



Special Council Meeting

Minutes

25 October 2021

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1. Official Opening

The Presiding Member opened the meeting at 7:05pm and welcomed Councillors, Staff and Members of the Public Gallery. The Presiding Member also acknowledged the Traditional Owners of the land on which we meet the Whadjuk Noongar people.

2. Attendance, Apologies and Leave of Absence Previously Approved

Councillors

South East Ward

John Giardina
Janelle Sewell
Geoff Stallard

South West Ward

Mary Cannon
Kellie Miskiewicz
Brooke O'Donnell

North West Ward

Sue Bilich
Lisa Cooper
Dylan O'Connor

North Ward

Andrew Osenton
Kathy Ritchie
Margaret Thomas JP (Mayor) Presiding Member

Members of Staff

Chief Executive Officer

Rhonda Hardy

Executive Team

Gary Ticehurst - Director Corporate Services
Brett Jackson - Director Asset Services

Administration Support

Darrell Forrest - Governance Advisor
Donna McPherson - Executive Assistant to the CEO

Members of the Public 0

Members of the Press Nil.

Apologies Nil.

Leave of Absence Previously Approved Nil.

3. Public Question Time

3.1 Nil.

4. Petitions/Deputations

4.1 Nil.

5. Announcements by the Member Presiding Without Discussion

5.1 Thank you to Cr Dylan O'Connor

On behalf of Council I would like to thank Cr O'Connor for his services and efforts as Deputy Mayor over the past 4 years. Cr O'Connor has made an outstanding contribution to the City and I am sure he will continue to do so over the period of the next four years.

5.2 Forrestfield Information and Referral Service (FIRS)

FIRS recently held the annual general meeting. At this meeting Cr Brooke O'Donnell, Cr Lisa Cooper and Cr Kellie Miskiewisz were elected to the board.

On behalf of Council I would like to acknowledge the work undertaken by the Service within the Forrestfield and greater Kalamunda community.

6. Matters for Which the Meeting may be Closed

6.1 Nil.

7. Disclosure of Interest

7.1. Disclosure of Financial and Proximity Interests

- a. Members must disclose the nature of their interest in matter to be discussed at the meeting. (Section 5.56 of the *Local Government Act 1995*.)
- b. Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.70 of the *Local Government Act 1995*.)

7.2.

Disclosure of Interest Affecting Impartiality

- a. Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee had given or will give advice.

8. Reports to Council


8.1. Chief Executive Officer Reports

8.1.1. Appointment of Councillors to External, Management and Advisory Committees 2021/2023

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.

Previous Items	N/A
Directorate	Office of the CEO
Business Unit	Governance
File Reference	
Applicant	
Owner	
Attachments	<ol style="list-style-type: none"> 2021 2023 TORS ADVISORY COMMITTEES October 2021 [8.1.1.1 - 62 pages] Advisory Committees 2023 Scheduling Information [8.1.1.2 - 2 pages] Councillor Delegates to Committees 2021 2023 [8.1.1.3 - 1 page]

TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
 Executive	When Council is undertaking its substantive role of direction setting and oversight (eg accepting tenders, adopting plans and budgets)
Information	For Council to note
Legislative	Includes adopting Local Laws, Town Planning Schemes and Policies. When Council determines a matter that directly impacts a person's rights and interests where the principles of natural justice apply. Examples include town planning applications, building licences, other permits or licences issued under other Legislation or matters that could be subject to appeal to the State Administrative Tribunal

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

Strategy 4.1.2 - Build an effective and efficient service based organisation.

EXECUTIVE SUMMARY

1. The purpose of this report is for Council to appoint delegates and representatives onto External, Management and Advisory Committees the period October 2021 to October 2023.
2. Council has been provided with an overview of the Terms of Reference and roles and responsibilities associated with each of the committees to which appointments will be made.
3. This report requires Council to approve the appointments by absolute majority.

BACKGROUND

4. The appointment of Council delegates is to ensure Council is always fully and formally represented.

DETAILS AND ANALYSIS

5. Representation on the City of Kalamunda Management and Advisory Committees is outlined in the terms of reference, including the membership, as provided as Attachment 1.
6. Information as to frequency, day, time and location on each Committee meetings is provided in Attachment 2.
7. A brief description of the other committees to which delegates are sought is provided below for information. The number of delegates required for each group is advised in Attachment 3.

8. Western Australia Local Government Association East Zone (Zone)
The Zones is a group of geographically aligned Member Councils who are responsible for direct elections of State Councillors, providing input into policy formulation and providing advice on various matters.
9. Perth Airports Municipalities Group
The Perth Airports Municipalities Group (PAMG) is a forum for local government and airport operators to discuss and resolve issues relating to airports which either directly or indirectly affect the local community.
10. Kalamunda History Village
The Kalamunda Historical Society Committee has responsibility for the day to day operations of the History Village and Stirk Cottage, on behalf of the City, under a Lease Agreement. A Councillor Delegate sits on the Committee.
11. Parks of the Darling Range Community Advisory Committee
The Parks of the Darling Range Community Advisory Committee is a regular forum to hear public opinion and exchange advice on management issues affecting the parks of the Darling Range.
12. Pickering Brook Taskforce Working Group
Terms of reference is provided within Attachment 1.
13. Metropolitan Regional Road Group
Purpose and membership provided within Attachment 1.

APPLICABLE LAW

14. *Section 5.8 of the Local Government Act 1995 – Establishment of Committees.*
Section 5.9(2)(c) of the Local Government Act 1995 – Types of Committees.
Section 5.11(2)(d) of the Local Government Act 1995 – Tenure of Committee Membership.

APPLICABLE POLICY

15. Governance 13: Appointment of Community Members to Advisory Committees and Reference Groups

STAKEHOLDER ENGAGEMENT

16. N/A

FINANCIAL CONSIDERATIONS

17. The administration cost to the City of providing support to the average Advisory Committee, on the basis of four meetings a year, is approximately \$5,000 to \$6,000 per annum per Committee.

SUSTAINABILITY

18. Advisory Committees provides the Council with community expertise to enhance decision making.

RISK MANAGEMENT

19.	Risk: Council does not appoint delegates to various Regional Committees and Groups and City Management and Advisory Committees		
	Likelihood	Consequence	Rating
	Unlikely	Significant	High
	Action/Strategy		
	Ensure Council recognizes the value-added benefit Advisory Committees bring to Council decision making.		

CONCLUSION

20. N/A

Voting Requirements: Absolute Majority

RESOLVED SCM 314/2021

That Council APPOINT those delegates set out in Attachment 3 to each of the Regional Committees, Groups and City of Kalamunda Management and Advisory Committees listed therein.

Moved: **Cr Kathy Ritchie**

Seconded: **Cr Kellie Miskewicz**

Vote: **CARRIED UNANIMOUSLY/ABSOLUTE MAJORITY (12/0)**



Membership and Terms of Reference for Advisory and Management Committees

2021/2023



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ADVISORY COMMITTEES**Bush Fire Advisory Committee**

TERM - October 2021 to October 2023

Committee Representatives

Name	Representing	Email Address	Telephone
	Councillor Delegate		
	Chief Bush Fire Control Officer (CBFCO) - CESM		
	Volunteer Bush Fire Brigade		
	Deputy Chief Bush Fire Control Officer Kalamunda Volunteer Bush Fire Brigade		
	Captain - Kalamunda Volunteer Bush Fire Brigade		
	Kalamunda Volunteer Bush Fire Brigade – Fire Control Officer		
	Kalamunda Volunteer Fire & Rescue Service		
	Kalamunda Volunteer Fire & 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		
Andrew Haselden	Committee Secretary		

BUSH FIRE ADVISORY COMMITTEE

Terms of Reference
October 2021

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

a) 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 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

b) 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

c) Deputy Members

Each committee shall have an appointed Deputy Councillors who is to attend meetings in the absence of the appointed Councillor.

d) City Appointed Representatives

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

- i. Manager Environmental Health and Community Safety.
- ii. Other officers as required from time to time

e) Term of Appointment

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

f) 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.

g) Observers

A request to attend a meeting as an observer will be approved at the discretion of the Presiding Member and the CEO.

Requests to attend as an observer should be provided to the CEO no less than two full working days prior to the meeting.

Observers:

- i. will not participate in the business of the committee.
- ii. will not be present when items of confidentiality are presented or discussed by the committee.

7. 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.

8. 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*.

9. 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 October 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 10 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.

10. 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

October 2021 to October 2023

Committee Representatives

Name	Representing	Email Address	Telephone
	Council		
	Western Australian Police – Forrestfield		
	Community Member		
	Community Member		
	Community Member		
	Community Member		

Deputy Member

Name	Representing	Email Address	Telephone
	Council		

City of Kalamunda Support/Secretarial Officers

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

COMMUNITY SAFETY AND CRIME PREVENTION ADVISORY COMMITTEE

Terms of Reference
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

a) Qualification to be a Member

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

b) No. of Members

A total membership of up to 7 full members comprising: -

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

Council may appoint proxy Councillors to the Committee.

c) Deputy Members

Each committee shall have an appointed Deputy Councillors who is to attend meetings in the absence of the appointed Councillor.

d) 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.

e) Observers

A request to attend a meeting as an observer will be approved at the discretion of the Presiding Member and the CEO.

Requests to attend as an observer should be provided to the CEO no less than two full working days prior to the meeting.

Observers:

- i. will not participate in the business of the committee.
- ii. will not be present when items of confidentiality are presented or discussed by the committee.

f) 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 October 2021 to October 2023

Committee Members

Name	Representing	Email Address	Telephone
	Councillor Delegate		
	Community Member living with a disability		
	Community Member living with a disability		
	Local Organisation providing disability services		
	Local Organisation providing disability services		
	A community member with an interest in access and inclusion of people with a disability		
	A community member with an interest in access and inclusion of people with a disability		
	Local Organisation providing disability services		

Deputy Representatives

Name	Representing	Address	Telephone
	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
October 2021

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

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- 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 Economic Development Advisory Committee

Term October 2021 to October 2023

Committee Members

Name	Representing	Email Address	Telephone
Cr Margaret Thomas JP	Mayor		
Cr Brooke O'Donnell	Deputy Mayor		
	Councillor Delegate		
	Councillor Delegate		
Colin Jorgensen	Business Representative		
Kate Holsgrove	Business Representative		
Mark Pivac	Business Representative		
Will Main	Business Representative		
Julie Drago	Business Representative		
Dan Pearce	Business Representative		
	Business Representative		
John Elbery	Kalamunda Chamber of Commerce Representative		

Deputy Representatives

Name	Representing	Email Address	Telephone
Cr	Councillor Delegate		
	Councillor Delegate		

City of Kalamunda Support/Secretarial Officers

Name	Position	Email Address	Telephone
Gary Ticehurst	Director Corporate Services		
Mandy Skeates	Technical Officers as required		

TBA	Committee Secretary		
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KALAMUNDA ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
Terms of Reference

27 October 2020

1. Name

The name of the Committee shall be the ***Kalamunda Economic Development Advisory Committee (KEDAC)***.

2. Purpose

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

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

The Committee will advise Council on matters regarding implementation of City initiatives relating to Economic Development.

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

3. Objectives

- a) Promote the Economic Development Vision to establish the City as a business destination spoilt for choice with a diverse mix of natural assets and employment drivers that complement each other in delivering locally sustainable jobs and businesses.
- b) Assist the City to foster strong relationships with Economic Development stakeholders, including peak bodies and government agencies.
- c) Provide advice on current initiatives, opportunities or gaps in the promotion of Economic Development.
- d) Provide advice to Council to guide the implementation of the Economic Development Strategy.
- e) Provide advice that leverages community expectations in promoting the strengths and opportunities in Economic Development.

- f) Provides a forum for sharing information relating to Economic Development opportunities within the City.
- g) Provide advice and give consideration of how Economic Development can be integrated and aligned in other key informing City Strategies and Plans.

4. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2027

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

OBJECTIVE 3.3 - To develop and enhance the City's economy

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

5. Membership

5.1 Qualification to be a Member

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

5.2 No. of Members

The committee shall consist of no less than 11 members comprising:

- i. Up to four Elected Members including the Mayor and/or Deputy Mayor.
- ii. No less than six representatives from City of Kalamunda Businesses and Industry.
- iii. One representative from the Kalamunda Chamber of Commerce.

5.3 Deputy Members

Council will appoint two Deputy Members who are able 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 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 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 October 2021 to October 2023

Committee Members

Name	Representing	Email Address	Telephone
	Councillor Delegate		
	Art Community Representative		
	Art Community Representative		
	Art Community Representative		
	Art Community Representative		
	Art Community Representative		
	Art Community Representative		

Deputy Representatives

Name	Representing	Email Address	Telephone
Cr	Councillor Delegate		

City of Kalamunda Support/Secretarial Officers

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

KALAMUNDA ARTS ADVISORY COMMITTEE

Terms of Reference

October 2021

1. Name

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

2. Purpose

The purpose of the KAAC is to provide Council with support as requested in the City's progress towards recognising Arts in contributing to well-being, liveability and the economy of our community. The Committee will provide advice to Council to incorporate arts into the planning and urban design initiatives within the City.

3. Objectives

- a. Assist the City in its development of strategies, actions, and plans to contribute to well-being, liveability and economy of the community
- b. Provide the City with advice and feedback regarding community engagement activities undertaken by the City in this area.
- c. Upon request by the City, undertake specific investigations, reviews of items related to:
 - i. The Public Art Master Plan
 - ii. The Arts Strategy
- d. Identify Arts related collaborations and strategies to maximise participation by the community and opportunities to create and engage with diverse Arts activities.
- e. Act as Champions within the Community for City initiatives in the Arts area.

4. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2031

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

5. Membership

a) Qualification to be a Member

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

b) No. of Members

A total membership of 5 – 7 members comprising: -

- i. One Elected Member.
- ii. A total of 4 -6 Community Representatives residing in the district.

c) Deputy Members

Each committee shall have an appointed Deputy Councillors who is to attend meetings in the absence of the appointed Councillor.

d) Term of Appointment

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

e) Observers

A request to attend a meeting as an observer will be approved at the discretion of the Presiding Member and the CEO.

Requests to attend as an observer should be provided to the CEO no less than two full working days prior to the meeting.

Observers:

- ii. will not participate in the business of the committee.
- iii. will not be present when items of confidentiality are presented or discussed by the committee.

f) 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. 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 proposed 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.

The City may appoint additional officers to attend meetings to provide advice or subject matter expertise on topics to be discussed at any meeting. These officers do not have a voting right.

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 draft 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 and Sustainability Advisory Committee

TERM October 2021 to October 2023

Committee Representatives

Name	Representing	Email Address	Telephone
Cr.....	City of Kalamunda		
	Community Member		
	Community Member		
	Community Member		
	Community Member		
	Community Member		
	Professional Member (if appointed)		

Deputy Representative

Name	Representing	Email Address	Telephone
Cr.....	City of Kalamunda		

City of Kalamunda Support/Secretarial Officers

Name	Position	Email Address	Telephone
Brett Jackson	Director Asset Services	brett.jackson@kalamunda.wa.gov.au	92979999
Janine Morton	Committee Secretary	Janine.morton@kalamunda.wa.gov.au	92979999

KALAMUNDA ENVIRONMENTAL AND SUSTAINABILITY ADVISORY COMMITTEE

Terms of Reference
October 2021

1. Name

The name of the Committee shall be the ***Kalamunda Environmental and Sustainability Advisory Committee (KESAC)***.

2. Purpose

To provide Council with support as requested in the City's progress towards becoming a more environmentally sustainable community recognising the impacts of Climate Change

3. Objectives

To:

- a) Assist the Council by providing advice in relation to draft strategies, actions and plans in addressing Climate Change and its impact upon the community at large;
- b) Provide the Council with advice and feedback regarding community engagement activities undertaken by the City in this area
- c) Upon request by the Council or City undertake specific investigations, tasks or review of matters related to:
 - a. Biodiversity Protection and Enhancement
 - b. Urban Forest Canopy
 - c. Potable and Non-Potable Water Management
 - d. Carbon Footprint reduction
 - e. Waste Avoidance and Resource Recovery
 - f. Other issues in addressing long term sustainability for the City and its Community
 - g. Other matters referenced in the Kalamunda Clean and Green Local Environment Strategy 2019-2029
- d) Act as champions within the community for City environmental and sustainability initiatives in this area
- e) Provide advice to the Council on emerging issues and opportunities relating to environmental and sustainability matters

4. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2031

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

OBJECTIVE 2.2. - To improve 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 4.2. - To proactively engage and partner for the benefit of the community.

5. Membership

a) Qualification to be a Member

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

- i. Carbon Reduction, Energy Sustainability, Water Management.
- ii. Climate Change Management
- iii. Environmental matters such as water sensitive urban design, biodiversity protection and enhancement, waste and recycling management and community partnerships in these fields.

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

Community Representatives are preferred that have expertise in these areas rather than a broad interest

b) No. of Members

The committee shall consist of 6 to 7 members, comprising:

- i. One Elected Member.
- ii. Five Community Representatives, residing in the district.
- iii. If required and suitable, a professional expert on the matter of climate change, who may or may not be a resident within the District.

c) Deputy Members

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

d) Term of Appointment

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

e) Observers

A request to attend a meeting as an observer will be approved at the discretion of the Presiding Member and the CEO.

Requests to attend as an observer should be provided to the CEO no less than two full working days prior to the meeting.

Observers:

- iii. will not participate in the business of the committee.
- iv. will not be present when items of confidentiality are presented or discussed by the committee.

f) 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.

g) 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*.

6. 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. 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 proposed by: -

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

The City's administration will approve these Special or Extra Meetings subject to availability of City resources.

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.

The City may appoint additional Officers to attend meetings to provide advice or subject matter expertise on topics to be discussed at any meeting. These Officers 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 draft minutes will be tabled at the next Ordinary Council Meeting.

7. 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 October 2021 to October 2023

Committee Representatives

Name	Representing	Email Address	Telephone
	Councillor Delegate		
	Community Member		
	Community Member		
	Community Member		
	Tourism Business operator		
	Tourism Business operator		
	Tourism Business operator		

Deputy Representatives

Name	Representing	Email Address	Telephone
	Councillor Delegate		

City of Kalamunda Support/Secretarial Officers

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

KALAMUNDA TOURISM ADVISORY COMMITTEE

Terms of Reference
October 2021

1. Name

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

2. Purpose

To provide Council with support to establish the City of Kalamunda as a tourism destination with a sustainable and vibrant future.

3. Objectives

- a. Assist the City in its development of strategies, actions and plans to contribute to establishing the City as a major tourist destination.
- 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. Upon request by the City, to undertake specific investigations, reviews of items related to:
 - i. Guiding 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.
- h. Act as Champions within the Community for City initiatives in the Tourism area.

4. Council's Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2031

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

5. Membership

a) Qualification to be a Member

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

b) No. of Members

The committee shall consist of up to 8 members comprising:

- i. One Elected Member.
- ii. Three tourism operators from within the City of Kalamunda.
- iii. Three community members with experience within the tourism field

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

c) Deputy Members

Each committee shall have an appointed Deputy Councillors who is to attend meetings in the absence of the appointed Councillor.

d) Term of Appointment

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

e) Observers

A request to attend a meeting as an observer will be approved at the discretion of the Presiding Member and the CEO.

Requests to attend as an observer should be provided to the CEO no less than two full working days prior to the meeting.

Observers:

- iv. will not participate in the business of the committee.
- v. will not be present when items of confidentiality are presented or discussed by the committee.

f) 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 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. 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 proposed 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.

The City may appoint additional officers to attend meetings and provide advice or subject matter expertise on topics to be discussed at any meeting. These officers do not have a voting right.

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 draft 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.

Strategic Sport and Recreation Committee

TERM October 2021 to October 2023

Committee Members

Name	Representing	Email Address	Telephone

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		
Nic Daxter	Leisure Planning Project Manager		

City of Kalamunda Support/Secretarial Officers

Name	Position	Email Address	Telephone
Fiona Stuart	Secretary		

STRATEGIC SPORT AND RECREATION COMMITTEE

Terms of Reference
October 2021

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

- 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 2031

Priority 1: Kalamunda Cares and Interacts

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

Priority 1: Kalamunda Cares and Interacts

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

Priority 3: Kalamunda Develops

Objective 3.2 - To connect community to key centres of activity, employment and quality amenities.

Priority 4: Kalamunda Leads

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 full members comprising of:

- i. two 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 October 2019 to October 2021

Committee Representatives

Name	Representing	Email Address	Telephone
Cr Geoff Stallard	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
Cr Janelle Sewell	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 October 2019 to October 2021

Committee Representatives

Name	Representing	Email Address	Telephone
	Council Delegate		
Marian Rolfe	Kalamunda Districts Basketball Association		
Peter Hanson	Kalamunda Districts Basketball Association		
Nicole McKennay	Kalamunda Districts Netball Association		
	Kalamunda Districts Netball Association		

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.
- 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.

EXTERNAL COMMITTEES**Eastern Metropolitan Regional Council**

Name	Representing	Email Address	Telephone
Cr Dylan O'Connor	Councillor Delegate		
Cr Geoff Stallard	Councillor Delegate		
Cr Janelle Sewell	Deputy Councillor Delegate		
Rhonda Hardy	Chief Executive Officer or delegated Officer supporting		
Brett Jackson	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		

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		
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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		

Joint Development Assessment Panels

Term January 2020 to January 2022

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

Pickering Brook Taskforce Working Group

	Representing	Email Address	Telephone
	Councillor Delegate		
	Deputy		

Metropolitan Regional Road Group

Purpose

The role of a Regional Road Group is to:

- Recommend Local Government road funding priorities to the State Road Funds to Local Government Advisory Committee.
- Monitor the implementation of the Local Government Road Program in their region

The Metropolitan Regional Road Group is broken into sub groups, of which the Eastern Sub Group is one. It comprises the City of Kalamunda, City of Swan, City of Bayswater, Shire of Mundaring and Town of Bassendean

The role of the Eastern Sub Group is to:

- Assist to identify road funding priorities
- Provide advice to the Regional Road Group
- Consider local roads issues to inform decision making by the Regional Road Group

Councils in the Eastern Sub Group can nominate one Councillor to be a member of the Eastern Sub Group.

Name	Representing	Email Address	Telephone
	Councillor Delegate		

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.

ADVISORY COMMITTEE'S DETAILS Pls note these days and dates are subject to change depending on the needs the committee. We have attempted to schedule committees on different nights, weeks and time to avoid clashes and also to ensure we have appropriate rooms available.
Bush Fire Advisory Committee Meets on the second Thursday of every 3 rd month (Nov/Feb/May/Aug) Time 6pm. Venue – City Administration
Community Safety and Crime Prevention Advisory Committee Meets on the second Wednesday of every 3 rd Month ((Nov/Feb/May/Aug) Time 5pm. Venue – City Administration
Disability and Carers Advisory Committee Meets on the second Monday of every 3 rd month. Time: 3.30pm to 5.00pm Venue: City Administration
Kalamunda Arts Advisory Committee Meets on the of fourth Monday every 3 rd Month Time 5pm. Venue – City Administration
Kalamunda Economic Advisory Committee Meets on the first Wednesday every 3 months Time 6pm Venue– City administration
Kalamunda Environmental & Sustainability Advisory Committee Meets on the third Thursday of every 3 rd Month Time 6pm. Venue – Operations Centre
Kalamunda Tourism Advisory Committee Meets on the third Wednesday of every 3 rd Month Time 6pm. Venue – City Administration
Lesmurdie School Community Library Management Committee Meets quarterly on second Tuesday the month Time: 2.30pm to 4.00pm approx. Venue: Lesmurdie High School
Ray Owen Sports Centre Management Committee Meets quarterly on the first Thursday of the month (Next meeting is scheduled for December – date to be confirmed) Time: 6.30pm (usually runs for about 1to 1 ½ hours) Venue: Ray Owen Sport Centre

ADVISORY COMMITTEE'S DETAILS
<p>Pls note these days and dates are subject to change depending on the needs the committee.</p> <p>We have attempted to schedule committees on different nights, weeks and time to avoid clashes and also to ensure we have appropriate rooms available.</p>
<p>Kalamunda History Village Meets on the 3rd Saturday morning of each month. 10.15am At the History Village</p>
<p>Parks of Darling Range Community Advisory Committee 6pm – 8pm Thursday Meant to Meet every three months Rotates between member Councils</p>
<p>Metropolitan Regional Road Group Meets as required. No fixed dates or times provided, venues at selected Council offices.</p>
<p>Pickering Brook Taskforce Meets every 2 or 3 months for 2 hours. On Thursday or Friday afternoons from 2pm. Held at the WAPC William Street Perth.</p>
<p>Eastern Metropolitan Regional Council Waste Advisory Committee (if required) Meets on the third Thursday of every second Month Time 5 pm</p> <p>Venue: EMRC Offices, Great Eastern Highway Belmont Council Meets on the last Thursday of every second Month Time 6pm. Venue – EMRC Offices, Great Eastern Highway Belmont</p>
<p>Perth Airport Municipalities Group Meets on the last Thursday of every third Month Time 5-7pm Rotates around the 10 participating councils.</p>
<p>Western Australian Local Government Association (WALGA) East Zone Meets on the last Thursday of every third Month (Nov-Feb-May-Aug) Time 6pm Rotates around the six participating councils</p>
<p><i>Footnote: please be mindful the Perth Airport and WALGA zone meetings clash. EMRC meeting will clash in February and August with Perth Airport and WALGA.</i></p>

City of Kalamunda
Councillor Delegates to Committees

Advisory Committees October 2021 to October 2023		
NAME OF COMMITTEE	DELEGATES & DEPUTIES	
Bush Fire Control and Advisory Committee <i>One Councillor and a Deputy</i>	Cr John Giardina Cr Andrew Osenton	Member Deputy Member
Community Safety and Crime Prevention Advisory Group <i>One Councillor a Deputy</i>	Cr Sue Bilich Cr Janelle Sewell	Member Deputy
Disability and Carers Advisory Committee <i>One Councillor and a Deputy</i>	Cr Kellie Miskiewicz Cr Lisa Cooper	Member Deputy Member
Economic Development Advisory Committee <i>Mayor, Deputy Mayor, two Councillors and two Deputy Councillors</i>	Cr Margaret Thomas Cr Brooke O'Donnell Cr Janelle Sewell Cr Dylan O'Connor Cr John Giardina	Mayor Deputy Mayor Member Member Deputy Member
Kalamunda Arts Advisory Committee <i>One Councillor and a Deputy</i>	Cr Kathy Ritchie Cr Janelle Sewell	Member Deputy Member
Kalamunda Environmental and Sustainability Advisory Committee <i>One Councillor and a Deputy</i>	Cr Kathy Ritchie Cr Andrew Osenton	Member Deputy Member
Kalamunda Tourism Advisory Committee <i>One Councillor and a Deputy</i>	Cr John Giardina Cr Dylan O'Connor	Member Deputy Member

Management Committees		
NAME OF COMMITTEE	DELEGATES & DEPUTIES	
Lesmurdie School Community Library Mangement Committee <i>One Councillor and a Deputy</i>	Cr Geoff Stallard Cr Janelle Sewell	Member Deputy Member
Ray Owen Sports Centre Management Committee <i>One Councillor and a Deputy</i>	Cr Geoff Stallard Cr John Giardina	Member Deputy Member

External Committees		
NAME OF COMMITTEE	DELEGATES & DEPUTIES	
WA Local Government Association East Metropolitan Zone <i>Three Councillors and a Deputy</i>	Cr Kellie Miskiewicz Cr Dylan O'Connor Cr Brooke O'Donnell Cr Janelle Sewell	Member Member Member Deputy Member
Kalamunda History Village <i>One Councillor and a Deputy</i>	Cr Lisa Cooper Cr Kathy Ritchie	Member Deputy Member
Parks of Darling Range Community Advisory Committee <i>One Councillor and a Deputy</i>	Cr Andrew Osenton Cr Janelle Sewell	Member Deputy Member
Perth Airports Municipalities Group <i>One Councillor and a Deputy</i>	Cr Mary Cannon Cr Dylan O'Connor	Member Deputy Member
Eastern Metropolitan Regional Council	Cr Dylan O'Connor Cr Geoff Stallard Cr Janelle Sewell	Member Member Deputy Member
Pickering Brook Taskforce Working Group <i>One Councillor and a Deputy</i>	Cr John Giardina Cr Geoff Stallard	Member Deputy Member
Metropolitan Regional Road Group <i>One Councillor</i>	Cr Dylan O'Connor	Member


8.1.2. Development Assessment Panels - Nomination of Members

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.

Previous Items SCM 249/2019
Directorate Development Services
Business Unit Approval Services
File Reference 3.009297
Applicant
Owner

Attachments 1. Development Assessment Panels Local Government Member Nomination [8.1.2.1 - 3 pages]

TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
Executive	When Council is undertaking its substantive role of direction setting and oversight (e.g. accepting tenders, adopting plans and budgets)
Information	For Council to note
 Legislative	Includes adopting Local Laws, Town Planning Schemes and Policies. When Council determines a matter that directly impacts a person's rights and interests where the principles of natural justice apply. Examples include town planning applications, building licences, other permits or licences issued under other Legislation or matters that could be subject to appeal to the State Administrative Tribunal

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

Strategy 4.1.2 - Build an effective and efficient service based organisation.

EXECUTIVE SUMMARY

1. To consider nominations of the Council's local government members to the Metro Outer Joint Development Assessment Panel (DAP) following City of Kalamunda (City) Councillor elections.

BACKGROUND

2. The Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations) commenced on 24 March 2011. DAPs commenced operation on 1 July 2011. The role of DAPs is to determine significant development applications in an attempt to simplify planning approvals.
3. A DAP comprises a membership of three technical experts and two local government representatives with the power to determine applications for development approval in place of the relevant decision maker. The local government representatives will only be required to sit on the DAP where, for the purposes of the Kalamunda members, the application is for a development within the Kalamunda local government area.

DETAILS AND ANALYSIS

4. The City's current members on the Metro Outer Joint DAP are:

Members	Alternative Members
Cr Dylan O'Connor	Cr Margaret Thomas
Cr Brook O'Donnell	Cr Lesley Boyd

5. Current DAP members will remain appointed for the balance of the current term expiring 26 January 2022. New DAP members will be appointed for the upcoming term expiring 26 January 2024.
6. All members will be required to attend a training workshop on planning law in relation to matters to be considered in the assessment, decision making, and appropriateness of conditions for approval or reasons for refusal, as well as the Code of Conduct. Local government representatives who have previously been appointed to a DAP and have received training are not required to attend further training.
7. Should the Council not nominate the required members for the DAP the DAP Regulations allow for the Minister for Planning to appoint community representatives in their place.
8. It has become mandatory to refer a development proposal which has a total value of more than \$10 million to a DAP for determination. Exclusions to this mandatory requirement are for a single house, less than 10 grouped or multiple dwellings and development by the local government or WA Planning Commission.
9. When an application is lodged with the City, which has a value between \$2 million and \$10 million, the applicant may nominate it be determined by a DAP rather than the responsible authority.

APPLICABLE LAW

10. The Planning and Development (Development Assessment Panels) Regulations 2010 provide for the operation, constitution, and administration of DAP’s.

APPLICABLE POLICY

11. Nil.

STAKEHOLDER ENGAGEMENT

12. Nil.

FINANCIAL CONSIDERATIONS

13. The DAP Regulations prevent a DAP member from attending a meeting without first completing mandatory training. Any DAP member who successfully completes training is entitled to be paid for their attendance at DAP training and DAP meetings.

SUSTAINABILITY

14. Nil.

RISK MANAGEMENT

15.	Risk: Nomination for a member on the Metro Outer Joint DAP is not made.		
	Consequence	Likelihood	Rating
	Low	Unlikely	Moderate
	Action/Strategy		
	Action/Strategy Ensure Council is aware of the implications for development approvals if there are not sufficient members appointed to the DAP.		

CONCLUSION

16. Membership on a DAP will provide those with the training, the opportunity to consider development applications of a significant nature.
17. The City acknowledges Cr Dylan O’Connor, Cr Margaret Thomas, Cr Brooke O’Donnell and Cr Lesley Boyd are nominated as a member until 26 January 2022.

18. New members and alternative members nominated will be appointed to 26 January 2024.

Voting Requirements: Simple Majority

RESOLVED SCM 315/2021

That Council:

1. NOMINATE Cr Margaret Thomas as the City of Kalamunda's member for the Metro Outer Joint Development Assessment Panel.
2. NOMINATE Cr John Giardina as the City of Kalamunda's member for the Metro Outer Joint Development Assessment Panel.
3. NOMINATE Cr Kellie Miskiewicz as the City of Kalamunda's alternative member for the Metro Outer Joint Development Assessment Panel.
4. NOMINATE Cr Brooke O'Donnell as the City of Kalamunda's alternative member for the Metro Outer Joint Development Assessment Panel.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Mary Cannon**

Vote: **CARRIED UNANIMOUSLY (12/0)**



Government of **Western Australia**
Development Assessment Panels

Our Ref: DP/12/00609
Enquiries: DAP Secretariat
Telephone: 6551 9919

Dear Local Government CEO,

DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS

Following the upcoming local government elections to be held on 16 October 2021, there may be a change in your local government DAP membership if the composition of your council changes. All existing local government DAP members are currently appointed for a term ending 26 January 2022. Prior to this expiry date, your local government will need to nominate four (4) DAP members for appointment by the Minister for Planning.

Representation of local interests is a key aspect of the DAPs system. Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* your local council is requested to nominate, as soon as possible following the elections, four elected council members to sit as DAP members for your local government. Using the attached form, nominations should be submitted via email to the DAPs Secretariat at daps@dplh.wa.gov.au.

All local government councils are requested to provide nominations for local government DAP members by Friday 19 November 2021, to ensure local interests are represented in future DAP determinations. If you are unable to provide nominations by the above date, please contact the DAPs Secretariat to discuss alternative arrangements and implications. Once nominations are received, the Minister will appoint local government DAP members for the term ending 26 January 2024.

The McGowan Government launched OnBoardWA as part of its commitment to increase the diversity and backgrounds of Government board and committees along with the total number of women appointed.

I encourage you to consider diversity of representation when putting forward your local government nominations in supporting this important election commitment. Further information about OnBoardWA can be found at <http://www.onboardwa.jobs.wa.gov.au>.

Postal address: Locked Bag 2506 Perth WA 6001 Street address: 140 William Street Perth WA 6000
Tel: (08) 6551 8002 info@dplh.wa.gov.au www.dplh.wa.gov.au
ABN 68 565 723 484
wa.gov.au

The WA Government is committed to continue implementing the Action Plan for Planning Reform to ensure the planning system continues to deliver great outcomes and great places for Western Australians. Changes to the DAP system, identified as part of the reform initiatives, aims to provide a more robust DAP process that promotes consistency and transparency in decision-making. Please note that the local government membership configuration on the DAP will not be affected by the reform initiatives.

If you have any queries regarding this request for nominations, please contact the DAPs secretariat on (08) 6551 9919 or email daps@dplh.wa.gov.au. Further information is available online at <https://www.dplh.wa.gov.au/daps>.

Yours sincerely



Jodi Cant
Director General

16 September 2021



Government of **Western Australia**
Development Assessment Panels

DEVELOPMENT ASSESSMENT PANELS LOCAL GOVERNMENT MEMBER NOMINATION

Please complete the form and submit to daps@dplh.wa.gov.au.

Local Government	
DAP Name	

	Member 1		Member 2	
Name				
Address				
Phone				
Email				
Date of Birth				
Sex				
*Employer Name/s				
*Position/s				
*Employment Status	Full Time	Part Time/Casual - Specify hours per week	Full Time	Part Time/Casual - Specify hours per week
*Eligibility for Payment	Yes	No	Yes	No

	Alternate Member 1		Alternate Member 2	
Name				
Address				
Phone				
Email				
Date of Birth				
Sex				
*Employer Name/s				
*Position/s				
*Employment Status	Full Time	Part Time/Casual - Specify hours per week	Full Time	Part Time/Casual - Specify hours per week
*Eligibility for Payment	Yes	No	Yes	No

** The employment details refer only to external employment and does not include your role as a Local Government member. Eligibility for DAP sitting fees is determined in accordance with the [Premier's Circular 2019/07](#).*

LOCAL GOVERNMENT CONTACT DETAILS – MINUTE TAKER			
Name			
Phone		Email	

9. Meeting Closed to the Public

9.1 Nil.

10. Closure

There being no further business, the Presiding Member declared the Meeting closed at 7:39pm.

I confirm these Minutes to be a true and accurate record of the proceedings of this Council.

Signed: _____
Presiding Member

Dated this _____ day of _____ 2021.