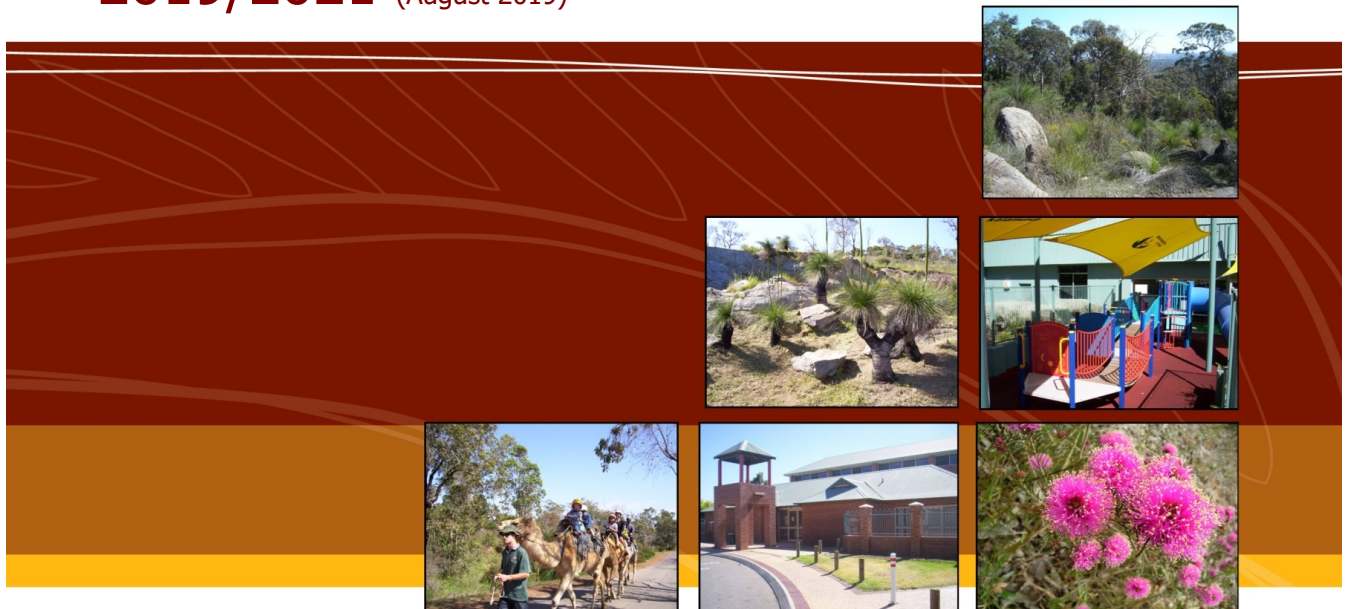


Membership and Terms of Reference for Advisory and Management Committees

2019/2021 (August 2019)



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ADVISORY COMMITTEES

Bush Fire Advisory Committee

TERM - NOVEMBER 2019 TO OCTOBER 2021

Committee Representatives

Name	Representing	Email Address	Telephone
	Councillor Delegate		
	Chief Bush Fire Control Officer (CBFCO) - CESM		
	Deputy Chief Bush Fire Control Officer Kalamunda Volunteer Bush Fire Brigade (KVBFB)		
	DCBFCO KVBFB		
	Captain KVBFB		
	Kalamunda Volunteer Fire & Rescue Service (KVFRS)		
	KALAMUNDA Volunteers Fire and Rescue Service		
	Kalamunda SES		
	DFES (Non-Voting -Ex Officio)		
	DBCA (Non-Voting -Ex Officio)		

Deputy Representatives

Name	Representing	Email Address	Telephone
	Deputy Councillor Delegate		

City of Kalamunda Support/Secretarial Officers

Name	Position	Email Address	Telephone
Peter Varelis	Director of Development Services		
	Technical Officers as required		
	Committee Secretary		

BUSH FIRE ADVISORY COMMITTEE**Terms of Reference**August 2019

1. Name

The name of the Committee shall be the ***Bush Fire Advisory Committee (BFAC)***.

2. Purpose

To advise and make recommendations to Council on matters related to effective bush fire risk and emergency management.

3. Objectives

To consider and advise Council with regard to:

- a) All matters relating to the *Bush Fires Act 1954*.
- b) The financial affairs of the Bush Fire Brigade not covered by the Local Government Grants Scheme.
- c) The general management of the affairs of the Bush Fire Brigade.
- d) Provide advice and submissions on needs.
- e) Oversee the implementation of the policies, to assist in the development and maintenance of an appropriate emergency management and bush fire capability.
- f) Preventing, controlling and extinguishing of bush fires.
- g) The planning of the layout of fire-breaks in the district.
- h) Prosecutions for breaches of the *Bush Fire Act 1954*.
- i) The formation of bush fire brigades and the grouping thereof under group brigade officers.
- j) The ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities.
- k) Any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified.
- l) Carrying out other functions assigned to the committee by Council.

4. Legislative Framework

Council established the Bush Fire Advisory Committee under s5.8 of the Local Government Act 1995 and is a committee for such purpose as defined under s67 of the Bushfire Act 1954.

5. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2027

OBJECTIVE 1.2 - To provide safe and healthy environments for community to enjoy.

OBJECTIVE 4.2 – To proactively engage and partner for the benefit of the community.

6. Membership

6.1 No. of Members

A total membership of up to nine full members comprising: -

- i. One Councillor
- ii. Chief Bush Fire Control Officer
- iii. Deputy Chief Bush Fire Control Officer(s) as appointed from time to time by the Council
- iv. Two members nominated by the Kalamunda Volunteer Bush Fire Brigade
- v. Two members nominated by the Kalamunda Volunteer Fire & Rescue Service

6.2 Ex-Officio Members

Ex-Officio Members may be called from the following agencies:

- i. Member nominated by the Department of Fire and Emergency Services
- ii. Member nominated by the Department of Biodiversity, Conservation and Attractions
- iii. Member nominated by the State Emergency Service
- iv. Another member nominated by the Committee

6.3 Deputy Members

All members shall have an appointed Deputy who is to attend meetings in the absence of a member.

6.4 City Appointed Representatives

The Committee will also include three City appointed representatives to provide support and are without voting rights:

- i. Director Development Services
- ii. Manager Parks and Environmental Service
- iii. Manager Community Safety Services
- iv. Other officers as required from time to time

6.5 Term of Appointment

Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.

6.6 Resignation or Termination of Membership

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.
- ii. A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

6.7 Observers

Observers are welcome to attend meetings. However, they are not able to become involved in the discussion of the meeting unless the Committee has made a resolution inviting observers to participate.

6.8 Perth South District Operations Advisory Committee

- a) The City of Kalamunda shall be a member of the Perth South District Operations Advisory Committee pursuant to the powers conferred under Section 68 of the *Bush Fires Act 1954*.
- b) Membership of the Committee shall consist of two delegates from the local authority, one of which will be its Chief Bush Fire Control Officer and the other a Deputy Bush Fire Control Officer. Each member of the Committee shall have a deputy member.
- c) Meetings are to be held as prescribed by the Chairman of the Perth South Region District Operations Advisory Committee and not less than once a year.

7. Election of Presiding Member and Deputy Presiding Member

The election of the Presiding Member and Deputy Presiding Member will be conducted in accordance with the provisions of the *Local Government Act 1995*.

8. Meetings

a) Conduct of Meetings

All meetings will be conducted in accordance with the provisions of the Local Government Act 1995 and the City's Standing Orders Local Law and the City of Kalamunda Code of Conduct.

b) Inductions

All Members will be required to attend an induction which will be held prior to the first meeting of a committee following a Council election.

c) Scheduling of Ordinary Meetings

The Committee will hold its ordinary meetings in the months of March, July (incorporating the Annual General Meeting) and September each year.

d) Special or Extra Meetings and Working Groups

The Committee may convene special meetings or working groups, under the following circumstances: -

- i. The presiding member of the Committee
- ii. By written notice to all Committee members, at least four members of the Committee must sign the notice and give a minimum of at least seven (7) days notice and state the purpose of the meeting.
- iii. By the Council.

e) Time and Venue

The time and venue of meetings will be determined by the Presiding Member or the Council having due regard to the general convenience of the Committee members.

f) Quorum

A quorum shall consist of at least one half of the appointed members.

g) Disclosure of Interests

All Committee Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

h) Voting

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Committee do not have voting rights.

i) Agendas and Minutes

- i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
- ii. The Secretary will distribute an Agenda and notice of meeting electronically at least 7 days prior to each meeting.
- iii. It is important, the Secretary send the Agenda Items along with any supporting papers no later than 7 days prior to the meeting. This allows time for members to consider the item and make an informed decision.

-
- iv. If there are no Agenda Items the Secretary in consultation with the Presiding Member, will cancel the scheduled meeting and provide notifying all members.
 - v. The Committee may accept late agenda or business items for consideration.
 - vi. The Secretary shall keep minutes of all business transacted at all meetings and a copy shall be forwarded to members within 7 days of each meeting.
 - vii. Bush Fire Advisory Committee will report all recommendations to Council for consideration.
 - viii. The City of Kalamunda will publish (making them available to the public) the unconfirmed Bush Fire Advisory Committee minutes at the next Ordinary Council meeting.

Reports to the Bush Fire Advisory Committee:

- i. The Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officers will submit a report.
- ii. The Brigade representatives will submit a report on other Brigade activities including operational matters, training and appliance and equipment status.
- iii. Kalamunda Volunteer Fire & Rescue
- iv. The Council delegate and Ex Officio members will report on matters relevant to the Committee.

9. City of Kalamunda Administrative Support

A City of Kalamunda staff member or the Secretary of the Volunteer Bush Fire Brigade will act as a secretary for the Committee.

Community Safety and Crime Prevention Advisory Committee

TERM NOVEMBER 2019 TO OCTOBER 2021

Committee Representatives

Name	Representing	Email Address	Telephone
	Council		
	Council		
	Council		
	Council		
	WAPS		
	Community Member		
	Community Member		
	Community Member		
	Community Member		

Deputy Members

Name	Representing	Email Address	Telephone
	Council		
	Council		
	Council		
	Council		

City of Kalamunda Support/Secretarial Officers

Name	Position	Email Address	Telephone
Peter Varelis	Director of Development Services		
	Technical Officers as required		
	Committee Secretary		

COMMUNITY SAFETY AND CRIME PREVENTION ADVISORY COMMITTEE

Terms of Reference

TERM NOVEMBER 2019 TO OCTOBER 2021

1. Name

The name of the Committee shall be the ***Community Safety and Crime Prevention Advisory Committee (CSCPAC)***.

2. Purpose

To provide advice to Council on strategic and/or policy development to guide initiatives to enhance community safety and reduce antisocial behaviour within the City.

3. Objectives

To:

- a) Consider issues relevant to the implementation of the Community Safety and Crime Prevention (CSCP) Plan.
- b) provide advice and recommendations to Council, based on local community safety and crime prevention needs.
- c) Liaise and consult with relevant agencies, individuals and community groups that will assist in the implementation of the CSCP Plan.
- d) Monitor and review the strategies and actions adopted as part of the CSCP Plan.

4. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2027

OBJECTIVE 1.2 - To provide safe and healthy environments for community to enjoy.

5. Membership

5.1 Qualification to be a Member

Appropriate skills, knowledge and interest in community safety and crime prevention.

5.2 No. of Members

A total membership of up to 9 full members comprising: -

- i. One member of WA Police Service (Forrestfield).
- ii. Four community representatives, one from each ward where possible.
- iii. Four Councillors, one from each ward where possible.

Council may appoint proxy Councillors to the Committee.

5.3 Deputy Members

All Council delegates are required to have a deputy appointed and all other members may have an appointed Deputy who is to attend meetings in the absence of a member.

5.4 Term of Appointment

Appointment is for up to two years and reviewed and members are eligible for reappointment, following each council ordinary election.

Members may be eligible for reappointment at the end of their tenure

5.5 Resignation or Termination of Membership

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.
- ii. A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

6. Election of Presiding Member and Deputy Presiding Member

The election of the Presiding Member and Deputy Presiding Member will be conducted in accordance with the provisions of the *Local Government Act 1995*.

7. Meetings

a) Conduct of Meetings

All meetings will be conducted in accordance with the provisions of the *Local Government Act 1995* and the City's Standing Orders Local Law and the City of Kalamunda Code of Conduct.

b) Inductions

All Members will be required to attend an induction which will be held prior to the first meeting of a committee following a Council election.

c) Scheduling of Ordinary Meetings

The Committee shall meet at least quarterly and can increase the frequency of meetings if required and in consultation with the city to ensure resources are available. Meetings should be held on a regular date and time to be determined by the committee.

d) Special or Extra Meetings and Working Groups

A Special or extra meeting can be called by: -

- i. A majority decision of the Committee
- ii. The presiding member of the Committee
- iii. By at least 1/3rd of the members of the committee

A Committee may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Committee.

e) Quorum

A quorum shall consist of at least one half of the appointed members.

f) Disclosure of Interests

All Committee Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

g) Voting

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Committee do not have voting rights.

h) Agendas and Minutes

- i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
- ii. A City of Kalamunda Officer will be appointed by the Chief Executive Officer as the Secretary to the Committee.
- iii. A call for agenda items and notices of meetings will be distributed electronically by the Secretary 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days.
- iv. A draft Agenda will be sent electronically to the Presiding Member 8 working days prior to committee meeting for sign off.
- v. The City and the Presiding Member may choose to meet to discuss agenda items prior to finalising an agenda.
- vi. Agenda items along with any supporting papers are to be sent to the committee members no later than 5 days prior to meeting. This allows time for members to consider the item and make an informed decision.
- vii. Late or urgent agenda/business items may be accepted for consideration by the Committee by the Presiding Member.
- viii. If there are no agenda items the City's administration in consultation with the Presiding Member, will advise all members the scheduled meeting is cancelled.

-
- ix. The City's administration shall prepare draft minutes for all meetings within 5 business days. A copy of the minutes shall be forwarded to Presiding Member for sign off within 10 working days of each meeting.
 - x. All recommendations made by the Committee will be reported to Council for consideration.
 - xi. All minutes will be tabled at the next Ordinary Council Meeting.

8. City of Kalamunda Administrative Support

The City will provide resources by way of technical officer support and secretarial support to ensure the effective functioning of the Committee. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon operations of the City.

Disability and Carers Advisory Committee

TERM NOVEMBER 2019 TO OCTOBER 2021

Committee Members

Name	Representing	Email Address	Telephone
	Councillor Delegate		

Deputy Representatives

A Deputy Representative only attends meetings if the Delegate is unable to do so; should they both be in attendance only the Delegate is able to vote.

Name	Representing	Address	Telephone
	Deputy Councillor Delegate		

City of Kalamunda Support/Secretarial Officers

Name	Position	Email Address	Telephone
Darren Jones	Manager Community Development		
	Technical Officers as required		
	Committee Secretary		

DISABILITY AND CARERS ADVISORY COMMITTEE**Terms of Reference**AUGUST 2019

1. Name

The name of the Committee shall be the ***Disability and Carers Advisory Committee.***

2. Purpose

To advise and make recommendations to Council, on a range of strategic issues which affect the quality of life of people with disability, their families and carers living in and visiting the City of Kalamunda.

3. Objectives

To support the goals of being a community that cares for its frail, aged and people living with disability through:

- a) Considering provision of services, facilities and programs for people living with disability, their families and carers and visitors to the City of Kalamunda.
- b) Considering issues pertaining to the implementation of the Disability Access and Inclusion Plan (DAIP).
- c) Seeking to identify any opportunities to improve inclusion and reduce social isolation for all community members.
- d) Provide advice and recommendations to Council in respect to disability, disability services and improvement of access.

4. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2027

OBJECTIVE 1.1 - To be a community that advocates, facilitates and provides quality lifestyles choices.

5. Membership**5.1 Qualification to be a Member**

Appropriate skills knowledge or interest in disability access and inclusion.

5.2 No. of Members

A total membership of eight, appointed by Council and comprising: -

- i. One Councillor.
- ii. Up to five community representatives with a disability or who have experience and interest in access and inclusion of people with disability.

-
- iii. Up to two organisations providing services to people with disability.
 - iv. A senior management staff member will be appointed to attend the meetings for the purpose of providing guidance and advice to the Committee but will not be entitled to vote.

5.3 Deputy Members

All Council delegates are required to have a deputy appointed and all other members are entitled to have a deputy appointed, who is to attend in the absence of the member.

5.4 Term of Appointment

Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.

5.5 Resignation or Termination of Membership

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.
- ii. A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

6. Election of Presiding Member and Deputy Presiding Member

The election of the Presiding Member and Deputy Presiding Member will be conducted in accordance with the provisions of the *Local Government Act 1995*.

7. Meetings

a) Conduct of Meetings

All meetings will be conducted in accordance with the provisions of the *Local Government Act 1995* and the City's Standing Orders Local Law and the City of Kalamunda Code of Conduct.

b) Inductions

All Members will be required to attend an induction which will be held prior to the first meeting of a committee following a Council election.

c) Scheduling of Ordinary Meetings

The Committee shall meet at least quarterly and can increase the frequency of meetings if required and in consultation with the City to ensure resources are available. Meetings should be held on a regular date and time to be determined by the committee.

d) Special or Extra Meetings and Working Groups

A Special or extra meeting can be called by: -

- i. A majority decision of the Committee
- ii. The presiding member of the Committee
- iii. By at least 1/3rd of the members of the committee

A Committee may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Committee.

e) Quorum

A quorum shall consist of at least one half of the appointed members.

f) Disclosure of Interests

All Committee Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

g) Voting

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Committee do not have voting rights.

h) Agendas and Minutes

- i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
- ii. A City of Kalamunda Officer will be appointed by the Chief Executive Officer as the Secretary to the Committee.
- iii. A call for agenda items and notices of meetings will be distributed electronically by the Secretary 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days.
- iv. A draft Agenda will be sent electronically to the Presiding Member 8 working days prior to committee meeting for sign off.
- v. The City and the Presiding Member may choose to meet to discuss agenda items prior to finalising an agenda.
- vi. Agenda items along with any supporting papers are to be sent to the committee members no later than 5 days prior to meeting. This allows time for members to consider the item and make an informed decision.
- vii. Late or urgent agenda/business items may be accepted for consideration by the Committee by the Presiding Member.
- viii. If there are no agenda items the City's administration in consultation with the Presiding Member, will advise all members the scheduled meeting is cancelled.

-
- ix. The City's administration shall prepare draft minutes for all meetings within 5 business days. A copy of the minutes shall be forwarded to Presiding Member for sign off within 10 working days of each meeting.
 - x. All recommendations made by the Committee will be reported to Council for consideration.
 - xi. All minutes will be tabled at the next Ordinary Council Meeting.

8. City of Kalamunda Administrative Support

The City will provide resources by way of technical officer support and secretarial support to ensure the effective functioning of the Committee. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon operations of the City.

Kalamunda Aged Care Advisory Committee

TERM NOVEMBER 2019 TO OCTOBER 2021

Committee Members

Name	Representing	Email Address	Telephone
	Mayor		
	Councillor Delegate		
	Councillor Delegate		
	Community Members who are carers of seniors or people with senior's interests.		
	Community Members who are carers of seniors or people with senior's interests.		
	Community Members who are carers of seniors or people with senior's interests.		
	Community Members who are carers of seniors or people with senior's interests.		
	Aged Care Community Representation organisations.		
	Aged Care Community Representation organisations.		
	Local organisations providing services to seniors (community or residential)		
	Local Federal Member of Parliament (Non-Voting - ex officio)		
	Local State Member of Parliament (Non-Voting - ex officio)		

Deputy Members

Name	Representing	Email Address	Telephone
	Deputy Council Representative		

City of Kalamunda Support/Secretarial Officers

Name	Representing	Email Address	Telephone
Rhonda Hardy	City of Kalamunda advisor to Committee	Rhonda.Hardy@kalamunda.wa.gov.au	9257 9902
Donna McPherson	Secretary to Committee	Donna.Mcpherson@kalamunda.wa.gov.au	9257 9909

KALAMUNDA AGED CARE ADVISORY COMMITTEE

Terms of Reference

August 2019

1. Name

The name of the Committee shall be the ***Kalamunda Aged Care Advisory Committee (KACAC)***.

2. Purpose

To advise and make recommendations to Council on strategic or policy matters that assist in the facilitation of residential aged care provision within the City of Kalamunda.

3. Objectives

To: -

- a) provide advice on City developments involving Residential Aged Care accommodation in the City of Kalamunda.
- b) monitor and advise on trends, issues and developments occurring at the local, state and national levels for the aged care sector.
- c) advocate and develop relationships with the aged care sector and identify opportunities for partnership ventures.
- d) advocate for and support aged care developments within the City of Kalamunda.

4. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2027

OBJECTIVE 1.1 - To be a community that advocates, facilitates and provides quality lifestyles choices.

5. Membership

5.1 Qualification to be a Member

Members must have an interest or background or experience in the provision of aged care services and facilities to the community.

5.2 No. of Members

A total membership of 10, appointed by Council and comprising: -

- i. The Mayor.
- ii. Two Councillors.
- iii. Up to two members from Aged Care Community Representation organisations.

-
- iv. Four community members who are carers of seniors or people with senior's interests.
 - v. One representative for a local organisation providing services to seniors (community or residential) within the City of Kalamunda.

5.3 Deputy Members

All Council delegates are required to have a deputy appointed and all other members are entitled to have a deputy appointed, who is to attend in the absence of the member.

Non-Voting - Ex-Officio Members

In addition, it is proposed that two Local Members of parliaments, one each from Federal and State government, be invited as non-voting Ex-Officio members to the committee.

5.4 Term of Appointment

Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.

5.5 Resignation or Termination of Membership

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.
- ii. A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

6. Election of Presiding Member and Deputy Presiding Member

The election of the Presiding Member and Deputy Presiding Member will be conducted in accordance with the provisions of the *Local Government Act 1995*.

7. Meetings

a) Conduct of Meetings

All meetings will be conducted in accordance with the provisions of the *Local Government Act 1995* and the City's Standing Orders Local Law and the City of Kalamunda Code of Conduct.

b) Inductions

All Members will be required to attend an induction which will be held prior to the first meeting of a committee following a Council election.

c) Scheduling of Ordinary Meetings

The Committee shall meet at least quarterly and can increase the frequency of meetings if required and in consultation with the City to ensure resources are available. Meetings should be held on a regular date and time to be determined by the committee.

d) Special or Extra Meetings and Working Groups

A Special or extra meeting can be called by: -

- i. A majority decision of the Committee
- ii. The presiding member of the Committee
- iii. By at least 1/3rd of the members of the Committee

A Committee may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Committee.

e) Quorum

A quorum shall consist of at least one half of the appointed members.

f) Disclosure of Interests

All Committee Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

g) Voting

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Committee do not have voting rights.

h) Agendas and Minutes

- i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
- ii. A City of Kalamunda Officer will be appointed by the Chief Executive Officer as the Secretary to the Committee.
- iii. A call for agenda items and notices of meetings will be distributed electronically by the Secretary 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days.
- iv. A draft Agenda will be sent electronically to the Presiding Member 8 working days prior to committee meeting for sign off.
- v. The City and the Presiding Member may choose to meet to discuss agenda items prior to finalising an agenda.
- vi. Agenda items along with any supporting papers are to be sent to the committee members no later than 5 days prior to meeting. This allows

-
- time for members to consider the item and make an informed decision.
- vii. Late or urgent agenda/business items may be accepted for consideration by the Committee by the Presiding Member.
 - viii. If there are no agenda items the City's administration in consultation with the Presiding Member, will advise all members the scheduled meeting is cancelled.
 - ix. The City's administration shall prepare draft minutes for all meetings within 5 business days. A copy of the minutes shall be forwarded to Presiding Member for sign off within 10 working days of each meeting.
 - x. All recommendations made by the Committee will be reported to Council for consideration.
 - xi. All minutes will be tabled at the next Ordinary Council Meeting.

8. City of Kalamunda Administrative Support

The City will provide resources by way of technical officer support and secretarial support to ensure the effective functioning of the Committee. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon operations of the City.

Kalamunda Arts Advisory Committee

TERM NOVEMBER 2019 TO OCTOBER 2021

Committee Members

Name	Representing	Email Address	Telephone
	Councillor Delegate		
	Fine Art Community Representative		
	Fine Art Community Representative		
	Fine Art Community Representative		
	Fine Art Community Representative		
	Fine Art Community Representative		
	Community Arts Groups		
	Community Arts Groups		
	Community Arts Groups		
	Performing Arts Community		
	Performing Arts Community		

Deputy Representatives

A Deputy Representative only attends meetings if the Delegate is unable to do so; should they both be in attendance only the Delegate is able to vote.

Name	Representing	Email Address	Telephone
	Councillor Delegate		

City of Kalamunda Support/Secretarial Officers

Name	Position	Email Address	Telephone
Gary Ticehurst	Director Corporate Services		
John Verbeek	Technical Officers as required		
Sarah Griffiths	Committee Secretary		

KALAMUNDA ARTS ADVISORY COMMITTEE

Terms of Reference

AUGUST 2019

1. Name

The name of the Committee shall be the ***Kalamunda Arts Advisory Committee.***

2. Purpose

The purpose of the KAAC is to provide information and advice about current and emerging arts related matters to City of Kalamunda Council for the purpose of decision-making and planning.

The City of Kalamunda recognises that the Arts contribute to the overall well-being, liveability and economy of our community. Incorporating arts into planning and urban design provides an opportunity to deliver a cohesive vision and celebrate the City's rich heritage and contemporary Arts practise.

The Committee will provide advice on engagement with the Arts community and will also advise Council on matters regarding policy, strategic planning, integration and implementation of City initiatives.

The Committee will help identify much of the work required that will inform the development of recommendations to Council to enable informed decision-making.

3. Objectives

- a) Reference and maintain the Arts Vision for the City to provide a cohesive creative direction and appropriate themes for all planning and development initiatives that are in line with the City's Arts' Masterplan.
- b) Review City Master Plans and make recommendations that draw on the City's Arts Strategy and best contemporary practise.
- c) Review current initiatives, identify and advise on opportunities in the City's provision of arts activities and events.
- d) Provide advice to Council to guide the development and implementation of the City's Art Strategy Policies.
- e) Provide advice on forums and other opportunities for sharing and receiving information from the arts community.
- f) Provide advice that ensures community expectations and relevant policies are aligned to promote the Arts.
- g) Identify Arts related collaborations and strategies to maximise participation by the community and opportunities to create and engage with diverse Arts activities.

-
- h) Ensure the effectiveness of the Committee's work and achievement of best value for the community is supported by strong ongoing communications between the Committee and the City.

4. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2027

OBJECTIVE 1.3 - To support the active participation of local communities.

5. Membership

5.1 Qualification to be a Member

Members must have knowledge, interest or have worked in the arts industry.

5.2 No. of Members

A total membership of up to 11 full members comprising: -

- i. One Elected Member.
- ii. Five members from the Arts Community who are practicing in the Fine Arts within the City.
- iii. Three members representing Community Art Groups.
- iv. Two members from Performing Arts.

5.3 Deputy Members

All Council members shall have an appointed Deputy who is to attend meetings in the absence of a member.

All other members may have a deputy delegate appointed if required.

5.4 Term of Appointment

Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.

5.5 Resignation or Termination of Membership

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.
- ii. A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

6. Election of Presiding Member and Deputy Presiding Member

The election of the Presiding Member and Deputy Presiding Member will be conducted in accordance with the provisions of the *Local Government Act 1995*.

7. Meetings

a) Conduct of Meetings

All meetings will be conducted in accordance with the provisions of the *Local Government Act 1995* and the City's Standing Orders Local Law and the City of Kalamunda Code of Conduct.

b) Inductions

All Members will be required to attend an induction which will be held prior to the first meeting of a committee following a Council election.

c) Scheduling of Ordinary Meetings

The Committee shall meet at least quarterly and can increase the frequency of meetings if required and in consultation with the City to ensure resources are available. Meetings should be held on a regular date and time to be determined by the committee.

d) Special or Extra Meetings and Working Groups

A Special or extra meeting can be called by: -

- i. A majority decision of the Committee
- ii. The presiding member of the Committee
- iii. By at least 1/3rd of the members of the Committee

A Committee may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Committee in consultation with the City to ensure resources can be made available.

e) Quorum

A quorum shall consist of at least one half of the appointed members. If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes.

f) Disclosure of Interests

All Committee Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

g) Voting

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Committee do not have voting rights.

h) Agendas and Minutes

- i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
- ii. A City of Kalamunda Officer will be appointed by the Chief Executive Officer as the Secretary to the Committee.
- iii. A call for agenda items and notices of meetings will be distributed electronically by the Secretary 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days.
- iv. A draft Agenda will be sent electronically to the Presiding Member 8 working days prior to committee meeting for sign off.
- v. The City and the Presiding Member may choose to meet to discuss agenda items prior to finalising an agenda.
- vi. Agenda items along with any supporting papers are to be sent to the committee members no later than 5 days prior to meeting. This allows time for members to consider the item and make an informed decision.
- vii. Late or urgent agenda/business items may be accepted for consideration by the Committee by the Presiding Member.
- viii. If there are no agenda items the City's administration in consultation with the Presiding Member, will advise all members the scheduled meeting is cancelled.
- ix. The City's administration shall prepare draft minutes for all meetings within 5 business days. A copy of the minutes shall be forwarded to Presiding Member for sign off within 10 working days of each meeting.
- x. All recommendations made by the Committee will be reported to Council for consideration.
- xi. All minutes will be tabled at the next Ordinary Council Meeting.

8. City of Kalamunda Administrative Support

The City will provide resources by way of technical officer support and secretarial support to ensure the effective functioning of the Committee. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon operations of the City.

Kalamunda Environmental Advisory Committee

TERM NOVEMBER 2019 TO OCTOBER 2021

Committee Representatives

Name	Representing	Email Address	Telephone
	Council Delegate		
	Council Delegate		
	Community Representative		
	Community Representative		
	Community Representative		
	Community Representative		
	Community Representative		
	Community Representative		

Deputy Representatives

A Deputy Representative only attends meetings if the Delegate is unable to do so; should they both be in attendance only the Delegate is able to vote.

Name	Representing	Address	Telephone

City of Kalamunda Support/Secretarial Officers

Name	Position	Email Address	Telephone
Rod Strang	Manager Parks and Environment Services		
Dallas Lynch	Technical Officers as required		
	Committee Secretary		

KALAMUNDA ENVIRONMENTAL ADVISORY COMMITTEE

Terms of Reference

August 2019

1. Name

The name of the Committee shall be the ***Kalamunda Environmental Advisory Committee (KEAC)***.

2. Purpose

To provide Council with expert advice on all matters that benefit or impact the natural environmental assets of the City.

3. Objectives

To:

- a) make recommendations to Council on matters relating to environmental policy and practice, including but not limited to:
 - i. Biodiversity protection and enhancement
 - ii. Natural area, natural resources, remnant bushland and trees
 - iii. Park and streetscape management
 - iv. Catchment drainage and water course management
 - v. Surface water quality management
 - vi. Resource recovery and waste management
 - vii. Friends groups and community environment activities
 - viii. Significant pest control
 - ix. Integrated pest and weed management
- b) provide feedback on community engagement matters relating to the above items.
- c) assist the City and its work within the community to encourage an increased level of awareness relating to the matters presented and discussed.
- d) highlight the Council's projects whereby the City Officer will have an opportunity to actively engage with representatives of the community.

4. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2027

OBJECTIVE 1.2 - To provide a safe and healthy environment for the community to enjoy.

OBJECTIVE 2.1 - To protect and enhance the environmental values of the city.

OBJECTIVE 2.2. - To achieve environmental sustainability through effective natural resource management.

OBJECTIVE 2.3. - To reduce the amount of waste produced and increase the amount of reuse and recycling of waste.

OBJECTIVE 3.1. - To plan for sustainable population growth.

OBJECTIVE 3.2. - to connect community to quality amenities.

OBJECTIVE 4.1. - To provide leadership through transparent governance.

OBJECTIVE 4.2. - To proactively engage and partner for the benefit of the community.

5. Membership

5.1 Qualification to be a Member

The committee members shall have the following interest and/or expertise in:

- i. Upgrades, renewal and improvements to infrastructure and natural areas such as reserves, streetscapes, trails, waterways, parks and recreation areas;
- ii. Environmental matters such as water sensitive urban design, biodiversity protection and enhancement, waste and recycling management, active transport, bushfire management and community partnerships.

Community Representatives will not be selected to represent community interest groups, associations or commercial interests.

5.2 No. of Members

The committee shall consist of eight (8) members, including:

- i. Two Elected Members.
- ii. Six Community Representatives, residing in the district.

5.3 Deputy Members

All Council members shall have an appointed Deputy who is to attend meetings in the absence of a member.

All other members may have a deputy delegate appointed if required.

5.4 Term of Appointment

Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.

5.5 Resignation or Termination of Membership

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.

-
- ii. A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

6. Election of Presiding Member and Deputy Presiding Member

The election of the Presiding Member and Deputy Presiding Member will be conducted in accordance with the provisions of the *Local Government Act 1995*.

7. Meetings

a) Conduct of Meetings

All meetings will be conducted in accordance with the provisions of the *Local Government Act 1995* and the City's Standing Orders Local Law and the City of Kalamunda Code of Conduct.

b) Scheduling of Ordinary Meetings

The Committee shall meet at least quarterly and can increase the frequency of meetings if required and in consultation with the City to ensure resources are available. Meetings should be held on a regular date and time to be determined by the committee.

c) Special or Extra Meetings and Working Groups

A Special or extra meeting can be called by: -

- i. A majority decision of the Committee
- ii. The presiding member of the Committee
- iii. By at least 1/3rd of the members of the Committee

A Committee may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Committee in consultation with the City to ensure resources can be made available.

d) Quorum

A quorum shall consist of at least one half of the appointed members. If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes.

e) Disclosure of Interests

All Committee Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

f) Voting

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Committee do not have voting rights.

g) Agendas and Minutes

- i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
- ii. A City of Kalamunda Officer will be appointed by the Chief Executive Officer as the Secretary to the Committee.
- iii. A call for agenda items and notices of meetings will be distributed electronically by the Secretary 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days.
- iv. A draft Agenda will be sent electronically to the Presiding Member 8 working days prior to committee meeting for sign off.
- v. The City and the Presiding Member may choose to meet to discuss agenda items prior to finalising an agenda.
- vi. Agenda items along with any supporting papers are to be sent to the committee members no later than 5 days prior to meeting. This allows time for members to consider the item and make an informed decision.
- vii. Late or urgent agenda/business items may be accepted for consideration by the Committee by the Presiding Member.
- viii. If there are no agenda items the City's administration in consultation with the Presiding Member, will advise all members the scheduled meeting is cancelled.
- ix. The City's administration shall prepare draft minutes for all meetings within 5 business days. A copy of the minutes shall be forwarded to Presiding Member for sign off within 10 working days of each meeting.
- x. All recommendations made by the Committee will be reported to Council for consideration.
- xi. All minutes will be tabled at the next Ordinary Council Meeting.

8. City of Kalamunda Administrative Support

The City will provide resources by way of technical officer support and secretarial support to ensure the effective functioning of the Committee. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon operations of the City.

Kalamunda Tourism Advisory Committee

TERM NOVEMBER 2019 TO OCTOBER 2021

Committee Representatives

Name	Representing	Email Address	Telephone
	Council		
	Council		
	Community member		
	Community member		
	Community member		
	Community member		
	Industry Body		
	Tourism Business consultant		
	Tourism Business operator		
	Tourism Business operator		

Deputy Representatives

Name	Representing	Email Address	Telephone
	Deputy Councillor Delegate		

City of Kalamunda Support/Secretarial Officers

Name	Position	Email Address	Telephone
Gary Ticehurst	Director Corporate Services		
	Technical Officers as required		
	Committee Secretary		

KALAMUNDA TOURISM ADVISORY COMMITTEE

Terms of Reference

August 2019

1. Name

The name of the Committee shall be the ***Kalamunda Tourism Advisory Committee (KTAC)***.

2. Purpose

The Kalamunda Tourism Advisory Committee has been established as an Advisory Committee in accordance with the Local Government Act 1995.

Its purpose is to provide information and advice about the current and emerging trends in Tourism and to provide guidance in the implementation of the City's Tourism Development Strategy.

The Committee will advise Council on matters regarding policy, strategic planning, integration and implementation of City initiatives relating to Tourism.

The Committee will provide advice and make recommendations to Council on strategic issues which will help implement the Tourism Development Strategy.

3. Objectives

To:

- a) Promote the Tourism Vision to establish the City as a major tourist destination with a sustainable and vibrant future.
- b) Assist the City to foster strong relationships with tourism stakeholders, including peak bodies and government agencies.
- c) Provide advice on current initiatives, opportunities or gaps in the promotion of tourism.
- d) Provide advice to Council to guide the implementation of the Tourism Development Strategy.
- e) Provide advice that leverages community expectations in promoting the strengths and opportunities in Tourism.
- f) Provides a forum for sharing information relating to tourism opportunities within the City.
- g) Provide advice and give consideration of how tourism can be integrated and aligned in other key informing City Strategies and Plans.

4. Council's Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2027

OBJECTIVE 1.3 - To support the active participation of local communities.

5. Membership

5.1 Qualification to be a Member

Members must be able to demonstrate skills, knowledge and experience and a strong interest in tourism development.

5.2 No. of Members

The committee shall consist of up to 10 full time voting members comprising:

- i. Two Elected Members.
- ii. Two community members with demonstrated experience and an interest in seeing tourism grown in the City of Kalamunda.
- iii. Two community members who have experience in tourism development (not necessarily tourism development within the City).
- iv. One member of a recognised Tourism Industry Board. i.e. Tourism Western Australia, Tourism Council of Western Australia, Destination Perth.
- v. One business consultant with expertise in tourism.
- vi. Two tourism operators, representing different perspectives of tourism, operating within the City.

An invitation to Local State Member of Parliament with a strong interest in tourism will be extended. This is a non-voting position.

Observers are welcome to attend meetings; however, they are not able to become involved in the discussion of the meeting unless the Committee has made a resolution inviting observers to participate.

5.3 Deputy Members

All Council members shall have an appointed Deputy who is to attend meetings in the absence of a member.

All other members may have a deputy delegate appointed if required.

5.4 Term of Appointment

Appointment is for up to two years and members are eligible for re- appointment following the Council Ordinary Election.

5.5 Resignation or Termination of Membership

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.

-
- ii. A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

6. Election of Presiding Member and Deputy Presiding Member

- a) The Committee shall elect a Presiding Member and Deputy Presiding member to oversee the chairing of the committee.
- b) The election of the Presiding Member and Deputy Presiding Member will be conducting in accordance with the provisions of the *Local Government Act 1995*.

7. Meetings

a) Conduct of Meetings

All meetings will be conducted in accordance with the provisions of the *Local Government Act 1995* and the City's Standing Orders Local Law and the City of Kalamunda Code of Conduct.

b) Inductions

All Members will be required to attend an induction which will be held prior to the first meeting of the committee following a Council election.

c) Schedule of Ordinary Meetings

The Committee shall meet at least quarterly and can increase the frequency of meetings if required. Meetings should be held on a regular date and time to be determined by the committee

d) Special or Extra Meetings

A Special or extra meeting can be called by: -

- i. A majority decision of the Committee
- ii. The presiding member of the Committee
- iii. By at least 1/3rd of the members of the Committee

A Committee may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Committee in consultation with the City to ensure resources can be made available.

e) Quorum

A quorum shall consist of at least one half of the appointed members. If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes

f) Disclosure of Interest

All Committee Members are required to disclose any financial, proximity or impartiality interests that they may have in any matter to be discussed at the meeting.

g) Voting

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Committee do not have voting rights.

h) Agendas and Minutes

- i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
- ii. City of Kalamunda Officer will be appointed by the CEO as the Secretary to the Committee.
- iii. A call for agenda items and notices of meeting will be distributed electronically by the Secretary 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days.
- iv. A draft Agenda will be sent electronically to the Presiding Member 8 working days prior to committee meeting for sign off.
- v. The City and the Presiding Member may choose to meet to discuss agenda items prior to finalising an agenda.
- vi. Agenda items along with any supporting papers are to be sent to the committee members no later than 5 working days prior to meeting. This allows time for members to consider the item and make an informed decision.
- vii. Late or urgent agenda/business items may be accepted for consideration by the Committee by the Presiding Member.
- viii. If there are no agenda items the City's administration in consultation with the Presiding Member, will advise all members the scheduled meeting is cancelled.
- ix. The City's administration shall prepare draft minutes for all meetings within 10 working days. A copy of the minutes shall be forwarded to Presiding Member for sign off within 10 working days of each meeting.
- x. All recommendations made by the Committee will be reported to Council for consideration.
- xi. All minutes will be tabled at the

8. City of Kalamunda Administrative Support

The City will provide resources by way of technical officer support and secretarial support to ensure the effective functioning of the Committee. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon operations of the City.

Strategic Sport and Recreation Committee

(Formerly Hartfield Park Advisory Committee, Kalamunda Sporting Precinct Advisory Committee
(Kostera Oval and Scott Reserve) and Maida Vale Reserve Advisory Committee)

TERM NOVEMBER 2019 TO OCTOBER 2021

Committee Members

Name	Representing	Email Address	Telephone
	Kalamunda Sporting Precinct – AFL/Cricket		
	Maida Vale Reserve - Archery		
	Stirk Park - Bowls		
	Ray Owen Reserve - Cricket		
	Ray Owen Sports Centre - Basketball		
	Hartfield Park - Soccer		
	High Wycombe – Range View Tennis		
	Maida Vale Reserve – Basketball / T-Ball		
	Scott Reserve		

City Officers (Non-Voting)

Name	Representing	Email Address	Telephone
Gary Ticehurst (or Nominee)	Director Corporate Services		
Brett Jackson (or Nominee)	Director Asset Services		
Darren Jones	Manager Community Development		
Nick Daxter	Leisure Planning Project Officer		

City of Kalamunda Support/Secretarial Officers

Name	Position	Email Address	Telephone
Fiona Stuart	Secretary		

STRATEGIC SPORT AND RECREATION COMMITTEE

Terms of Reference

August 2019

1. Name

The name of the Committee shall be the ***Strategic Sport and Recreation Committee (SSRC)***.

2. Purpose

To make recommendation to Council for the allocation of funding to support Capital sport and recreation projects within the City.

3. Objectives

To:

- a) assess and prioritise applications submitted from sporting and recreation clubs toward any new or major upgrade projects received through the City's Capital Grants program and to make recommendations to Council for funding.

Note: Renewal projects based upon replacement of 'like for like' will not be considered by this Committee

- b) review and validate sport and recreation projects identified in the City's ten-year Long-Term Financial Plan.

4. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2027

OBJECTIVE 1.2 - To provide safe and healthy environments for community to enjoy

OBJECTIVE 1.3 - To support the active participation of local communities

OBJECTIVE 3.2 - To connect community to quality amenities

OBJECTIVE 4.2 - To proactively engage and partner for the benefit of community

5. Membership

5.1 Qualification to be a Member

An assessment based on selection criteria will focus on relevant skills and experience in regard to sport and recreation development projects, with an aim to achieve a balance with respect to sporting codes and locality.

Community representatives will not be selected as representatives of their individual sport and recreation clubs or reserves.

Nominations will be open to all sporting and recreation clubs based within the City.

5.2 No. of Members

A total membership of up to eleven (11) full members comprising of:

- i. two (2) City of Kalamunda officers will be ex-officio members of the Committee:
 - A. Director Corporate Services
 - B. Director Asset Services
 - C. Or their nominees will provide this support
- ii. up to nine (9) sport and recreation representatives for the community.

5.3 Term of Appointment

Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.

5.4 Resignation or Termination of Membership

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.
- ii. A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

6. Election of Presiding Member and Deputy Presiding Member

The election of the Presiding Member and Deputy Presiding Member will be conducted in accordance with the provisions of the *Local Government Act 1995*.

7. Meetings

a) Conduct of Meetings

All meetings will be conducted in accordance with the provisions of the *Local Government Act 1995* and the City's Standing Orders Local Law and the City of Kalamunda Code of Conduct.

b) Scheduling of Ordinary Meetings

The Committee shall meet up to four times per financial year in line with the City's Capital Grants Policy and Procedure funding cycle and can increase the frequency of meetings if required.

c) Special or Extra Meetings and Working Groups

A Special or extra meeting can be called by: -

- i. A majority decision of the Committee
- ii. The presiding member of the Committee
- iii. By at least 1/3rd of the members of the Committee

d) Quorum

A quorum shall consist of at least one half of the appointed members. If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes.

e) Disclosure of Interests

All Committee Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

f) Voting

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Committee do not have voting rights.

g) Agendas and Minutes

- i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
- ii. A City of Kalamunda Officer will be appointed by the Chief Executive Officer as the Secretary to the Committee.
- iii. A call for agenda items and notices of meetings will be distributed electronically by the Secretary 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days.
- iv. Agenda items along with any supporting papers are to be sent to the committee members no later than 5 days prior to meeting. This allows time for members to consider the item and make an informed decision.
- v. Late or urgent agenda/business items may be accepted for consideration by the Committee by the Presiding Member.
- vi. If there are no agenda items the City's administration in consultation with the Presiding Member, will advise all members the scheduled meeting is cancelled.
- vii. The City's administration shall prepare draft minutes for all meetings within 5 business days. A copy of the minutes shall be forwarded to Presiding Member for sign off within 10 working days of each meeting.
- viii. All recommendations made by the Committee will be reported to Council for consideration.
- ix. All minutes will be tabled at the next Ordinary Council Meeting.

8. City of Kalamunda Administrative Support

The City will provide resources by way of technical officer support and secretarial support to ensure the effective functioning of the Committee. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon operations of the City.

MANAGEMENT COMMITTEES

Lesmurdie School Community Library Management Committee

TERM NOVEMBER 2019 TO OCTOBER 2021

Committee Representatives

Name	Representing	Email Address	Telephone
	Councillor Delegate		
Library Services Team Leader	City of Kalamunda Delegate		
	City of Kalamunda Delegate		
School Principal Lesmurdie Senior High School	Education Department Delegate		
	Education Department Delegate		
	Education Department Delegate		

Deputy Representatives

Name	Representing	Email Address	Telephone
	Deputy Council Delegate		
Kalamunda Branch Librarian	City of Kalamunda Deputy Delegate <i>(Represents either Manager or Team Leader)</i>		

Licence Agreement

There shall be a Management Committee of six members who, subject to the Minister and the City, shall exercise the functions set out in Clause 2 of The Rules hereto annexed and marked "C" (The Rules).

City of Kalamunda Support/Secretarial Officers

Name	Position	Email Address	Telephone

LESMURDIE SCHOOL COMMUNITY LIBRARY MANAGEMENT COMMITTEE

Terms of Reference

August 2019

1. Name

The name of the Committee shall be the ***Lesmurdie School Community Library Management Committee***.

2. Purpose

To oversee the management and operations of the joint use Library on behalf of the Education Department and the City of Kalamunda.

3. Objectives

Subject to mutual directions from the City and the Minister and subject to the Agreement to which these Rules are annexed (the Agreement), the Committee's functions are:

- a) To facilitate the management and control of the Library in accordance with the requirements and policies of the City and the Minister, including the selection and appointment of the Community Librarian and to make recommendations relating to other staff of the library;
- b) To develop community awareness of the potential and the limitations of the Library and to facilitate communication between users of the Library, the City and the Minister;
- c) To provide input into the annual operating budgets of the partners having regard to the prime objectives of providing a coordinated and comprehensive library resource service;
- d) To encourage and facilitate access to the facilities and the resources of the Library so that they are available to both school and public/community users;
- e) To ensure that the equipment and other resources of the Library will be of good quality and suitable to meet the needs of the school and community users;
- f) To ensure that there will be coordinated management and administration of all information materials, items and resources used in the Library; and
- g) To encourage and facilitate the provision of fully integrated and efficient services, facilities and operation for the benefit of both school and community users.

4. Method of Operation

- a) The Committee shall elect a Chairperson and Deputy Chairperson who shall hold office for 1 year. In the absence of the Chairperson, the Deputy Chairperson shall act as Chairperson at that meeting.
- b) The quorum necessary for the transaction of the business of the Committee shall be four (4) members which must include two (2) representatives of the Minister and two (2) representatives of the City.
- c) Each member has one (1) vote and the Chairperson shall not have a casting vote. The Community Librarian, as the Executive Officer, shall not be entitled to vote.
- d) In the case of a voting deadlock the matter shall be referred to the Minister and the City for consideration and direction.
- e) The Committee shall meet at intervals of no greater than 6 months. At the meetings the Community Librarian will table a report outlining the operations of the library for the preceding period.
- f) The Committee may prescribe its own procedure for the day to day running of its affairs but such procedure shall not contravene these Rules, any legislation or other law, or the policies by laws or regulations of the Minister or any right power authority or duty conferred or imposed on the Minister or the City or any person acting under the authority of either including (without limiting the generality of the foregoing) the Principal and the Chief Executive Officer.
- g) Minutes of each meeting shall be recorded by the Community Librarian and be forwarded to each member of the Committee not later than 2 weeks after each meeting.
- h) The Committee shall not -
 - i. handle any money; or
 - ii. undertake any obligation involving the expenditure of money without the prior written approval of the Minister and the City or (in a case involving expenditure of money by only one of those Parties) the prior written approval of the Minister or the City as the case may require.

5. Definitions

Unless the context otherwise requires, in these Rules all words and phrases shall have the same meanings as those ascribed to them in the Agreement.

Ray Owen Sports Centre Management Committee

TERM FROM NOVEMEBR 2019 TO OCTOBER 2021

Committee Representatives

Name	Representing	Email Address	Telephone
	Council Delegate		

Deputy Representatives

Name	Representing	Email Address	Telephone
	Council Delegate		

City of Kalamunda Support/Secretarial Officers

Name	Representing	Email Address	Telephone
Darren Jones	Manager Community Development		
	Secretary to Committee		

RAY OWEN SPORTS CENTRE MANAGEMENT COMMITTEE

Terms of Reference

August 2019

1. Name

The name of the Committee shall be the ***Ray Owen Sports Centre Management Committee.***

2. Purpose

To advise and make recommendations to Council on a range of strategic and/or policy issues regarding the development, care and management of the Ray Owen Sports Centre, Ray Owen Reserve, Lesmurdie (Reserve No 26127). This shall include the stadium and the outdoor netball/basketball courts.

3. Objectives

To:

- a) provide an opportunity for the main contributing parties –
 - i. Kalamunda & Districts Netball Association
 - ii. Kalamunda & Districts Basketball Association, and
 - iii. City of Kalamunda.
- b) provide an opportunity for the Kalamunda & Districts Netball Association and Kalamunda & Districts Basketball Association and City Representatives to regularly meet together to review operational matters that may arise from time to time in the management of the facility.
- c) Promote community awareness of the potential and to encourage the full utilisation of the amenity.
- d) Encourage a cooperative attitude among people using the facilities so that the most effective use is obtained to the satisfaction of the City and the two associations.
- e) Provide guidance on future developments of the facility, inclusive of any improvements and extensions in line with changing community needs. Any such developments however, should first be approved by Council and subject to annual budget capacity.

4. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2027

OBJECTIVE 1.2 - To provide safe and healthy environments for community to enjoy

5. Membership**5.1 Qualification to be a Member**

Members must be a representative of the Kalamunda & Districts Netball Association, Kalamunda & Districts Basketball Association or the City of Kalamunda.

5.2 No. of Members

A total membership of up to six (6) members, five (5) voting members and one (1) non-voting member comprising:

- i. Two representatives from the Kalamunda & Districts Netball Association, appointed from a meeting of that Association.
- ii. Two representatives from the Kalamunda & Districts Basketball Association, appointed from a meeting of that Association.
- iii. Two representatives from the City of Kalamunda, one member being a Councillor and a staff member appointed as a non-voting member.

5.3 Deputy Members

All Council delegates are required to have a deputy appointed and all other members are entitled to have a deputy appointed, who is to attend in the absence of the member.

5.4 Term of Appointment

Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.

5.5 Resignation or Termination of Membership

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.
- ii. A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

6. Election of Presiding Member and Deputy Presiding Member

The election of the Presiding Member and Deputy Presiding Member will be conducted in accordance with the provisions of the *Local Government Act 1995*.

7. Meetings**a) Conduct of Meetings**

All meetings will be conducted in accordance with the provisions of the *Local Government Act 1995* and the City's Standing Orders Local Law and the City of Kalamunda Code of Conduct.

b) Scheduling of Ordinary Meetings

The Committee shall meet at least quarterly and can increase the frequency of meetings if required, in consultation with the City to ensure resources are available. Meetings should be held on a regular date and time to be determined by the committee.

c) Special or Extra Meetings and Working Groups

A Special or extra meeting can be called by: -

- i. A majority decision of the Committee
- ii. The presiding member of the Committee
- iii. By at least 1/3rd of the members of the Committee

A Committee may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Committee in consultation with the City to ensure resources can be made available.

d) Quorum

A quorum shall consist of at least one half of the appointed members. If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes.

e) Disclosure of Interests

All Committee Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

f) Voting

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Committee do not have voting rights.

g) Agendas and Minutes

- i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
- ii. A City of Kalamunda Officer will be appointed by the Chief Executive Officer as the Secretary to the Committee.
- iii. A call for agenda items and notices of meetings will be distributed electronically by the Secretary 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days.
- iv. Agenda items along with any supporting papers are to be sent to the committee members no later than 5 days prior to meeting. This allows time for members to consider the item and make an informed decision.

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- v. Late or urgent agenda/business items may be accepted for consideration by the Committee by the Presiding Member.
 - vi. If there are no agenda items the City's administration in consultation with the Presiding Member, will advise all members the scheduled meeting is cancelled.
 - vii. The City's administration shall prepare draft minutes for all meetings within 5 business days. A copy of the minutes shall be forwarded to Presiding Member for sign off within 10 working days of each meeting.
 - viii. All recommendations made by the Committee will be reported to Council for consideration.
 - ix. All minutes will be tabled at the next Ordinary Council Meeting.

8. City of Kalamunda Administrative Support

The City will provide resources by way of technical officer support and secretarial support to ensure the effective functioning of the Committee. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon operations of the City.

INTERNAL COMMITTEES

Audit & Risk Sub-Committee

Name	Representing	Email Address	Telephone
	Councillor Delegate		
	Deputy Councillor Delegate		
	Chief Executive Officer or delegated Officer supporting		

Chief Executive Officer Performance Review

Name	Representing	Email Address	Telephone
All Elected Members	Councillor Delegate		
	Chief Executive Officer or delegated Officer supporting		

EXTERNAL COMMITTEES

Eastern Metropolitan Regional Council

Name	Representing	Email Address	Telephone
Cr Dylan O'Connor	Councillor Delegate		
Cr Lesley Boyd	Councillor Delegate		
Cr Cameron Blair	Deputy Councillor Delegate		
Rhonda Hardy	Chief Executive Officer or delegated Officer supporting		
Brett Jackson	Chief Executive Officer or delegated Officer supporting		

Kalamunda History Village

Name	Representing	Email Address	Telephone
	Councillor Delegate		
	Deputy Councillor Delegate		
Gary Ticehurst	Chief Executive Officer or delegated Officer supporting		
Mandy Skeates	Chief Executive Officer or delegated Officer supporting		

Parks of the Darling Range Community Advisory Committee

Name	Representing	Email Address	Telephone
	Councillor Delegate		
	Deputy Councillor Delegate		
Brett Jackson	Chief Executive Officer or delegate Officer supporting		

Perth Airport Management Committee

Name	Representing	Email Address	Telephone
	Councillor Delegate		
	Deputy Councillor Delegate		
Rhonda Hardy	Chief Executive Officer or delegated Officer supporting		

Western Australian Local Government Association (WALGA) East Zone

Name	Representing	Email Address	Telephone
	Councillor Delegate		
	Councillor Delegate		
	Councillor Delegate		
	Deputy Councillor Delegate		
Rhonda Hardy	Chief Executive Officer or delegated Officer supporting		

Joint Development Assessment Panels

Name	Representing	Email Address	Telephone
	Local Member 1		
	Local Member 2		
	Alternate Local Member 1		
	Alternate Local Member 2		

Pickering Brook Taskforce Working Group

Name	Representing	Email Address	Telephone
	Councillor Delegate		

Pickering Brook and Surrounds Sustainability and Tourism Strategy Taskforce and Working Group

1. Purpose

The State Government has announced that a Taskforce is to be established to create a new planning and tourism strategy for the Perth Hills. A Working Group will be established to support and report to the Taskforce.

The Department of Planning, Lands and Heritage (DPLH), in conjunction with relevant State and local Government representatives, will undertake the development of a sustainability and tourism strategy for Pickering Brook and surrounds (the strategy).

The purpose of the strategy project is to investigate planning and tourism related opportunities and constraints, including the possible growth of the Pickering Brook townsite, and utilise the findings to make related recommendations for consideration by Government.

The attached plan identifies an indicative study area however, areas outside of these boundaries may also be included where it is considered to have an impact on the study.

2. Role

The Project Working Group (the working group) will provide a forum for discussion between, and input from, key Government stakeholders to inform the development of a strategy to address possible expansion of the Pickering Brook townsite and growth of tourism activities in the surrounding rural area. The working group will:

- Include two streams of work, these being:
 - i. investigate the possible expansion of the Pickering Brook townsite.
 - ii. develop a strategy for economic development initiatives including growth of tourism activities in the hills rural areas.
- Address the following key considerations:
 - Townsite Sustainability / Community Services
 - 'Perth Hills' Based Tourism / Economic Diversity
 - Priority Agricultural Land
 - Bushfire Risk/Management
 - Drinking Water Catchments
 - Water and Wastewater Service Infrastructure
- Ensure that project investigations include a review of all relevant previous work undertaken for Pickering Brook and surrounds.
- Provide technical expertise to inform the development of the strategy.
- Identify and discuss matters relevant to the development of the strategy including consideration of all relevant issues, opportunities and constraints.
- Ensure the development of the strategy has due regard to landowner and community views and expectations through appropriate consultation.
- Make strategic recommendations for consideration by the Government.

3. Membership

Taskforce

Membership of the Taskforce shall comprise of the following:

- Minister for Planning (Taskforce Chair)
- Minister for Agriculture
- Minister for Tourism
- WAPC Chair

Working Group

Membership of the Working Group is comprised of the major stakeholders that drive the project. The membership of the working group shall comprise of the following:

- Member for Kalamunda (Working Group Chair).
- One elected representative from the City of Kalamunda.
- One elected representative from the City of Armadale.
- At least one senior officer representative from the Department of Planning, Lands and Heritage.
- One senior officer representative from the Department of Jobs, Tourism, Science and Innovation.
- One senior officer representative from the Department of Primary Industries and Regional Development.
- One senior officer representative from the Department of Water and Environmental Regulation.
- One senior officer representative from the Department of Fire and Emergency Services.
- One senior technical officer representative from the City of Kalamunda.
- One senior technical officer representative from the City of Armadale.

Alternate representatives for the Working Group may be nominated from time to time. An alternate representative may substitute for a member of the group when the member is unavailable to attend a meeting.

4. Duration

The Taskforce and Working Group have been established for the duration of the project which is expected to be a period of approximately 12-18 months.

5. Meetings

Taskforce

The Taskforce will meet on an as-required basis.

Working Group

The Working Group will meet on a regular basis, approximately bi-monthly or as required, to provide appropriate input and direction to the project.

It is envisaged that approximately 6 – 10 meetings of the working group will be required over the course of the project. However, subsequent or additional meetings can be scheduled as required.

Meetings will be no longer than 2 months apart.

Meetings will be an approximate duration of 1.5 hours.

Meetings will be held either at the Head Office of the Department of Planning, Lands and Heritage, Gordon Stephenson House, 140 William Street, Perth or City of Kalamunda Offices, 2 Railway Rd, Kalamunda.

6. Meeting code of conduct

The Working Group meetings are intended to be constructive forums for open, two-way communication between working group members.

Any confidential information or discussions at the meetings must remain information privy only to working group members.

7. Meeting Agenda

Meeting agenda and papers will be circulated at least one week prior to meetings.

8. Media Communications

All proactive media and responses to media queries and requests to working group members should be directed through DPLH Communications for review and approval prior to release.

9. Confidentiality

Taskforce and Working Group members will be privy to information that is in preliminary or draft form and is not yet approved for public release. Therefore, members are to keep such information confidential at all times.

Metropolitan Regional Road Group

Name	Representing	Email Address	Telephone
	Councillor Delegate		

1 OVERVIEW

This document sets out the Policies and Practices adopted by the Metropolitan Regional Road Group developed under the guiding principles of past and current State Roads Funds to Local Government (SRFLG) Agreements and Procedures of the State Road Funds to Local Government Advisory Committee (SAC).

The Metropolitan Regional Road Group (MRRG) manages and administers State allocated funding for Road Projects and Black Spot Programs on the local road network of the Metropolitan Region.

2 BACKGROUND

The State Road Funds to Local Government Agreement, Procedures and Road Project Evaluation Guidelines was formally launched by the Hon Minister for Transport on March 14, 1996. This has since been superseded by several funding agreements with the most current being [State Road Funds to Local Government Agreement 2018-19 to 2022-2023](#), supported by the [State Road Funds to Local Government Procedure](#).

Black Spot funding is allocated and determined under the requirements of the [State Black Spot Program Development and Management Guidelines](#) and the [Australian Government - Notes on Administration](#).

The general administration and co-ordination of the Programs is undertaken by Main Roads WA (MRWA) Metropolitan Region, in the role of Secretariat to the MRRG.

3 STRUCTURE

3.1 Sub Groups

The Metropolitan Local Governments are divided into 6 Sub Groups -

North West	West	Central
City of Joondalup City of Stirling City of Wanneroo	Town of Cambridge Town of Claremont Town of Cottesloe Town of Mosman Park City of Nedlands Shire of Peppermint Grove	City of Perth City of Subiaco City of Vincent
East Group	South East	South West
Town of Bassendean City of Bayswater Shire of Kalamunda Shire of Mundaring City of Swan	City of Armadale City of Belmont City of Canning City of Gosnells Shire of Serpentine- Jarrahdale City of South Perth Town of Victoria Park	City of Cockburn Town of East Fremantle City of Fremantle City of Kwinana City of Melville City of Rockingham

Sub Groups shall consist of an Elected Member and Technical Officer Representative from each attending Local Government.

SPECIAL PURPOSE ADVISORY COMMITTEES

Design Advisory Committees

Name	Representing	Address	Telephone	Appointed
	Sitting Member			
	Sitting Member			
	Sitting Member			
	Sitting Member			
	Sitting Member			
	Alternate Member			
	Alternate Member			

Planning Policy P-DEV 60 – Design Advisory Committees

(Adopted OCM 24 July 2017)

The role of the DAC is to provide formal technical and professional advice and recommendations to the City and Councillors on significant planning proposals.

The DAC is advisory in nature only and will not be able to make determinations on development applications or any other proposals.

The DAC shall only deal with matters that have been referred to them by the Director of Development Services or authorised officer.