



Management and Advisory Committees and Groups

2023/2025



INDEX

Overview City of Kalamunda Committees and Groups 2023/2025 3

ADVISORY GROUPS..... 5

Kalamunda Arts Advisory Group..... 5

Bushfire Advisory Group 10

Disability and Carers Advisory Group..... 16

Kalamunda Economic and Tourism Development Advisory Group 21

Kalamunda Environmental and Sustainability Advisory Group 26

ADVISORY COMMITTEES 32

Hockey and Teeball Advisory Committee 32

MANAGEMENT COMMITTEES 37

Lesmurdie School Community Library Management Committee 37

Ray Owen Sports Centre Management Committee 39

Overview External Committees..... 45



Overview City of Kalamunda Committees and Groups 2023/2025

Council delegates are appointed to Committees and Groups at a Special Meeting of Council following local government ordinary elections each 2 years.

NAME OF COMMITTEE	Frequency	DETAILS OF GROUP/COMMITTEE
Lesmurdie School Community Library Management Committee	At least twice per calendar year	Not a Management Committee under the Act. The Committee has equal representation and responsibility for the joint use school community library. A Legal Agreement outlines the rules and membership. One Councillor, up to three Minister of Education Officer, and two Council Officers.
Ray Owen Sports Centre Management Committee	First Thursday every third month	To provide an opportunity for the main contributing parties to effectively manage and care for the facility. <u>Membership:</u> A Councillor, two representatives from each of the Kalamunda District Basketball Association and Kalamunda District Netball Association. A staff member attends in a secretarial capacity.
Bush Fire Control and Advisory Group	March July (AGM) September	To co-ordinate and advise Council Policy and operational matters pertaining to Bush Fire Control.
Disability and Carers Advisory Group	At least four times in any twelve (12) months	Primary function is to consider and make recommendations to Council on a range of issues which affect the quality of life of people with disability, their families, and carers. <u>Membership:</u> At least one Councillor, up to eight members representing a broad range of disability types and whose private and/or working lives are directly impacted by disability. A Staff member attends in a secretarial capacity.
Kalamunda Arts Advisory Group	To be decided by the Committee	The Committee will provide a structure to engage the local arts community and to advise Council on matters regarding policy, strategic planning, integration, and implementation of City initiatives. The Committee will conduct much of the investigative and detailed work leading to the provision of advice that will inform the development of a recommendation to council to enable an informed decision to be made.
Kalamunda Environmental and Sustainability Advisory Group	At least four times in a twelve-month period	An Advisory Committee to Council on environmental and sustainability matters. Terms of Reference state that there will be two Councillor members and two deputies. Environmental Co-ordinator acts as the Secretary.

— —

Kalamunda Economic and Tourism Advisory Group	quarterly	Provide advice and ideas for how the City can increase investment in the city to stimulate economic activity through business support and investment attraction.
Hockey/Teeball Advisory Group		



ADVISORY GROUPS

Kalamunda Arts Advisory Group Terms of Reference September 2023

Name

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

1. Purpose

The purpose of the Group 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 Group will provide advice to Council to incorporate arts into the planning and urban design initiatives within the City.

2. 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.

3. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2031

Priority 1: Kalamunda Cares and Interacts

Objective 1.1 - To be a community that advocates, facilities and provides quality lifestyles choices.

Strategy 1.1.1 -- Ensure the entire community has access to information, facilities and services.

Strategy 1.1.2 - Empower, support and engage all of the community.

Strategy 1.1.3 - Facilitate opportunity to pursue learning.



Priority 1: Kalamunda Cares and Interacts

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

Strategy 1.2.2 - Advocate and promote healthy lifestyle choices by encouraging the community to become more active citizens.

Priority 1: Kalamunda Cares and Interacts

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

Strategy 1.3.1 - Support local communities to connect, grow and shape the future of Kalamunda.

Priority 4: Kalamunda Leads

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

Strategy 4.2.1 - Actively engage with the community in innovative ways.

Strategy 4.2.2 - Increase advocacy activities and develop partnerships to support growth and reputation.

4. 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 Group 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:

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

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 Group may choose to recommend to Council that the member is removed.
- ii. A Group member may resign from membership of the Group by giving the Chief Executive Officer or the Group's presiding member written notice of the resignation.

5. 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 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 Group following a Council election.

c) Scheduling of Ordinary Meetings

The Group shall meet at least quarterly. Meetings should be held on a regular date and time to be determined by the Group

d) Special or Extra Meetings and Working Groups

A Special or extra meeting can be proposed by: -

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

— —

A Group may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Group 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 Group 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 Group 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 Group.
- 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 Group 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 Group 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 Group 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 Group 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 Group. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon the operations of the City.

The City will put forwards reports and recommendations from Advisory Groups for consideration.



Bushfire Advisory Group
Terms of Reference
September 2023

1. Name

The name of the Group shall be the *Bushfire Advisory Group*.

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 Group by Council.

— —

4. Legislative Framework

Council established the Bush Fire Advisory Group is a Group for such purpose as defined under s67 of the Bushfire Act 1954.

5. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2031

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 Group

c) Deputy Members

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

d) City Appointed Representatives

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

- i. Manager 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 Group may choose to recommend to Council that the member is removed.
- ii. A Group member may resign from membership of the Group by giving the Chief Executive Officer or the Group'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 Group.
- ii. will not be present when items of confidentiality are presented or discussed by the Group.

7. Perth South District Operations Advisory Group

- a. The City of Kalamunda shall be a member of the Perth South District Operations Advisory Group pursuant to the powers conferred under Section 68 of the *Bush Fires Act 1954*.
- b. Membership of the Group 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 Group shall have a deputy member.
- c. Meetings are to be held as prescribed by the Chairman of the Perth South Region District Operations Advisory Group 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 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 Group following a Council election.

c) Scheduling of Ordinary Meetings

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

- i. The presiding member of the Group
- ii. By written notice to all Group members, at least four members of the Group 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 Group members.

f) Quorum

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



g) Disclosure of Interests

All Group 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 Group 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 Group 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 Group 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 Group minutes at the next Ordinary Council meeting.

Reports to the Bush Fire Advisory Group:

- 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 Group.

— —

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 Group.



Disability and Carers Advisory Group
Terms of Reference
September 2023

1. Name

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

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 2031

Priority 1: Kalamunda Cares and Interacts

Objective 1.1 - To be a community that advocates, facilities and provides quality lifestyles choices.

Strategy 1.1.1 -- Ensure the entire community has access to information, facilities and services.

Strategy 1.1.2 - Empower, support and engage all of the community.

Strategy 1.1.3 - Facilitate opportunity to pursue learning.



Objective 1.2 - To provide a safe and healthy environment for community to enjoy.
 Strategy 1.2.2 - Advocate and promote healthy lifestyle choices by encouraging the community to become more active citizens.

Objective 1.3 - To support the active participation of local communities.
 Strategy 1.3.1 - Support local communities to connect, grow and shape the future of Kalamunda.

Priority 3: Kalamunda Develops

Objective 3.1 - To plan for sustainable population growth.

Strategy 3.1.1 - Plan for diverse and sustainable activity centres, housing, community facilities and industrial development to meet future growth, changing social, economic and environmental needs.

Priority 4: Kalamunda Leads

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

Strategy 4.2.1 - Actively engage with the community in innovative ways.

Strategy 4.2.2 - Increase advocacy activities and develop partnerships to support growth and reputation.

5. Membership

a) Qualification to be a Member

Appropriate skills, knowledge or interest in disability access and inclusion.

b) 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.

c) Deputy Members

Each Group 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:

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

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 Group may choose to recommend to Council that the member is removed.
- ii. A Group member may resign from membership of the Group by giving the Chief Executive Officer or the Group'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 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 Group following a Council election.

— —

c) Scheduling of Ordinary Meetings

The Group 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 Group.

d) Special or Extra Meetings and Working Groups

A Special or extra meeting can be called by: -

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

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

e) Quorum

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

f) Disclosure of Interests

All Group 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 Group 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 Group.
- 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 Group 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 Group 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 Group 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 Group will be reported to Council for consideration.
- xi. All minutes will be tabled at the next Ordinary Council Meeting.

8. City of Kalamunda Administration

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

The City will put forwards reports and recommendations from Advisory Groups for consideration.



Kalamunda Economic and Tourism Development Advisory Group
Terms of Reference
September 2023

1. Name

The name of the Group shall be the *Kalamunda Economic & Tourism Development Advisory Group*

2. Purpose

The Kalamunda Economic & Tourism Development Advisory Group has been established to provide information, support and advice about the current and emerging trends in Economic & Tourism Development.

The Group will advise Council on matters regarding the implementation of City initiatives relating to Economic & Tourism Development.

The Group will provide advice and make recommendations to Council on strategic issues which will help implement the Economic Development & Tourism Development Strategies.

3. Objectives

- a) Promote the Economic & Tourism Development Vision to establish the City as a business and tourism destination spoilt for choice with a diverse mix of natural assets and employment drivers that complement each other in delivering locally sustainable jobs, businesses and create a major tourism destination.
- b) Assist the City to foster strong relationships with Economic stakeholders, including peak bodies and government agencies.
- c) Provide advice on current initiatives, opportunities or gaps in the promotion of Economic & Tourism Development.
- d) Upon request by the City, to undertake specific investigations, reviews of items related to:
 - i. Guiding the implementation of the Tourism Development Strategy
 - ii. Guiding the implementation of the Economic Development Strategy.



- e) Provide advice that leverages community expectations in promoting the strengths and opportunities in Economic & Tourism Development.
- f) Provides a forum for sharing information relating to Economic & Tourism Development opportunities within the City.
- g) Act as Champions within the Community for City initiatives in the Economic & Tourism Development area.

4. Councils Strategic Alignment

Priority 1: Kalamunda Cares and Interacts

Objective 1.1 - To be a community that advocates, facilities and provides quality lifestyles choices.

Strategy 1.1.1 -- Ensure the entire community has access to information, facilities and services.

Strategy 1.1.2 - Empower, support and engage all of the community.

Strategy 1.1.3 - Facilitate opportunity to pursue learning.

Priority 1: Kalamunda Cares and Interacts

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

Strategy 1.2.2 - Advocate and promote healthy lifestyle choices by encouraging the community to become more active citizens.

Priority 1: Kalamunda Cares and Interacts

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

Strategy 1.3.1 - Support local communities to connect, grow and shape the future of Kalamunda.

Priority 2: Kalamunda Clean and Green

Objective 2.1 - To protect and enhance the environmental values of the City.

Strategy 2.1.5 - Community engagement and education in environmental management.

Priority 3: Kalamunda Develops

Objective 3.1 - To plan for sustainable population growth.

Strategy 3.1.1 - Plan for diverse and sustainable activity centres, housing, community facilities and industrial development to meet future growth, changing social, economic and environmental needs.

Priority 3: Kalamunda Develops

Objective 3.4 - To be recognised as a preferred tourism destination.

Strategy 3.4.2 - Advocate and facilitate Agri Tourism opportunities for rural properties to flourish.



Priority 4: Kalamunda Leads

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

Strategy 4.2.1 - Actively engage with the community in innovative ways.

Strategy 4.2.2 - Increase advocacy activities and develop partnerships to support growth and reputation.

5. Membership

5.1 Qualification to be a Member

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

5.2 No. of Members

The Group shall consist of up to eight (8) members comprising:

- i. One Elected Member.
- ii. Up to six representatives from City of Kalamunda Businesses and Tourism Industry.
- iii. One representative from the Kalamunda Chamber of Commerce.

5.3 Deputy Members

Each Group shall have an appointed Deputy Councillors who is to attend meetings in the absence of the appointed Councillor. Council will appoint Deputy Members who are able to attend meetings in the absence of a 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 via a community engagement and nominations process.

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 Group may choose to recommend to Council that the member is removed.
- ii. A Group member may resign from membership providing written notice of the resignation to the Chief Executive Officer.



6. Election of Presiding Member and Deputy Presiding Member

- a) The Group shall elect a Presiding Member and Deputy Presiding member to oversee the chairing of the Group.

7. Meetings

- a) Scheduling of Ordinary Meetings

The Advisory Group 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 Group.

- b) Special or Extra Meetings and Working Groups

A Special or extra meeting can be called by: -

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

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

- c) 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.

- d) Disclosure of Interests

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

- e) 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 Group do not have voting rights.

- f) 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 Group.
- 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 Group 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 Group 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 Group 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 Group 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 Group. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon the operations of the City.

The City will put forwards reports and recommendations from Advisory Groups for consideration.



Kalamunda Environmental and Sustainability Advisory Group

Terms of Reference

September 2023

1. Name

The name of the Group shall be the *Kalamunda Environmental and Sustainability Advisory Group*.

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

Priority 1: Kalamunda Cares and Interacts

Objective 1.1 - To be a community that advocates, facilities and provides quality lifestyles choices.

Strategy 1.1.2 - Empower, support and engage all of the community.

Priority 1: Kalamunda Cares and Interacts

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

Strategy 1.2.2 - Advocate and promote healthy lifestyle choices by encouraging the community to become more active citizens.

Priority 1: Kalamunda Cares and Interacts

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

Strategy 1.3.1 - Support local communities to connect, grow and shape the future of Kalamunda.

Priority 2: Kalamunda Clean and Green

Objective 2.1 - To protect and enhance the environmental values of the City.

Strategy 2.1.1 - Implementation of the Local Environment Strategy

Strategy 2.1.2 - Development and Implementation of the Urban Forest Strategy.

Strategy 2.1.3 - Development and implementation of the Local Biodiversity Strategy

Strategy 2.1.4 - Increasing and protecting local biodiversity and conservation, wherever possible, through integrating ecosystem and biodiversity protection into planning processes including schemes policies and strategies.

Strategy 2.1.5 - Community engagement and education in environmental management.

Priority 2: Kalamunda Clean and Green

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

Strategy 2.2.1 - Manage the forecast impacts of a changed climate upon the environment.

Strategy 2.2.2 -Work towards a Carbon Neutral Footprint of City-operated areas.

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.



Priority 4: Kalamunda Leads

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

Strategy 4.2.1 - Actively engage with the community in innovative ways.

5. Membership

a) Qualification to be a Member

The Group 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 Group 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:

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

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 Group may choose to recommend to Council that the member is removed.
- ii. A Group member may resign from membership of the Group by giving the Chief Executive Officer or the Group'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 City of Kalamunda Code of Conduct.

b) Scheduling of Ordinary Meetings

The Group shall meet at least quarterly. Meetings should be held on a regular date and time to be determined by the Group.

— —

c) Special or Extra Meetings and Working Groups

A Special or extra meeting can be proposed by: -

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

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

A Group may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Group 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 Group 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 Group 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 Group.
- 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 Group 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 Group 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 Group 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 Group 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 Group. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon the operations of the City.

The City will put forwards reports and recommendations from Advisory Groups for consideration.



ADVISORY COMMITTEES

Hockey and Teeball Advisory Committee

Terms of Reference

March 2023

1. Name

The name of the Committee shall be the Hockey and Tee Ball Advisory Committee (HaTBAC)

2. Purpose

For the City of Kalamunda to assist the users of the Hockey / Teeball Facility (the Facility) to work considerately and collaboratively, so as to transition toward becoming a predominately Club managed shared facility in line with the terms of the shared Seasonal Lease Agreement and the City's Sporting Reserves Usage Policy.

3. Objectives

To:

- a) Provide an opportunity for the key facility stakeholders to meet and discuss matters relative to the effective operation, management and usage of the Facility and Reserve.
- b) Develop and implement a Club Shared Facility Use Agreement in line with any relevant City Policy's and the shared Seasonal Lease Agreement including (but not limited to):
 - i. a shared seasonal calendar of activities.
 - ii. details relating to reasonable out of season use of the Facility and Reserve (as per the Sporting Reserve Usage Policy); and
 - iii. cost splitting arrangements,
- c) Build a positive working relationship between all parties and encourage a cooperative attitude among facility users so that the most effective use of the Facility and Reserve is obtained.

4. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2031

Priority 1: Kalamunda Cares and Interacts

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

— —

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

5. Membership

5.1 Qualification and Number of Members

The Committee shall consist of a total membership of up to Six (6) members comprising:

- Two committee representatives being the President and Treasurer from the Kalamunda Districts Hockey Club (KDHC);
- Two committee representatives being the President and Treasurer from the Forrestfield Tee/Base/Soft Ball Association (FTBSBA);
- One representative from the City of Kalamunda being a Council appointed Councillor.

5.2 Deputy Members

Should an appointed member be unable to attend, a Deputy member may attend meetings in their place. Any Deputy member must be either:

- a representative of the Clubs Executive Committee as defined by their Constitution.
- The nominated deputy Councillor as appointed by Council.
- The nominated deputy City representative.

5.3 Staff Advice to the Committee

Two representatives from the City of Kalamunda's Community Engagement Directorate as appointed by the Chief Executive Officer.

5.4 Term of Appointment

Appointment is for up to two years from April 2023 to April 2025.

5.4 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:

— —

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

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.
- iii. Any KDHC and/or FTBSBA representatives who resign, will be replaced by the relative incoming stipulated position holder of the Club, as per section 5.1 and 5.2.

6. Appointment of Presiding Member and Deputy Presiding Member

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

The appointed Councillor to the HaTBAC will be the Presiding Member for all Meetings.

In the event, the Presiding Member is unable to attend a meeting then the appointed Deputy Councillor must act as Presiding member for the meeting.

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 quarterly and can increase the frequency of meetings if required, in consultation with the City to ensure resources are available.

At a minimum, meetings are to be held on the Second Monday of February, May, August, and November each year.

d) Special or Extra Meetings and Working Groups

A special or extra meeting can be called by:

- i. A majority decision of the HaTBAC
- ii. The Presiding Member of the HaTBAC

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 a minimum of 4 members, comprising of:

- i. one representative from KDHC
- ii. one representative from FTBSBA
- iii. a Councillor
- iv. a representative of the City

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) Minutes and Agendas

- i. Agendas and Minutes will be administered by the City of Kalamunda Staff.
- ii. A call for agenda items and notice of meeting will be distributed electronically by the relevant City Officer 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days of the request.
- iii. If there are no agenda items the City's administration in consultation with the Presiding Member, will determine the need for the meeting to progress and advise members accordingly.
- iv. The City's administration shall prepare draft minutes for all meetings within 10 working days of the meeting being held. A copy of the draft minutes shall be forwarded to the Committee within 10 working days of each meeting. Minutes shall be ratified at the next meeting.
- v. Any recommendations made by the Committee may be reported to Council at the discretion of the City representatives for consideration in line with any relevant City processes and Policies.

8. City of Kalamunda Administrative Support

The City will provide resources by way of administration 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

Terms of Reference

October 2025

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

Terms of Reference

September 2023

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 to effectively manage and care for the Ray Owen Sports Centre -
 - 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. Council's Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2031

Priority 1: Kalamunda Cares and Interacts

Objective 1.1 - To be a community that advocates, facilities and provides quality lifestyles choices.

Strategy 1.1.1 -- Ensure the entire community has access to information, facilities and services.

Strategy 1.1.2 - Empower, support, and engage all of the community.

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

Strategy 1.2.2 - Advocate and promote healthy lifestyle choices by encouraging

the community to become more active citizens.

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

Strategy 1.3.1 - Support local communities to connect, grow and shape the future of Kalamunda.

Priority 3: Kalamunda Develops

Objective 3.1 - To plan for sustainable population growth.

Strategy 3.1.1 - Plan for diverse and sustainable activity centres, housing, community facilities and industrial development to meet future growth, changing social, economic, and environmental needs.

Priority 4: Kalamunda Leads

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

Strategy 4.2.1 - Actively engage with the community in innovative ways.

Strategy 4.2.2 - Increase advocacy activities and develop partnerships to support growth and reputation.

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 Number of Members

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

- iv. Two representatives from the Kalamunda & Districts Netball Association, appointed from a meeting of that Association.
- v. Two representatives from the Kalamunda & Districts Basketball Association, appointed from a meeting of that Association.
- vi. 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.

6.0 Election of Presiding Member and Deputy Presiding Member

Via nominations and a vote of members.

7.0 Meetings

a) Conduct of Meetings

All meetings will be conducted in accordance with 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 a minimum of 3 voting members, comprising of:

- i. one representative from the Kalamunda & Districts Netball Association
- ii. one representative from Kalamunda & Districts Basketball Association and
- iii. a Councillor.

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 call for agenda items and notices of meetings will be distributed.
- iii. 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.
Late or urgent agenda/business items may be accepted for consideration by the Committee by the Presiding Member.
- v. 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.
- vi. The City's administration shall prepare draft minutes for all meetings within 5 business days. A copy of the minutes shall be forwarded to
- vii. Presiding Member for sign off within 10 working days of each meeting.
- viii. All recommendations made by the Committee will be reported by the City.

8.0 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.

Overview External Committees

Perth Airport Management Group

The PAMG comprises a member from all Local government's adjoining Perth and Jandakot Airport. The PAMG receive updates on events and developments occurring within airport land. The PAMG provide feedback on issues arising from airport activities that impact the amenity of residents living in proximity to airport activities and flight paths.

The PAMG meets on a Thursday at 5pm on the last week of the month. The venue is based on a rotation around all member councils.

Parks of the Darling Range Community Advisory Committee

The PDRCAC comprises Local Governments and the State Government agencies responsible for the management and care and control of activities in the Darling Range Crown Reserve. The main purpose is to consider activities that will impact upon the biodiversity of the range's ecosystems.

This group meets randomly from time to time and is administered by the Department of Biodiversity and conservation.

Western Australian Local Government Association East Zone

WALGA has created its communication and decision-making process through using zones. The State of WA is divided into country and metropolitan zones.

The WALGA East Zone comprises members from the six council's forming Perth's eastern region. The East Zone will consider items to WALGA state Council which are local government wide issues. The East Zone will provide resolutions and make recommendations to WALGA State Council.

EAST ZONE meetings are held at the City of Belmont on the fourth Thursday evening commencing at 6pm. in the months of February, May, August, November.

Kalamunda History Village Management Committee

The KHV Management Committee meets on a Saturday morning every 2-3 months. The committee deals with how the History Village is operated, promoted, and managed.

Metropolitan Regional Roads Group

The MRRG provides advice and commentary to Main Roads on major State road infrastructure delivery.

This group is administered by Main Roads and call sheeting as required.

