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Shire of Kalamunda

# Special Council Meeting Agenda

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Monday 17 October 2011

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Agenda for Special Council Meeting

17 October 2011







## **NOTICE OF MEETING SPECIAL MEETING OF COUNCIL**

Councillors and Councillors Elect,

Notice is hereby given that a Special Meeting of Council will be held in the Council Chambers, Administration Centre, 2 Railway Road, Kalamunda on:

**Monday 17 October 2011 commencing at 6.00pm.**

For the benefit of members of the public, attention is drawn to the following requirements as adopted by Council.

### **Open Council Meetings – Procedures**

1. All Council Meetings are open to the public, except for matters which are confidential.
2. Members of the public may ask a question at an Ordinary Council Meeting under Item 8.0 of the Agenda.
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceedings, just raise your hand when the presiding person opens 'Question Time' under Item 8.0 of the Agenda.
4. All other arrangements are in accordance with Council's Standing Orders, Policies and decision of the Shire or Council.

James Trail  
**Chief Executive Officer**

10 October 2011

***Please note that following the meeting refreshments will be served in the Function Room for Councillors, their partners and immediate family members.***



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## AGENDA

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### 1.0 OFFICIAL OPENING

Welcome by the Chief Executive Officer, James Trail, and introduction of Owen McGrath attending for the swearing in of Councillors and swearing in of the Councillor elected to the office of Shire President and the Councillor elected to the office of Deputy Shire President.

The Chief Executive Officer is to preside at the meeting until the office of Shire President is filled.

### 2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

### 3.0 SWEARING IN OF NEWLY ELECTED COUNCILLORS

Section 2.29 of the *Local Government Act 1995* requires a person who has been elected as a Councillor to make a declaration in the prescribed form before acting in the office. The declaration is to be made before a person before whom a statutory declaration can be made under the *Oaths, Affidavits and Statutory Declarations Act 2005*. Owen McGrath, officiates for this purpose.

### 4.0 ELECTION OF SHIRE PRESIDENT

The procedure for electing a Shire President is set out in Schedule 2.3, Division 1, of the *Local Government Act 1995* (Attachment 1). The election is to be conducted as the first matter at the first meeting of the Council following an ordinary election.

Nominations for the office are to be received in writing to the Chief Executive Officer before the meeting, or during the meeting before the close of nominations. Nominations close at the meeting at a time announced by the Chief Executive Officer.

Councillors are to vote on the matter by secret ballot as if they were electors voting at an election. The votes cast are to be counted, and the successful candidate determined in accordance with Schedule 4.1 (Attachment 2).

If two or more candidates receive the same number of votes, so that no candidate has the greatest number of votes, the count is to be discontinued and the meeting is to be adjourned for not more than seven days. Should this occur, it is intended to initially adjourn the meeting for ten minutes, then resume the meeting. Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes. When the meeting resumes the councillors are to vote again.

The Chief Executive Officer is to declare and give notice of the result in accordance with regulation 11F of the *Local Government (Constitution) Regulations 1998* (Attachment 3).

## **5.0 SWEARING IN OF SHIRE PRESIDENT**

The same procedure as for Item 4.0 applies. The Shire President will therefore complete two declarations – one as a Councillor, and one as Shire President. Owen McGrath to officiate.

The Shire President will now take up the position of presiding member for the meeting.

## **6.0 ELECTION OF DEPUTY SHIRE PRESIDENT**

The Shire President is to determine the procedure for electing the Deputy Shire President. However, Schedule 2.3, Division 2 of the *Local Government Act 1995* (Attachment 4) sets out a procedure, which is essentially the same as that for electing the President. The election is to be conducted as the next matter following the election of the Shire President, at the first meeting of the Council after an ordinary election.

The Chief Executive Officer will act as the Returning Officer for this election. Nominations for the office are to be received in writing to the Chief Executive Officer before the meeting, or during the meeting before the close of nominations. Nominations close at the meeting at a time announced by the Chief Executive Officer.

## **7.0 SWEARING IN OF DEPUTY SHIRE PRESIDENT**

The same procedure as for Item 4.0 applies. The Deputy Shire President will therefore complete two declarations – one as a Councillor, and one as Deputy Shire President. Owen McGrath to officiate.

## **8.0 PUBLIC QUESTION TIME**

A period of not less than 15 minutes is provided to allow questions from the gallery on matters relating to the functions of this meeting.

## **9.0 APPOINTMENT TO STANDING COMMITTEES**

Since 1995, it has been the practice at the Shire that all Councillors be appointed as members of Council's two Standing Committees – the General Services Committee and the Planning Services Committee. Council's policy CTEE5 (Attachment 5) sets out the terms of reference for both Standing Committees.

**RECOMMENDATION 1****1. Planning Services Committee**

That each Councillor is appointed as a member of the Planning Services Committee.

**2. General Services Committee**

That each Councillor is appointed as a member of the General Services Committee.

**Moved:**

**Seconded:**

**Vote: ABSOLUTE MAJORITY REQUIRED**

**10.0 APPOINTMENT OF AUDIT COMMITTEE**

Under Section 7.1A of the *Local Government Act 1995*, every local government is required to establish an Audit Committee of three or more persons. At least three of the members of the Committee are to be elected members, and no employee of the local government (including the CEO) may be a member of the committee.

The Terms of Reference of the Audit Committee as adopted by Council in October 2007 are attached as (Attachment 6). The Terms of Reference state that the Shire President and Deputy Shire President are to be members of the committee, along with four other Councillors.

**RECOMMENDATION 2****1. Audit Committee**

That the Shire President, Deputy Shire President and four Councillors:

1. Cr \_\_\_\_\_
2. Cr \_\_\_\_\_
3. Cr \_\_\_\_\_
4. Cr \_\_\_\_\_

be appointed to the Audit Committee for a term of two years, expiring on the next ordinary election day.

**Moved:**

**Seconded:**

**Vote: ABSOLUTE MAJORITY REQUIRED**

### **11.0 ADJOURNMENT OF THE SPECIAL COUNCIL MEETING TO CONVENE SPECIAL COMMITTEE MEETINGS**

Special Committee Meetings will now be held for the purpose of electing a Presiding Member and Deputy Presiding Member. Section 5.12 of the *Local Government Act 1995* states that the same procedure as that applying to the election of the Shire President and Deputy Shire President is to be used. Therefore, if more than one nomination is received for the position of Presiding Member or Deputy Presiding Member, the members of the committee must vote to elect a committee member to the position.

#### **RECOMMENDATION 3**

1. That the Special Meeting of Council be adjourned to convene special meetings of the Planning Services Committee, the General Services Committee and the Audit Committee for the purpose of electing members to the position of Chairman and Deputy Chairman of these Committees.

**Moved:**

**Seconded:**

**Vote:**

- 11.1 Special Meeting of the Planning Services Committee
- 11.2 Special Meeting of the General Services Committee
- 11.3 Special Meeting of the Audit Committee

#### **RECOMMENDATION 4**

1. That the Special Meeting of Council be reconvened after the convening of Special Meetings of the Planning Services Committee, the General Services Committee and the Audit Committee for the purpose of electing members to the position of Chairman and Deputy Chairman of these Committees.

**Moved:**

**Seconded:**

**Vote:**

### **12.0 RESUMPTION OF SPECIAL COUNCIL MEETING**



### **13.0 SCHEDULING OF ORDINARY MEETINGS**

#### **RECOMMENDATION 5**

##### **1. Standing Committee and Council Meetings**

That the schedule of Ordinary Meetings for the period November 2009 to October 2011 be as follows –

- a. Planning Services Committee – 6.30pm – first Monday of the month (in the event the meeting falls on a holiday it will be held on the next available day).
- b. General Services Committee – 6.30pm – second Monday of the month (in the event the meeting falls on a holiday it will be held on the next available day).
- c. Ordinary Council Meeting – 6.30pm – third Monday of the month (in the event the meeting falls on a holiday it will be held on the next available day).

No meetings to be held in the month of January.

##### **2. Audit Committee**

In accordance with the Terms of Reference, the Audit Committee will hold at least three regular meetings per year, and such additional meetings as the Presiding Member considers necessary.

**Moved:**

**Seconded:**

**Vote:**

### **14.0 OTHER APPOINTMENTS**

The appointment of Council delegates to regional groups and management/advisory committees forms part of the Special Meeting to ensure that Council is fully and formally represented at all times.

#### **RECOMMENDATION 6**

That the Standing Orders be suspended to discuss and agree on appointments. In the event of more than one nomination being received for a position, a secret ballot will be held after resuming Standing Orders to decide the appointments.

**Moved:**

**Seconded:**

**Vote:**

**RECOMMENDATION 7**

That the Standing Orders be resumed.

**Moved:**

**Seconded:**

**Vote:**

If necessary, a vote is to be taken on contested appointments.

**RECOMMENDATION 8**

That nominations for the Eastern Metropolitan Regional Council, Western Australian Local Government Association, other organisations and other committees for the period 17 October 2011 to 19 October 2013 be appointed as per the Schedule referred to as (Attachment 7).

**Moved:**

**Seconded:**

**Vote:**

**ABSOLUTE MAJORITY REQUIRED**

**15.0 CLOSURE**

*Refreshments will be served in the Function Room for Councillors, their partners and immediate family members.*

**Attachment 1**  
**Local Government Act 1995**

When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council **Schedule 2.3**  
Mayors and presidents **Division 1**  
**cl. 1**

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**Schedule 2.3 — When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council**

[Sections 2.11(1)(b) and 2.15]

**Division 1 — Mayors and presidents****1. Terms used**

In this Division —

*extraordinary vacancy* means a vacancy that occurs under section 2.34(1);

*the office* means the office of councillor mayor or president.

**2. When council elects mayor or president**

- (1) The office is to be filled as the first matter dealt with —
  - (a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and
  - (b) at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (2) If the first ordinary meeting of the council is more than 3 weeks after an extraordinary vacancy occurs in the office, a special meeting of the council is to be held within that period for the purpose of filling the office.

**3. CEO to preside**

The CEO is to preside at the meeting until the office is filled.

**4. How mayor or president is elected**

- (1) The council is to elect a councillor to fill the office.
- (2) The election is to be conducted by the CEO in accordance with the procedure prescribed.
- (3) Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.

**Local Government Act 1995**

**Schedule 2.3** When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council

**Division 2** Deputy mayors and deputy presidents

**cl. 5**

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- (3a) Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.
- (4) If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.
- (5) The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.
- (7) As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

*[Clause 4 amended by No. 49 of 2004 s. 69(2)-(5); No. 66 of 2006 s. 14.]*

**5. Votes may be cast a second time**

- (1) If when the votes cast under clause 4(5) are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days.
- (2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.
- (3) When the meeting resumes the councillors are to vote again on the matter by secret ballot as if they were electors voting at an election.
- (4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.

**Schedule 4.1 — How to count votes and ascertain the result of an election**

[s. 4.74]

*[Heading inserted by No. 15 of 2009 s. 5.]*

1. The number of votes given for each candidate is to be ascertained.
2. If the election is to fill the office of mayor or president, the candidate who receives the greater or greatest number of votes is elected.
3. If the election is to fill one office of councillor, the candidate who receives the greater or greatest number of votes is elected.
4. If the election is to fill 2 or more offices of councillor, the candidates elected are —
  - (a) the candidate who receives the greatest number of votes; and
  - (b) the candidate who receives the next highest number of votes; and
  - (c) the candidate who receives the next highest number of votes,and so on up to the number of offices to be filled.
5. If 2 or more candidates receive the same number of votes so that clause 2, 3 or 4 cannot be applied, the returning officer is to draw lots in accordance with regulations to determine which candidate is elected.

*[Schedule 4.1 inserted by No. 15 of 2009 s. 5.]*

## Part 3 — Offices on councils

### 10A. Terms used in this Part

In this Part —

*election* means an election under Schedule 2.3 to the Act;

*records of the election* includes —

- (a) each marked ballot paper returned to the CEO under regulation 11D(2); and
- (b) each ballot paper marked by the CEO on behalf of a council member under regulation 11E; and
- (c) each ballot paper endorsed “spoilt” under regulation 11C; and
- (d) a paper record that shows the total votes received by each candidate.

*[Regulation 10A inserted in Gazette 31 Mar 2005 p. 1044; amended in Gazette 21 Aug 2007 p. 4184-5; 28 Aug 2009 p. 3371.]*

### 11. Proposals to change the method of filling the office of mayor or president (s. 2.12)

A proposal by electors under section 2.12 to change the method of filling the office of mayor or president of a local government to the other method mentioned in section 2.11(1)(a) or (b) is to be in the form of Form 4.

### 11A. Election of mayor, president, deputy mayor or deputy president by council (Sch. 2.3)

- (1) The CEO is to cause sufficient numbers of ballot papers to be printed for the purposes of the election.
- (2) The CEO is to cause the ballot papers to be printed so that the names of the candidates appear on the ballot paper —
  - (a) in alphabetical order; or

**Attachment 4****Local Government Act 1995**

When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council	<b>Schedule 2.3</b>
Deputy mayors and deputy presidents	<b>Division 2</b>
	<b>cl. 6</b>

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**Division 2 — Deputy mayors and deputy presidents****6. Terms used**

In this Division —

*extraordinary vacancy* means a vacancy that occurs under section 2.34(1);

*the office* means the office of deputy mayor or deputy president.

**7. When the council elects the deputy mayor or deputy president**

- (1) If the local government has an elector mayor or president the office of deputy mayor or deputy president is to be filled as the first matter dealt with —
  - (a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and
  - (b) at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (2) If the local government has a councillor mayor or president the office of deputy mayor or deputy president is to be filled —
  - (a) as the next matter dealt with after the mayor or president is elected at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and
  - (b) subject to subclause (3), as the first matter dealt with at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (3) If at a meeting referred to in clause 2(1)(b) the deputy mayor or deputy president is elected to be the mayor or president, the resulting extraordinary vacancy in the office is to be filled as the next matter dealt with at the same meeting.

**8. How deputy mayor or deputy president is elected**

- (1) The council is to elect a councillor (other than the mayor or president) to fill the office.



**Local Government Act 1995**

**Schedule 2.3** When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council

**Division 2** Deputy mayors and deputy presidents

**cl. 9**

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- (2) The election is to be conducted in accordance with the procedure prescribed by the mayor or president, or if he or she is not present, by the CEO.
- (3) Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
- (3a) Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.
- (4) If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.
- (5) The council members are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.
- (7) As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.

*[Clause 8 amended by No. 64 of 1998 s. 54(2)-(4); No. 49 of 2004 s. 69(6)-(9).]*

**9. Votes may be cast a second time**

- (1) If, when the votes cast under clause 8(5) are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than 7 days later, a special meeting of the council is to be held.
- (2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the special meeting is held.



- (3) When the special meeting is held the council members are to vote again on the matter by secret ballot as if they were voting at an election.
- (4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, under Schedule 4.1 as if those votes were votes cast at an election:

*[Clause 9 amended by No. 49 of 2004 s. 69(10).]*



## Attachment 5



# POLICY REGISTER

<b>Title:</b>	<b>Standing Committees – Terms of Reference</b>		
<b>Policy No.:</b>	<b>CTEE5</b>		
<b>Date Adopted:</b>	7 May 2001	<b>Date Last Reviewed:</b>	unknown

<b>Objective:</b>	To establish Standing Committees Terms of Reference.
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## 1. GENERAL SERVICES COMMITTEE

- General Administration - includes Members of Council (Governance) and matters of a general corporate nature.
- Finance and Borrowing
- Transport - includes streets, roads, footpath - construction and maintenance. Traffic control, private works and public works overheads. Parks and Reserves maintenance.
- Law, Order and Public Safety - Fire prevention, animal control, Ranger services & security services.
- Health - Public & Environmental Health, including maternal and infant health immunisations.
- Welfare - Including youth, seniors, aged and disabled services, care of families and children.
- Sanitation - Including all waste management and refuse collection services
- Recreation and Culture - Including Library services, arts, festivals, tourism, public halls and buildings.
- Extra Ordinary - Urgent Planning Services matters.
- That the Membership of General Services Committee comprises all Councillors.

## 2. PLANNING SERVICES COMMITTEE

- Town Planning and Regional Development - Including economic development
- Protection of the Environment - Natural and built
- Building Control - Building Code of Australia, dispensations
- Extra Ordinary - Urgent General Services matters.
- That the Membership of Planning Services Committee comprises all Councillors.

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**CROSS REFERENCES (If any):**

Management Practice No.		Delegation No.:	
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**LEGAL REFERENCES**

Legislation:	
Local Law:	

Notes:	Previously Policy CS 1.9
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# Audit Committee

## Terms of Reference

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## **Audit Committee**

### **Terms of Reference**

The Council of the Shire of Kalamunda has resolved to establish a committee to be known as the Audit Committee with its objectives, composition, term of office, duties and responsibilities, as follows:

#### Objectives

- a. is to provide guidance and assistance to the local government –
  - i. as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
  - ii. as to the development of a process to be used to select and appoint a person to be an auditor; and
- b. may provide guidance and assistance to the local government as to –
  - iii. matter to be audited;
  - iv. the scope of audits;
  - v. its functions under Part 6 of the Act; and
  - vi. carrying out of its functions relating to other audits and other matters related to financial management.

#### Membership

The Audit Committee shall comprise:-

- Shire President
- Deputy Shire President
- Four (4) Councillors

In addition the Chief Executive Officer and/or his nominee will act in an advisory capacity to the Committee.

### Term of Membership

Appointment to October 2009 with subsequent appointments for a two (2) year term to coincide with local government electoral cycle.

### Meetings

The Committee will hold at least three regular meetings per year and such additional meetings as the chairperson shall decide in order to fulfil its duties. Meetings will not be open meetings in the context of Section 5.23(1) of the Local Government Act 1995.

### Access

The Committee shall have access to both the internal and external auditors and to senior management.

### Reporting

The Committee will report to the Council.

### Duties and Responsibilities

- Develop and recommend to Council:- 1) A list of those matters to be audited; and 2) the scope of the audit to be undertaken;  
*Note: - Provision should be made to review the scope of the audit on a regular basis*
- Develop and recommend to Council an appropriate process for the selection and appointment of a person as the Shire's auditor;  
*Note: A person is to be appointed the auditor not a firm.*
- Recommend to Council the person (or persons) to be appointed as auditor;
- Develop and recommend to Council a written agreement (contract) for the appointment of an auditor; The agreement 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 Shire to communicate and supply information to the auditor.
  - vi. An evaluation program in relation to the adequacy of the financial control systems in operation at the Shire.
- Meet with auditor at least once every year and report to Council on the matters discussed and the outcome of discussions.
- Examine the reports of the Auditor – together with an accompanying reports from the Chief Executive Officer or Chief Financial Officer – to ensure that adequate measures have been taken in respect of any matters of concern raised.

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- Review the draft annual report focusing upon:
    - i. Accounting policies and practices;
    - ii. Any changes to the accounting policies and practices;
    - iii. The processes used in making significant accounting estimates;
    - iv. Significant adjustments to the financial report [if any] arising from the audit process;
    - v. Compliance with accounting standards and other reporting requirements; and
    - vi. Significant variances from prior years.
  - Recommend the adoption of the annual financial report.
  - To ensure adequate control processes are in place;
    - Receive regular reports from the Chief Executive Officer and/or the Chief Financial Officer on the relevance, appropriateness and adequacy of the internal audit processes being utilised at the Shire;
    - Review and make recommendations to Council on the completed Compliance Audit Return after receiving a report detailing:- 1) staff explanations regarding non-compliance [if any] or where full compliance has not been received; 2) remedial action implemented to ensure future compliance.  
*Note: the report presented the Audit Committee should specifically highlight those cases of non-compliance which have reoccurred.*
  - Review and ensure appropriate action is being taken in respect to:
    - Monthly bank reconciliations are up-to-date;
    - The ratio of collections in respect of sundry debtors is reasonable;
    - The ratio of rate collections is reasonable;
    - Inventory (stock-takes) are regularly undertaken and reconciliations effected;
    - 
    - Waste Management (both household rubbish and recycling) accounts are reconciled;
    - Accounts are expeditiously rendered to debtors;
    - Funds are being appropriately invested;
    - Taxation Issues (e.g. GST) are being appropriately dealt with; and
    - Other matters deemed appropriate.
  - Receive and make recommendations to Council in respect of reports from the Chief Executive Officer or Chief Financial Officer which deal with such matters as those listed above.
  - Review the completed Compliance Audit Return and consider the following:
    - Staff explanations regarding cases of non-compliance (if any) or where full compliance has not been achieved.
    - Remedial action that has been taken or will be taken to ensure future compliance.
  - The Audit Committee will not have delegated authority to decide matters on behalf of Council.
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**SHIRE OF KALAMUNDA**  
**APPOINTMENT OF COUNCIL DELEGATES 2011/2013**

NAME OF COMMITTEE	DAY	TIME	MEETING PLACE	DELEGATES & DEPUTIES 2009/2011	DELEGATES & DEPUTIES 2011/2013	DETAILS OF GROUP/COMMITTEE
WA Local Government Association East Metropolitan Zone	4 <sup>th</sup> Thursday each 2 <sup>nd</sup> month	6.00pm	EMRC Office	Cr McKechnie Cr Robinson Cr Bilich <i>Cr Cresswell (Deputy)</i>		Three voting members to be appointed. The appointments are to be advised to WALGA by 31 December, and will come into effect at the first meeting in 2012.
Eastern Metropolitan Regional Council	4 <sup>th</sup> Thursday each 2 <sup>nd</sup> month (sometimes monthly) TBA	6.00pm	EMRC Office	Cr Lindsey Cr McKechnie <i>Cr Townsend (Deputy)</i>		Two Councillors, traditionally the Shire President and one other Council member and a Deputy. The CEO is a member of an advisory Committee and also appoints a Director as a member of a Technical advisory Committee
Regional Integrated Transport Strategy Reference Group	T.B.A.	T.B.A.	EMRC	Director Engineering Services to attend. Nominate through Committee System.		A reference group to advise EMRC on transport networks to meet regional needs. A Councillor appointment may be necessary at a later date.
Perth Airport Municipalities Group.	Needs basis	6.30pm	Rotational	Cr Morton <i>Cr O'Connor (Deputy)</i>		To address matters arising from operations of Perth Airport and other airport matters in the metropolitan area. CEO appoints a Director (Director Planning & Development Services).
Zone 10 Control Authority – Agricultural Protection Board	TBA	TBA	TBA	Cr Everett Cr Lindsey Cr Stallard		Meets occasionally. Committee is of value because of the significant orchard industry within the Shire of Kalamunda
Bush Fire Control & Advisory Committee	Last Thursday of every 3 <sup>rd</sup> month	7.30pm	VFB Headquarters Walliston	Cr Stallard <i>Cr Lindsey (Deputy)</i>		To co-ordinate and advise Council Policy and operational matters pertaining to Bush Fire Control..
Swan Region Fire Protection Committee	When required		Rotates between member Councils	Cr Stallard <i>Cr Lindsey (Deputy)</i>		To co-ordinate mutual aid operations and policy for the outer metropolitan Councils Bush Fire Brigades. Other Council Members: Wanneroo, Swan, Mundaring, Gosnells, Armadale, Serpentine/Jarrahdale, Cockburn, Kwinana, Rockingham, Gingin. .

**SHIRE OF KALAMUNDA**  
**APPOINTMENT OF COUNCIL DELEGATES 2011/2013**

NAME OF COMMITTEE	DAY	TIME	MEETING PLACE	DELEGATES & DEPUTIES 2009/2011	DELEGATES & DEPUTIES 2011/2013	DETAILS OF GROUP/COMMITTEE
<b>Community Environment and Sustainability Advisory Committee</b>	<b>At least three times per year</b>	<b>6.00pm</b>	<b>Function Room</b>	<b>Cr Everett Cr Townsend</b>		<b>An Advisory Committee to Council on environmental issues. Terms of Reference state that there will be two Councillor members. Environmental Co-ordinator acts as executive officer.</b>
Darling Range Regional Park Community Advisory Committee	Bi monthly 3 <sup>rd</sup> Thursday of the month	5pm	Rotates between member Councils	Cr Robinson <i>Cr Everett (Deputy)</i>		An advisory committee to the Department of Environment and Conservation on environmental management and associated issues related to the Darling Range Regional Park.
Kalamunda Agricultural Hall, Community Theatre & Performing Arts Centre Management Committee	Minimum twice yearly	5pm	KPAC	Cr Bilich <i>Cr McKechnie (Deputy)</i>		To maximise the use of the complex by the community whilst at the same time facilitating use by the School so as to meet the school's reasonable requirements. <u>Membership:</u> 2 Council, 2 Ministry of Education, 2 community representatives.
Community Safety & Crime Prevention Advisory Group	At least twice in any twelve (12) months.	10am	Woodlupine Centre	Cr Bilich		To consider issues relevant to the implementation of the Community Safety and Crime Prevention Plan (CSCP). To provide advice and recommendations to Council, based on local community safety and crime prevention needs. <u>Membership:</u> A Councillor, WA Police Service (Kalamunda/Forrestfield), Kalamunda Chamber of Commerce, Residents Associations. A staff member attends in a secretarial capacity.
Falls Farm Advisory Committee	3 <sup>rd</sup> Wednesday every 4 months	6.00	Falls Farm	Cr Everett <i>Cr Stallard (Deputy)</i>		Primary function is to provide an opportunity for all regular users of Falls Farm to meet and discuss common and particular interests in the facility. <u>Membership:</u> A Councillor, 2 members Ratepayer's Association, Lesmurdie Lions & Hills Folk Club, regular users shall have one representative. A Staff member attends in a secretarial capacity.



**SHIRE OF KALAMUNDA**  
**APPOINTMENT OF COUNCIL DELEGATES 2011/2013**

NAME OF COMMITTEE	DAY	TIME	MEETING PLACE	DELEGATES & DEPUTIES 2009/2011	DELEGATES & DEPUTIES 2011/2013	DETAILS OF GROUP/COMMITTEE
Jack Healey Centre Advisory Committee	1 <sup>st</sup> Wednesday every two months	10am	Jack Healey Centre	Cr Bilich <i>Cr McKechnie (Deputy)</i>		Primary function is to provide an opportunity for all regular users of the facility to meet and discuss common and particular interests in the centre. <u>Membership</u> : A Councillor, maximum of two nominated from each user group, three independent members. A Staff member attends in a secretarial capacity.
Disability Access and Inclusion Advisory Committee	At least four times in any twelve (12) months	3.00pm	Admin Centre	Cr Everett <i>Cr Morton (Deputy)</i>		Primary function is to consider and make recommendations to Council on a range of issues which effect the quality of life of people with a disability, their families and carers. A staff member attends in a secretarial capacity. <u>Membership</u> : At least one Councillor, Up to eight members of the community representing a broad range of disability types and whose private and/or working lives are directly impacted by disability.
The Scott Reserve Advisory Committee	4th Monday every two months	6.00pm	Scott Pavilion	Cr O'Connor <i>Cr Heggie (Deputy)</i>		Primary function is to effectively manage and care for Scott Reserve. <u>Membership</u> : A Councillor and a representative from High Wycombe Cricket Club, High Wycombe Junior Football Club, High Wycombe Amateur Football Club, the Residents Association and a representative from another user group appointed from a meeting of that group. A staff member attends in a secretarial capacity.
Lesmurdie School Community Library Management Committee	At least twice per calendar year	2.00pm	Lesmurdie Library	Cr Everett <i>Cr Stallard (Deputy)</i>		A Management Committee with equal representation and responsibility for the joint use school community library. A Legal Agreement outlines the rules and membership. One Councillor, up to three Minister of Education, and 2 Council Officers.

**SHIRE OF KALAMUNDA**  
**APPOINTMENT OF COUNCIL DELEGATES 2011/2013**

NAME OF COMMITTEE	DAY	TIME	MEETING PLACE	DELEGATES & DEPUTIES 2009/2011	DELEGATES & DEPUTIES 2011/2013	DETAILS OF GROUP/COMMITTEE
Ray Owen Sports Centre Management Committee	1st Thursday every two months	6pm	Ray Owen Sports Centre	Cr Stallard <i>Cr Lindsey (Deputy)</i>		To provide an opportunity for the main contributing parties to effectively manage and care for the facility. Membership: A Councillor, 2 representatives from each of the Kalamunda District Basketball Association and Kalamunda District Netball Association. A staff member attends in a secretarial capacity.
Kalamunda Historical Society	3rd Thursday Monthly	7.30pm	Museum	Cr Everett <i>Cr Townsend (Deputy)</i>		Not a management Committee under the Act. To manage History Village and Stirk Cottage on behalf of the Shire under a Lease Agreement. A Councillor delegate sits on the Committee.
Perth Hills Tourism Precinct Working Group	Quarterly as required.	3pm	Rotates annually between Kalamunda & Mundaring.	Nil. (Working Group)  <i>Deferred at this time.</i>		To identify and facilitate initiatives aimed at managing, developing and promoting the Perth Hills as a vibrant tourism destination <u>Membership</u> : Officers from Shires of Kalamunda & Mundaring, DEC, EMRC and National Trust (WA). <b>Comment:</b> <i>Following withdrawal of the Mundaring Shire elected member and Tourism Industry delegates, a joint officer working group has been established and is working effectively.</i>
Seniors Week Working Party	Monthly between May and October	2.30pm	Admin. Centre.	Cr Bilich Cr Morton Cr McKechnie Cr Lindsey <i>Cr Stallard (Deputy)</i>		To develop, adopt, promote and implement a programme for Seniors Week. Membership is for 12 months and includes representatives from the Seniors Committees and independent community members.



### **NOTICE OF SPECIAL MEETING – GENERAL SERVICES COMMITTEE**

Councillors and Councillors Elect,

Notice is hereby give that a Special Meeting of the General Services Committee will be held in the Council Chambers, 2 Railway Road, Kalamunda on Monday 17 October 2011, as part of the Special Council Meeting which commences at 6.00 pm.

James Trail  
**Chief Executive Officer**

10 October 2011

### **AGENDA**

- 1.0 ATTENDANCE AND APOLOGIES**
- 2.0 ELECTION OF PRESIDING MEMBER**
- 3.0 ELECTION OF DEPUTY PRESIDING MEMBER**
- 4.0 CLOSURE**





### **NOTICE OF SPECIAL MEETING – PLANNING SERVICES COMMITTEE**

Councillors and Councillors Elect,

Notice is hereby give that a Special Meeting of the Planning Services Committee will be held in the Council Chambers, 2 Railway Road, Kalamunda on Monday 17 October 2011, as part of the Special Council Meeting which commences at 6.00 pm.

James Trail  
**Chief Executive Officer**

10 October 2011

### **AGENDA**

- 1.0 ATTENDANCE AND APOLOGIES**
- 2.0 ELECTION OF PRESIDING MEMBER**
- 3.0 ELECTION OF DEPUTY PRESIDING MEMBER**
- 4.0 CLOSURE**



### **NOTICE OF SPECIAL MEETING – AUDIT COMMITTEE**

Councillors and Councillors Elect,

Notice is hereby give that a Special Meeting of the Audit Committee will be held in the Council Chambers, 2 Railway Road, Kalamunda on Monday 17 October 2011, as part of the Special Council Meeting which commences at 6.00 pm.

James Trail  
**Chief Executive Officer**

10 October 2011

### **AGENDA**

- 1.0 ATTENDANCE AND APOLOGIES**
- 2.0 ELECTION OF PRESIDING MEMBER**
- 3.0 ELECTION OF DEPUTY PRESIDING MEMBER**
- 4.0 CLOSURE**