1.13.3.1 NAME

The name of the Committee shall be the Local Emergency Management Committee hereinafter referred to in its abbreviated form as LEMC.

1.13.3.2 DISTRICT

The LEMC shall operate within the local government boundaries of the Shire of Chittering.



1.13.3.3 VISION

Our vision is for the Shire of Chittering to have an efficient and responsive emergency management.

1.13.3.4 GUIDING PRINCIPLES

Nil

1.13.3.5 ESTABLISHMENT

The LEMC is established pursuant to *Section 5.8* of the *Local Government Act 1995* and *Section 38* of the *Emergency Management Act 2005*.

1.13.3.6 OBJECTIVES

- (a) To plan, administer and test the Local Emergency Management Arrangements.
- (b) To keep up to date the Contact details in the Local Emergency Management Arrangements.
- (c) Meet and produce post-incident reports.
- (d) Meet and produce post-exercise reports.
- (e) Produce an Annual report.
- (f) Produce and approve and Annual Business Plan.

The Committee will advise the local government all matters relating to Emergency Management.

Shall be in accordance with the *Emergency Management Act 2005, Section 39*.

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (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; and*
- (c) *to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.*

1.13.3.7 MEMBERSHIP

Membership

Membership of the LEMC is representative of agencies, community groups, non-government organisations and expertise relevant to the identified community hazards and risks and emergency management arrangements.

Chair Councillor

Deputy Chair Deputy Councillor

Executive Officer Community Emergency Services Manager / Chief Bush Fire Control Officer



Members

- SoC Local Recovery Coordinator
- SoC President
- St Johns Ambulance
- SoC Environmental Health Manager
- SoC Executive Manager Development Services
- SoC Deputy Chief Bush Fire Control Officers
- SoC Local Welfare Liaison Officer
- DCPFS Representative
- DFES District Manager North East
- RAAF Defence Representative

Tenure of Membership

Shall be in accordance with the *Local Government Act 1995, Section 5.11*.

1.13.3.8 **ATTENDANCE BY GOVERNMENT AGENCIES**
 Department of Fire and Emergency Services
 Department of Child Protection and Family Services

1.13.3.9 **DELEGATED AUTHORITY**
 Nil

1.13.3.10 **COMMITTEE**
Presiding Member
 Shire of Chittering Councillor

Secretary

A Shire staff officer will fulfil the role of Secretary (non-voting)

Standing Ex-Officio Members

Nil

1.13.3.11 **MEETINGS**
Annual General Meeting
 Nil

Committee meetings

Meetings shall be held quarterly

Quorum

At least 50% of the members of the Committee.



Voting

Shall be in accordance with the **Local Government Act 1995, Section 5.21**.

- (1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- (3) *If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- (4) *If a member of a council or a committee specifically requests that there be recorded —*
 - (a) *his or her vote; or*
 - (b) *the vote of all members present,**on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.*
- (5) *A person who fails to comply with subsection (2) or (3) commits an offence.*

Minutes

Shall be in accordance with the **Local Government Act 1995, Section 5.22(1)**.

- (1) *The person presiding at a meeting is to ensure that minutes are kept of the meeting's proceedings.*

A copy of the unconfirmed minutes shall be forwarded to all LEMC members within fourteen (14) days of the meeting for endorsement at the next meeting.

LEMC recommendations arising from the minutes shall be presented to Council in the next available Council agenda for endorsement and/or action.

The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify confirmation.

Who acts if no presiding member?

In accordance with the provisions of the **Local Government Act 1995, Section 5.14**.

*If, in relation to the presiding member of a committee—
the office of a presiding member and the office of deputy presiding member are vacant; or the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of the presiding member, then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

Meetings

Meetings shall be open to the public pursuant to the **Local Government Act 1995, Section 5.23** and is not required to have questions from the public as there are no Council delegations.

Working groups

The LEMC may appoint any of its members to a working group to carry out specific tasks. A working group will undertake only those duties specified by the committee.

Power of the Council

Nothing herein contained shall restrict the powers of Council.



PART 2 – COUNCIL PORTFOLIOS

Councillors may choose to hold one (1) or more portfolios in relation to a particular matter that is of interest to Council. An Elected Member may be delegated by Council the function of monitoring and providing elected member reports to Council on items of interest to Council.

Elected Members of Council holding a particular portfolio may be requested by the Council or Chief Executive Officer to attend various meetings in relation to the portfolio, and provide input from the Shire of Chittering's perspective taking into consideration the corporate goals and policies of Council.

No sitting fee shall be paid in connection with an allocated portfolio; however any bona fide expense shall be reimbursed.

Should a portfolio holder meet with a Minister in relation to the portfolio, the President in the first instance or Deputy President of the Council shall be invited to attend.

Council has resolved to formally establish the following portfolios with the membership and other relevant information as shown:

Aged Care	Cr Don Gibson
Education	Cr Gordon Houston
Environment	Cr Gordon Houston
Health	Cr Don Gibson
Heritage	Cr Don Gibson
Light Industry and Waste Management	Cr Michelle Rossouw
Law, Order and Public Safety	Cr George Tilbury
Small Business and Economic Development	VACANT
Sport and Recreation	Cr George Tilbury
Tourism and Culture	Cr Peter Osborn
Youth	Cr Michelle Rossouw
Water	Cr Aaron King
Works	Cr Aaron King



PART 3 – ADVISORY GROUPS

An “Advisory Group” will **NOT** be a formal committee established under *section 5.8* of the *Local Government Act 1995*. An “Advisory Group” is to meet as and when required and membership is to vary dependent on the issues to be addressed. The Officer responsible for the “Advisory Group” will report any outcomes from working group meetings direct to Council via an Officer’s Report.

“Advisory Groups” will not attract a sitting fee to elected members as the “Advisory Group” is not a formal committee constituted pursuant to the *Local Government Act 1995*.

Council members are to represent the views of Council when attending an external organisation as a member appointed by the Council, not their personal views if these conflict with Council policy and position.

Representation of external organisations will not attract a sitting fee to elected members but any out of pocket expenditure or travelling expenses will be reimbursed.

3.1 Advisory Group Membership and Objectives

3.1.1 Chittering Australia Day Advisory Group

3.1.1.1 Membership

Members	Deputies
Cr Michelle Rossouw	Cr Peter Osborn
Wannamal Community Centre representative	-
Chittering Valley Progress Association representative	-
Bindoon Community Progress Association representative	-
Upper Chittering community representative	-
Muchea community member	-
Executive Manager Corporate Services	Community & Club Development Officer

QUORUM

4 members

3.1.1.2 OBJECTIVES

Process

Overseeing the process of calling for nominations for the Shire of Chittering Premier’s Australia Day Active Citizenship Awards the categories of:

- Citizen of the Year
- Young Citizen of the Year
- Community Event of the Year



Selection criteria

Each year two local citizens and one local community group in Chittering Shire will be eligible for the Premier's Australia Day Active Citizenship Awards:

- Premier's Australia Day Active Citizenship Award for a person of 25 years or older
- Premier's Australia Day Active Citizenship Award for a person under 25 years
- Premier's Australia Day Active Citizenship Award/or a community group or event

The recipients will be selected from people and groups who have made a noteworthy contribution since the closure of the previous nomination period, or given outstanding service to the local community over a number of years through active involvement.

The Australia Day Council of Western Australia (ADCWA) provides three awards each year for presentation in the Shire of Chittering on Australia Day.

The winners will have been judged to have shown active citizenship and recognise outstanding members of the local community for their contribution towards community life and their active participation in local projects:

- How has the nominee contributed to the Chittering community?
- How has the nominee demonstrated leadership on a community issue resulting in the enhancement of community life?
- What has the nominee achieved that has brought about change and value to community life?

Nominees should reside principally within the Chittering Shire.

Awards will not be granted posthumously.

Groups of people or couples will not normally be eligible except when meeting the criteria/or a community group.

A person cannot receive the same award twice, but can be considered for another award. Unsuccessful nominees may be nominated in future years.

Sitting members of State, Federal and Local Government are not eligible.

All category winners of the Premier's Australia Day Active Citizenship Awards will be selected from nominations received from the community.

These prestigious awards are only available to one recipient in each category in each year.

Award winners

Determining and recommending to Council the winners of the Shire of Chittering - Premier's Australia Day Active Citizenship Awards.

Review

Review the process at least annually.

Community initiatives

Nil

Community awareness

To promote the Shire of Chittering Premier's Australia Day Active Citizenship Awards' and encourage the community to nominate persons/events in the various categories.

Encourage attendance and participation of the community at the Australia Day Celebration held on 26 January each year.



3.1.1.3 MEETING TIMES

Once a year (November)
Shire of Chittering Council Chambers

3.1.2 Chittering Community Planning Advisory Group

The Chittering Community Planning Advisory Group (CCPAG) is made up of representatives of diverse community interests from within the Shire of Chittering; representing the localities of Lower Chittering, Muchea, Bindoon, Mooliabeenee and Wannamal.

3.1.2.1 MEMBERSHIP

Sporting groups and Community groups from within the Shire of Chittering are encouraged to nominate one representative per group.

Alternatively, for those groups involved in a Chittering Shire facility user group a representative from the user group are encouraged to participate on CCPAG.

Members	Deputies
Cr Gordon Houston	Cr Michelle Rossouw
Community & Club Development Officer (CCDO)	And any other Shire staff by invitation as determined by projects of the committee
Bindoon Agricultural Society representative	-
Bindoon Community Progress Association representative	-
Bindoon Chittering Retirees / CWA representative	-
Bindoon Theatre Incorporated representative	-
Brockman Historical Precinct user group representative representing the: <ul style="list-style-type: none"> • Bindoon Historical Society • Bindoon Arts & Crafts • Bindoon Men's Shed 	-
Chittering Tourist Association representative	-
Chittering Progress Association representative	representing the Lower Chittering Hall user group
Bindoon Sport and Recreation Association representative	representing the Chinkabee Complex user group
Bindoon Primary School P & C representative	
Sandown Park / Muchea User Group representative	representing the Muchea Hall user group
Wannamal Community Centre representative	-

QUORUM

7 members (comprising of 5 community members, 1 Councillor and the CCDO)



3.1.2.2

OBJECTIVES

- (a) Contribute and participate in the review of the Shire of Chittering Strategic Community Plan

A point of reference for the Shire of Chittering as part of community engagement activities. To ensure that community planning and development remain a key component of Council's Strategic planning process.

- (b) Community attitudes and perceptions

A collective voice for advocating community attitudes and perception, ideas and projects of the communities within the Shire of Chittering between the Council, funding providers and government agencies.

- (c) Identify opportunities

To identify opportunities for community development through creative utilisation of existing and future resources and funding by collectively identifying, supporting and working towards projects that serve to build community pride. This will be achieved through the dissemination of information, brainstorming and/ or a collective think tank of ideas facilitated by the broad knowledge base of the group.

- (d) Promotion

To promote the importance of community planning development in the Shire of Chittering by being a conduit between the community, sporting and community groups, Shire of Chittering and potential partners i.e. funding providers and Government agencies.

Provide a focal point for the exchange of information among the local community and the Shire of Chittering, on issues of concern or projects of interest that serve to build pride within our community, being mindful of not replicating work that is already being done within the community.

- (e) Communication with Council

To facilitate and encourage widespread consultation with the community by communication to the council on community planning and development issues and; make recommendations to Council on all matters relating to this.

- (f) Budget priorities

To identify and make recommendations to Council on budget provisions for community development projects by advocating community priorities to council for budgetary considerations.

- (g) Community facilities

To advise and assist Council in the development of community facilities and services within the Shire of Chittering.

- (h) Community projects

Assist and support, where appropriate, any new community projects and; advocate for improved use of resources (time, people, financial etc.) through utilising the networking opportunities present within the group.

3.1.2.3 **MEETING TIMES**

Bimonthly on 2nd Thursday (February, April, June, August, October, December)
 1 – 3pm in the Shire of Chittering Council Chambers
 Meetings may be held more regularly where necessary to projects of the group.

3.1.3 *Chittering Community Support Funding Advisory Group*3.1.3.1 **MEMBERSHIP**

Members	Deputies
Cr Aaron King	Cr Michelle Rossouw
Executive Manager Corporate Services	-
Economic and Community Development Support Officer	-

QUORUM

2 members

3.1.3.2 **OBJECTIVES**(a) Recommendations

- i. To assess the Financial Assistance Grant applications received from not for profit organisations operating in the Shire of Chittering in order of priority and based on any Council policies with respect to donations.
- ii. To make recommendations to Council of the applications for inclusion in the annual Budget.

(b) Community initiatives

To encourage not for profit organisations operating in the Shire of Chittering to submit applications for financial assistance towards projects that will benefit the Chittering community based on the adopted annual budget.

(c) Community awareness

To ensure the Financial Assistance Grant scheme is advertised via media and correspondence to known 'not-for-profit' organisations.

3.1.3.3 **MEETING TIMES**

Once a year (April)
 Shire of Chittering Council Chambers



3.1.4 Chittering Education Scholarship Advisory Group

3.1.4.1 MEMBERSHIP

Members	Deputies
Cr Peter Osborn	Cr George Tilbury
Gingin Chittering Lions Club representative	-
Community & Club Development Officer	

QUORUM

2 members

3.1.4.2 OBJECTIVES

- (a) Promotion
To promote and assist education opportunities for the youth of the Shire.
- (b) Determination
To assess and recommend to Council the Year 6 and Year 10 winners of the Education Scholarship (\$1,000) using the following selection criteria:
- i. Year 6 or 10 student residing in the Shire of Chittering
 - ii. Applicants' ability to benefit financially from the Scholarship
 - iii. Academic reports
 - iv. Citizenship and community involvement
 - v. Suitability for the chosen school.
- (c) Process
That Council include an annual budget allocation of \$2,000 for education scholarships to be determined as follows:
- i. Advertising through the local schools and media the availability of two scholarships of an agreed budgeted annual amount.
 - ii. The scholarships being open to residents of the Chittering Shire only and are for one graduating year 6 and one graduating year 10 student to further their education.
 - iii. Application forms (pro forma) closing first Friday of November of each year to be assessed by a three-member panel appointed by Council.
 - iv. The winning scholarship for the successful students to be paid directly to the chosen school.
- (d) Community initiatives
Nil
- (e) Community awareness
To promote the Education Scholarship program to students residing in the Shire of Chittering.



- 3.1.4.3 **MEETING TIMES**
Once a year (November)
Shire of Chittering Council Chambers

3.1.5 *Chittering Mining Advisory Group*

3.1.5.1 **MEMBERSHIP**

Members	Deputies
Cr Aaron King	Cr Michelle Rossouw
Chief Executive Officer	-
Landcare representative Rosanna Hindmarsh	-
Community representatives <ul style="list-style-type: none"> • Derek Gascoine • Claire Medhurst • Jackie Shervington • Ron Renton • Bob Blizard 	-

QUORUM
5 members

3.1.5.2 **OBJECTIVES**

- To advise Council on all matters concerning mining applications pertaining to the Shire of Chittering in a neutral format.
- To facilitate community consultation while at all times providing an impartial forum for all interested parties.
- To advise Council on mining applications with special reference to the prohibition on "Industry Mining" contained within *Town Planning Scheme 6*.
- To facilitate community consultation on all pertinent matters while providing an impartial forum for all interested parties.

- 3.1.5.3 **MEETING TIMES**
As and when required
Shire of Chittering Council Chambers



3.1.6 Chittering Health Advisory Group

3.1.6.1 MEMBERSHIP

Members	Deputies
Cr Don Gibson	Cr Gordon Houston
Chief Executive Officer	Executive Manager Corporate Services
Practice Manager Jupiter Health & Medical Services Robyn Hunt	-
Physiotherapist Judy Dennis	-
Community representative Chris Pietraszek	-
Primary Health Manager, West Wheatbelt Erik Anda	
Community resident Helen Kerr	Helen Taylor
Service Coordinator Toodyay, Silver Chain Avon Sharon Richards	-
Coordinator Primary Care Integration WACHS (SIHI) Karen Beardsmore	

QUORUM

6 members

3.1.6.2 OBJECTIVES

- To establish networks to liaise and cooperate with all Federal, State and local health care agencies to achieve the highest standard of health available to the residents of this Shire.
- To initiate and facilitate the development of all necessary infrastructure to support the provision of the highest standard of health available to the residents of this Shire.
- To investigate and pursue all funding sources and opportunities to support the provision of the highest standard of health available to the residents of this Shire.

3.1.6.3 MEETING TIMES

As and when required
Shire of Chittering Council Chambers



3.1.7 Chittering Youth Krew Advisory Group

The Chittering Youth Krew (the Krew) is a group of youth aged between 12 – 17 years who live, work or go to school in the Shire of Chittering, covering the areas of Lower Chittering, Muchea, Bindoon, Mooliabeenee and Wannamal.

Youth aged 18 – 25 years are encouraged to remain on the Krew as mentors to the younger Krew members. Parents are also welcome to assist as mentors.

3.1.7.1 MEMBERSHIP

The Krew are supported by the Shire of Chittering's Community & Club Development Officer who mentors the group and facilitates group meetings.

Members	Deputies
Cr Michelle Rossouw	Cr Aaron King
Community & Club Development Officer (CCDO)	And any other Shire staff by invitation as determined by projects of the committee.
Community representatives <ul style="list-style-type: none"> • Courtney Russell • Anthony Russell • Mitch Lunardi • Mitch Smith • Cassidy Black 	Nil

QUORUM

5 members (comprising of 3 youth members, 1 Councillor and the CCDO)

3.1.7.2 OUR ROLE

The Krew are passionate about keeping young people in the local area by having events, activities, services and spaces for young people to access.

3.1.7.3 OUR AIM

- (a) Find solutions to youth getting into trouble and to prevent boredom by developing and organising activities and events for local young people.
- (b) Represent the views of local young people to the broader community and to the Shire.
- (c) Learn leadership skills
- (d) Learn event management skills
- (e) Increase youth participation by communicating to local people what is happening in our Shire.
- (f) Work alongside community groups, sports clubs and businesses to improve youth engagement and participation.
- (g) Work alongside the Community and Club Development Officer to plan and deliver the Annual Muchea Youth Festival.

3.1.7.4 **WE WILL DO THIS BY**

- (a) Speaking with young people at events and activities about the Krew and what we are trying to do.
- (b) Assist the Shire in communicating information to the broader youth population.
- (c) Communicating youth issues and suggestions to the Shire.
- (d) Assist community and sporting groups to connect with young people.

3.1.7.5 **MEETING TIMES**

The 4th Monday of each month
6.30pm – 8pm at the Shire of Chittering Council Chambers

3.2 *Advisory Groups Terms of Reference*

3.2.1 **NAME**

The names of the Advisory Groups shall be as follows:

Name	Abbreviation
Chittering Australia Day Advisory Group	CADAG
Chittering Community Planning Advisory Group	CCPAG
Chittering Community Support Funding Advisory Group	CCSFAG
Chittering Education Scholarship Advisory Group	CESAG
Chittering Mining Advisory Group	CMAG
Chittering Health Advisory Group	CHAG
Chittering Youth Krew Advisory Group	CYKAG

3.2.2 **RESPONSIBLE OFFICER**

The Responsible Officer shall be a Shire officer who will ensure agendas and minutes are produced and forwarded to Council, and report any recommendations from the Advisory Group to Council.

Name	Responsible Officer
Chittering Australia Day Advisory Group	Executive Support Officer
Chittering Community Planning Advisory Group	Community and Club Development Officer
Chittering Community Support Funding Advisory Group	Economic and Community Development Support Officer
Chittering Education Scholarship Advisory Group	Community and Club Development Officer
Chittering Mining Advisory Group	Executive Support Officer
Chittering Health Advisory Group	Executive Support Officer
Chittering Youth Krew Advisory Group	Community and Club Development Officer



- 3.2.3 **DISTRICT**
The Advisory Groups shall operate within the local government boundaries of the Shire of Chittering.
- 3.2.4 **OBJECTIVES**
To make recommendations and advise Council on all matters relating to objectives of the Advisory Group as outlined in the Council Committees and Advisory Groups booklet.
- 3.2.5 **MEMBERSHIP**
General
Council will appoint at least one Council member to the Advisory Group and one staff members.
Community representation may also be appointed to the Group.
Membership shall be no greater than fifteen (15) inclusive of members and deputies.
Membership of each advisory group is outlined in the Council Committees and Advisory Groups Booklet.

Tenure of membership
Where a person is appointed as a member of an advisory Group, the person's membership of the advisory group continues until—
(a) the person no longer holds the office by virtue of which the person became a member, or is no longer the Chief Executive Officer, or the Chief Executive Officer's representative, as the case may be;
(b) the person resigns from membership of the advisory group;
(c) the advisory group is disbanded; or
(d) the next ordinary elections day,
whichever happens first.
- 3.2.6 **DELEGATED AUTHORITY**
Nil
- 3.2.7 **ADVISORY GROUP**
Chairperson
The Council member will act as Chairperson of the Advisory Group.

Secretary
A Shire staff officer will fulfil the role of Secretary.

Standing Ex-Officio Members
Nil
- 3.2.8 **MEETINGS**
Advisory Group meetings
Meetings of the Advisory Group shall be as determined by the Group. Meetings are determined at the final year meeting for the next calendar year.

Quorum
The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a Quorum shall be half plus one voting members.



Voting

1. Each council member and each member of an advisory group who is present at a meeting of the advisory group is entitled to one vote.
2. If the votes of a member present at an advisory group meeting are equally divided, the person presiding is to cast a second vote.
3. If a member of an advisory group specifically requests that there be recorded —
 - a. his or her vote; or
 - b. the vote of all members present
 On a matter voted on at a meeting of the advisory group, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.

Minutes

1. The person presiding at a meeting of an advisory group is to cause minutes to be kept of the meeting's proceedings.
2. The minutes of an advisory group are to be forwarded to Council via the monthly Elected Members Information Bulletin
3. A report is to be prepared by the responsible officer of the Advisory Group of any recommendations made by the Advisory Group to be presented to Council at the next ordinary meeting of the council, for consideration.
4. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

Who acts if no presiding member?

If, in relation to the presiding member of an advisory group —

- a. the office of presiding member and the office of deputy presiding member are vacant; or
 - b. the presiding member and the deputy presiding member, if any, are not available or are unable or willing to perform the functions of presiding member,
- then the advisory group members present at the meeting are to choose one of themselves to preside at the meeting.

Meetings

Meetings shall be closed to the public and are not required to have questions from the public as there are no Council delegations.

Members interests to be disclosed

Members of the Advisory group are bound by the provisions of the *Local Government Act 1995*, *Section 5.65* with respect to disclosure of financial, impartiality or proximity interests.



PART 4 – COUNCIL REPRESENTATION ON EXTERNAL ORGANISATIONS

From time to time Council is requested to nominate a Council member to represent the Council on committees of external organisations. Sometimes the constitution of the external organisation requires Council to nominate a representative.

External organisations will be informed in writing of Council representatives. Where appropriate, the external organisations and the Council representative/s are to determine the extent of representation required e.g. attendance at meetings only when necessary, acting as a contact person etc.

Council has resolved to formally establish representation on the following external organisations with the membership as shown:

Association	Position	Membership	Meeting Frequency
Avon Midland Zone (WALGA)	Delegate	Shire President Cr Gordon Houston	As required
	Deputy	Deputy Shire President Cr Peter Osborn	
Avon Regional Organisation of Councils (AROC)	Delegate	Shire President Cr Gordon Houston	As required
	Deputy	Deputy Shire President Cr Peter Osborn	
Bindoon & Districts Agricultural Society	Delegate	Cr Aaron King	As required
	Deputy	Nil	
Bindoon Community Progress Association	Delegate	Cr Aaron King	Monthly
	Deputy	Nil	
Bindoon & Districts Historical Society	Delegate	Cr Don Gibson	As required
	Deputy	Nil	
Bindoon Sport and Recreation Association	Delegate	Cr Aaron King	Monthly
	Deputy	Nil	
Chittering Tourist Association	Delegate	Cr Peter Osborn	Monthly
	Deputy	Nil	
Chittering Valley Land Conservation District Committee	Delegate	Cr Gordon Houston	Monthly
	Deputy	Nil	
Chittering Valley Progress and Sporting Association	Delegate	Cr Michelle Rossouw	As required
	Deputy	Nil	



Council Committees and Advisory Groups

Association	Position	Membership	Meeting Frequency
District Health Advisory Council (WA Country Health Service Wheatbelt)	Delegate	Cr Don Gibson	Bi-monthly
	Deputy	Nil	
Ellen Brockman Integrated Catchment Committee	Delegate	Cr Michelle Rossouw	Bi-monthly
	Deputy	Nil	
Northern Growth Alliance	Delegate	President (Cr Gordon Houston)	
	Deputy	Deputy President (Cr Peter Osborn)	
The Livestock Centre Muchea Consultative Group	Delegate	Cr Aaron King	As required
	Deputy	Nil	
Tronox Community Consultative Committee	Delegate	VACANT	2-4 times per year
	Deputy	Nil	
Wannamal Community Centre Inc	Delegate	Cr Peter Osborn	Monthly
	Deputy	Nil	
Wheatbelt Development Assessment Panel	Members	VACANCY X1 Cr Gordon Houston	As required
	Alternate Members	Cr Don Gibson Cr Peter Osborn	
Wheatbelt North Regional Road Group	Delegate	Cr Aaron King	As required
	Deputy	Nil	



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