

# Special Council Meeting

Minutes for 23 October 2017

**CONFIRMED**



**city of  
kalamunda**

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## MINUTES

### 1.0 OFFICIAL OPENING

The Chief Executive Officer opened the meeting at 6.00pm and welcomed Councillors, Councillors Elect, Staff and Members of the Public Gallery.

The Purpose of the Special Meeting of Council is to swear in Councillors elected on 21 October 2017 also to elect and swear in the Mayor and the Deputy Mayor and to appoint delegates to internal and external committees.

The Chief Executive introduced The Hon. Michael Murray, AM QC who, as a person authorised to witness declarations, would be conducting the swearing in of the Councillors. The Chief Executive Officer presided over the meeting until the Mayor was elected.

### 2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

#### 2.1 Attendance

##### Councillors

David Almond	North West Ward
Sara Lohmeyer	North West Ward
Dylan O'Connor	(Deputy Mayor) North West Ward
Cameron Blair	North Ward
Tracy Destree	North Ward
Margaret Thomas	North Ward
Michael Fernie	South East Ward
John Giardina	(Mayor) (Presiding Member) South East Ward
Geoff Stallard	South East Ward
Lesley Boyd	South West Ward
Allan Morton	South West Ward
Brooke O'Donnell	South West Ward

##### Members of Staff

Rhonda Hardy	Chief Executive Officer
Dennis Blair	Director Asset Services
Simon Di Rosso	General Counsel
Peter Rogers	Policy Research Officer
Nicole O'Neil	Manager Public Relations
Kristy Lisle	Executive Research Officer
Donna McPherson	Executive Research Officer

##### Guest

The Hon. Michael Murray, AM QC

**Members of the Public** 21

**Members of the Press** 2



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**5.0 SWEARING IN OF MAYOR**

Councillor John Giardina made the *Declaration of Office* in the presence of The Hon. Michael Murray, AM QC.

The Chief Executive Officer vacated the chair and Councillor John Giardina; presided over the remaining order of business.

**6.0 ELECTION OF DEPUTY MAYOR**

Presiding Member – Cr John Giardina  
Returning Officer – Chief Executive Officer

The election of the Deputy Mayor is conducted in accordance with the requirements of the *Local Government Act 1995*.

The Mayor advised that two nominations for the position of Deputy Mayor had been received, from Councillors Tracy Destree and Dylan O'Connor. No further nominations were received.

A secret ballot was conducted in accordance with the requirements of the *Local Government Act 1995*, the Mayor announced the result in favour of Councillor Dylan O'Connor who received eight votes (Councillor Tracy Destree four votes). The Returning Officer declared, in accordance with Regulation 11F(2) of the *Local Government (Constitution) Regulations 1998*, that Councillor Dylan O'Connor be elected as the Deputy Mayor of the City of Kalamunda for the period 19 October 2017 until the next Ordinary Election in October 2019.

**7.0 SWEARING IN OF DEPUTY MAYOR**

Councillor Dylan O'Connor made the *Declaration of Office* in the presence of Hon. Michael Murray, AM QC.

**8.0 PUBLIC QUESTION TIME**

A period of not less than 15 minutes is provided to allow questions from the gallery on matters relating to the functions of this meeting. For the purposes of Minuting, these questions and answers are summarised.

8.1 Nil.

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**9.0 PETITIONS AND DEPUTATONS**

Nil.

**10.0 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

10.1 Nil.

**11.0 DISCLOSURE OF INTERESTS**

**11.1 Disclosure of Financial and Proximity Interests**

- a. Members must disclose the nature of their interest in matters to be discussed at the meeting. (Sections 5.60B and 5.65 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. (Sections 5.70 and 5.71 of the *Local Government Act 1995*.)

11.1.1 Nil.

**11.2 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.

11.2.1 Nil.

**12.0 APPOINTMENT TO AUDIT & RISK COMMITTEE**

The current practice of the City is that all Councillors are appointed as members of the Audit & Risk Committee. The Terms of Reference are set out in (Attachment 5).

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**Voting Requirements: Absolute Majority**

RESOVED SCM 177/2017

1. **Audit & Risk Committee**

That each Councillor is appointed as a member of the Audit & Risk Committee for a term of two years, expiring on the next ordinary election day.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Sara Lohmeyer**

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

**13.0 APPOINTMENT OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER OF AUDIT & RISK COMMITTEE**

Section 5.12 of the *Local Government Act 1995* states the same procedure as applying to the election of the Mayor and Deputy Mayor. If more than one nomination is received for the position of Presiding Member or Deputy Presiding Member, the members of the committee must vote to elect a committee member to the position.

The Returning Officer received two nominations for the position of Presiding Member of the Audit and Risk Committee, Councillor Tracy Destree and Councillor Margaret Thomas.

A secret ballot was conducted, Councillor Tracy Destree received eight votes and Councillor Margaret Thomas received four votes. The Chief Executive Officer declared Councillor Tracy Destree be elected as the Presiding Member of the Audit & Risk Committee for the period from 23 October 2017 until the next Ordinary Election in October 2019. Cr Margaret Thomas was declared the Deputy Presiding Member of the Audit & Risk Committee.

## **15.0 OTHER APPOINTMENTS**

- 15.1 The appointment of Council delegates to Regional Groups and Management/Advisory Committees forms part of the Special Meeting to ensure that Council is fully and formally represented at all times (Attachment 6).

The Presiding Member recommended that Standing Orders be suspended to discuss and agree upon the positions.

<b>Voting Requirements: Simple Majority</b>
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RESOVED SCM 178/2017

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

Moved: **Cr Sara Lohmeyer**

Seconded: **Cr Allan Morton**

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

*Discussion took place with regard to the Delegate positions on internal and external committees. More nominations were received than positions available for five committees, therefore secret ballots were required to determine the Delegates.*

<b>Voting Requirements: Simple Majority</b>
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RESOVED SCM 179/2017

That the Standing Orders be resumed.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Sara Lohmeyer**

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



Cr Destree sought clarification as to why a secret ballot was not being held for all positions where the number of nominees exceeded the number of positions, as resolved SCM 178/2017.

**• Voting Requirements: Absolute Majority**

RESOVED SCM 180/2017

That Council:

1.

That nominations for the following Committees and Organisations for the period 23 October 2017 to 18 October 2019 be appointed as per the schedule contained in (Attachment 6):

1.

- WA Local Government Association Eastern Metropolitan Zone
- East Metropolitan Regional Council
- Perth Airport Management Group
- Lesmurdie School Community Library Management Committee
- Ray Owen Sports Centre Management Committee
- Kalamunda Aged Care Advisory Committee
- Kalamunda Arts Advisory Committee
- Audit & Risk Sub-committee – Independent Audit – Tender & Procurement Processes
- Bush Fire Control Advisory Committee
- Kalamunda Environmental Advisory Committee
- Kalamunda History Village
- Disability and Carers Advisory Committee
- Parks of Darling Range Community Advisory Committee

Moved: **Cr Margaret Thomas**

Seconded: **Cr Michael Fernie**

Vote: For

**Cr Michael Fernie**  
**Cr Geoff Stallard**  
**Cr Lesley Boyd**  
**Cr Allan Morton**  
**Cr Brooke O'Donnell**  
**Cr David Almond**  
**Cr Sara Lohmeyer**  
**Cr Dylan O'Connor**  
**Cr Cameron Blair**  
**Cr Margaret Thomas**  
**Cr John Giardina**

Against

**Cr Tracy Destree**

**CARRIED/ABSOLUTE MAJORITY (11/1)**

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**16.0 CLOSURE**

10.1 There being no further business, the Presiding Member declared the meeting closed at 8.20pm.

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

Signed:

  
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Presiding Member

Dated this 30 day of Oct 2017

**Attachment 1**

**Local Government Act 1995**  
**Schedule 2.3**  
When and how mayors, presidents, deputy mayors and deputy  
presidents are elected by the council  
Mayors and presidents **Division 1**  
cl. 1

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

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

**Division 1 — Mayors and presidents**

**1. Terms used**

In this Division —

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

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

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

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

**3. CEO to preside**

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

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

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

**Local Government Act 1995**

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

**Division 2** Deputy mayors and deputy presidents

**cl. 5**

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

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

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

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

**Attachment 2**

**Local Government Act 1995**

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

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

[s. 4.74]

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

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

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

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Attachment 3

**Local Government (Constitution) Regulations 1998**

**Part 3** Offices on councils

**r. 11F**

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**11F. Declaration and notice of result of election — (Sch. 2.3 cl. 4 and 8)**

- (1) The person conducting the election is to declare the result of the election to the council members at the meeting at which the election was held.
- (2) The declaration is to include —
  - (a) the names of the candidates; and
  - [(aa) deleted]*
  - (b) the name and term of office of the candidate declared elected.
- (3) The declaration may include the number of votes received by each candidate.
- (4) The person conducting the election is also to give local public notice of the result of the election in the form of Form 19 of the *Local Government (Elections) Regulations 1997*, modified as is necessary for the purposes of this regulation.

*[Regulation 11F inserted in Gazette 31 Mar 2005 p. 1046; amended in Gazette 21 Aug 2007 p. 4186 and 4188; 28 Aug 2009 p. 3372.]*

**Attachment 4**

	<b>Local Government Act 1995</b>	
When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council	<b>Schedule 2.3</b>	
Deputy mayors and deputy presidents	<b>Division 2</b>	
		<b>cl. 6</b>

**Division 2 — Deputy mayors and deputy presidents**

**6. Terms used**

In this Division —

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

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

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

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

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

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

**Local Government Act 1995**

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

**Division 2** Deputy mayors and deputy presidents

**cl. 9**

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

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

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

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



**Local Government Act 1995**

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

Validity of elections **Division 3**  
**cl. 10**

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

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

## Attachment 5

### **Audit and Risk Committee**

#### **Terms of Reference**

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

#### **Purpose**

To ensure that the audit of Council's financial and statutory functions are undertaken in accordance with the provisions of the Local Government Act 1995 and associated regulations. The Committee will also undertake a Risk Management function to ensure risk management practices and procedures are fully integrated into the Shire of Kalamunda's strategic and operational planning processes and day to day business practices.

#### **Objectives**

##### External Audit

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

##### Internal Audit

- c. Is to provide regular reports in accordance with the audit plan on –
  - i. Review of compliance with Council Policies and Practices;
  - ii. Review of key internal controls within accounting systems;
  - iii. Review of accounting systems and procedures;
  - iv. Review the annual statutory Compliance Audit Return;
  - v. Ensure monthly and annual financial reports to Council complies with legislation and Australian Accounting Standards;
  - vi. Special reports as required from time to time by the Audit Committee; and
  - vii. An assessment of risk management practices, policies and procedures used as part of operational planning processes and procedures.

**Membership**

All elected members.

**Term of Membership**

Members appointed for two (2) year terms to coincide with local government election cycle.

**Meeting**

The Audit and Risk Committee shall meet at least once every three months and such additional meetings as the chairperson shall decide in order to fulfil its duties. Meetings will not be open meetings in the context of Section 5.23(1) of the *Local Government Act 1995*.

**Access**

The Audit and Risk Committee shall have access to both the internal and external auditors.

**Reporting**

The Committee will report to the Council

**Duties and Responsibilities**

External Audit

- Develop and recommend to Council:-1) A list of those matters to be audited; and 2) the scope of the audit to be undertaken;

*Note: Provision should be made to review the scope of the audit on a regular basis.*

- Develop and recommend to Council an appropriate process for the selection and appointment of the person as the Shire's auditor;

*Note: A person is to be appointed the auditor not a firm.*

- Develop and recommend to Council a written agreement (contract) for the appointment of an auditor. The agreement to include:
  - i. The objectives of the audit;
  - ii. The scope of the audit;
  - iii. A plan of the audit;
  - iv. Details of remuneration and expenses to be paid to the auditor;
  - v. The method to be used by the Shire to communicate and supply information to the auditor;
  - vi. An evaluation program in relation to the adequacy of the financial control systems in operation at the Shire
- Meet with the auditor at least once every year and report to Council on the matters discussed and the outcome of discussions.
- Examine the reports of the Auditor – together with accompanying reports of the Chief Executive Officer or Chief Financial Officer – to ensure that adequate measures have been taken in respect of any matters of concern raised.
- Review the draft annual report focusing upon:
  - i. Accounting policies and practices;

- ii. Any changes to the accounting policies and practices;
- iii. The processes used in making significant accounting estimates;
- iv. Significant adjustments to the financial report (if any) arising from the audit process;
- v. Compliance with accounting standards and other reporting requirements; and
- vi. Significant variances from prior years.

Internal Audit

- To ensure adequate control processes are in place;
  - a. Receive regular reports from the Chief Executive Officer and/or the Internal Auditor on the relevance, appropriateness and adequacy of the internal audit processes being utilised at the Shire;
  - b. Review and make recommendations to Council on the completed Compliance Audit Return after receiving a report detailing:-1) staff explanation regarding non-compliance (if any) or where full compliance has not been received; 2) remedial action implemented to ensure future compliance.  
*Note: the report presented to the Audit Committee should specifically highlight those cases of non-compliance which have occurred.*
- Review and ensure appropriate action is being taken in respect to:
  - Monthly bank reconciliations are up to date;
  - The ratio of collections in respect of sundry debtors is reasonable;
  - The ratio of rate collections is reasonable;
  - Inventory (stock takes) are regularly undertaken and reconciliations effected;
  - Waste Management (both household rubbish and recycling) accounts are reconciled;
  - Accounts are expeditiously rendered to debtors;
  - Funds are being appropriately invested;
  - Review Council and internal policies;
  - Taxation issues (e.g. GST) are being appropriately dealt with; and
  - Other matters deemed appropriate.
- Receive and make recommendations to Council in respect of reports from the Chief Executive Officer or the Internal Auditor which deal with such matters as those listed above.
- Review the completed Compliance Audit return and consider the following:
  - Staff explanations regarding cases of non-compliance (if any) or where full compliance has not been achieved.
  - Remedial action that has been taken or will be taken to ensure future compliance.
- The Audit and Risk Committee will not have delegated authority to decide matters on behalf of Council.
- An assessment of risk management practices, policies and procedures used as part of operational planning processes and procedures.

**Attachment 6**

**APPOINTMENT OF COUNCIL DELEGATES 2017/2019**

<b>NAME OF COMMITTEE</b>	<b>DAY</b>	<b>TIME</b>	<b>MEETING PLACE</b>	<b>DELEGATES &amp; DEPUTIES 2017/2019</b>	<b>DETAILS OF GROUP/COMMITTEE</b>
WA Local Government Association East Metropolitan Zone	Fourth Thursday each second month	6.00pm	EMRC Office	Cr O'Donnell Cr Blair Cr Lohmeyer <i>Cr Giardina (Deputy)</i>	Three voting members to be appointed. The appointments are to be advised to WALGA by 31 October, and will come into effect at the first meeting in 2018.
Eastern Metropolitan Regional Council	Fourth Thursday each month	6.00pm	EMRC Office	Cr O'Connor Cr Stallard <i>Cr Blair (Deputy)</i>	Two Councillors, traditionally the Mayor and one other Council member and a Deputy. The CEO is a member of an Advisory Committee and also appoints a Director as a member of a Technical Advisory Committee.
Perth Airports Municipalities Group.	Four meetings per year	7.00pm	Rotational	Cr Boyd <i>Cr Lohmeyer (Deputy)</i>	To address matters arising from operations of Perth Airport and other airport matters in the metropolitan area. Manager Development Services also attends.
Audit & Risk Sub-committee – Independent Audit – Tender & Procurement Processes	As required	To be advised	To be advised	Cr Destree (A&R Presiding Member) Cr Thomas (A&R Deputy Presiding Member) Cr Blair	To provide input into additional independent review of the City's Tender and Procurement processes.  This sub-committee is specifically for the identified task of providing input into the additional independent review of the City's Tender and Procurement processes.
Chief Executive Officer Performance Review Committee	To be decided by the Committee		City of Kalamunda	Deferred to Ordinary Council Meeting 30 October 2017	Section 5.38 of the <i>Local Government Act 1995</i> (WA) provides that all permanent employees including the CEO must have his or her performance reviewed annually.

NAME OF COMMITTEE	DAY	TIME	MEETING PLACE	DELEGATES & DEPUTIES 2017/2019	DETAILS OF GROUP/COMMITTEE
					<p>The annual review of performance considers the CEO's performance against her priorities for the preceding 12 months and measures and priorities for following 12 months are reviewed and adjusted as necessary.</p> <p>To provide a balance and objective committee it is recommended the Mayor and one Elected Member from each Ward is appointed to the CEO Performance Review Committee.</p>
Lesmurdie School Community Library Management Committee	At least twice per calendar year	3.30pm	Lesmurdie Library	Cr Stallard <i>Cr Fernie (Deputy)</i>	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	6.30pm	Ray Owen Sports Centre	Cr Fernie <i>Cr Giardina (Deputy)</i>	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 Committee	March July (AGM) September	7.30pm	VBF Head-quarters Walliston	Cr Destree <i>Cr Fernie (Deputy)</i>	To co-ordinate and advise Council Policy and operational matters pertaining to Bush Fire Control.
Disability and Carers Advisory Committee	At least four times in any twelve	11.00am	Admin Centre	Cr Boyd <i>Cr Morton (Deputy)</i>	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

NAME OF COMMITTEE	DAY	TIME	MEETING PLACE	DELEGATES & DEPUTIES 2017/2019	DETAILS OF GROUP/COMMITTEE
	(12) months				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 Aged Care Advisory Committee	At least four times in any twelve (12) months	5:00pm	City of Kalamunda	Cr Giardina Cr Thomas Cr Fernie <i>Cr Boyd (Deputy)</i>	To advise and make recommendations to Council on a range of strategic issues which affect the quality of life of the ageing population, their families and carers living-in and visiting the City of Kalamunda.
Kalamunda Arts Advisory Committee	To be decided by the Committee	To be decided by the Committee	City of Kalamunda	Cr Destree <i>Cr O'Donnell (Deputy)</i>	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 Community Centre - Community Reference Group	Once every month (or as required)	TBA	TBA	Deferred to Ordinary Council Meeting 30 October 2017	Two (2) Elected Members to be appointed by the Council. Objectives of the Group are to –  consider all matters relevant to the planning, location and design of the Kalamunda Community Centre (the Centre);

NAME OF COMMITTEE	DAY	TIME	MEETING PLACE	DELEGATES & DEPUTIES 2017/2019	DETAILS OF GROUP/COMMITTEE
					<p>provide advice, local knowledge and information to the City about local implications and opportunities for consideration during the planning and design of the Centre; and</p> <p>liaise and consult, with individuals in the community and community groups that will assist in understanding local issues and concerns</p>
Kalamunda Environmental Advisory Committee	At least four times in a twelve month period	6.00pm	Function Room	Cr O'Donnell Cr Lohmeyer <i>Cr Blair (Deputy)</i>	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 History Village	Third Thursday Monthly	7.30pm	Museum	Cr Destree <i>Cr Giardina (Deputy)</i>	Not a management Committee under the Act. To manage History Village and Stirk Cottage on behalf of the City under a Lease Agreement. A Councillor Delegate sits on the Committee.
Parks of Darling Range Community Advisory Committee	Bi monthly on a Thurs (meeting schedule is provided)	5.00pm	Rotates between member Councils	Cr Lohmeyer <i>Cr Almond (Deputy)</i>	An advisory committee to the Department of Parks and Wildlife on environmental management and associated issues related to the Darling Range Regional Park. A team member from the City's Environmental Services also attends.



**COMMITTEES NO LONGER REQUIRED (To be replaced by Strategic Sport and Recreation Community Committee)**

Consultation is currently being undertaken to create the newly established Strategic Sport and Recreation Community Committee. It is recommended the below advisory committees be set aside.

<b>NAME OF COMMITTEE</b>	<b>DAY</b>	<b>TIME</b>	<b>MEETING PLACE</b>	<b>DELEGATES &amp; DEPUTIES 2017/2019</b>	<b>DETAILS OF GROUP/COMMITTEE</b>
Scott Reserve Advisory Committee	Last Tuesday of every third month	5.00pm	Scott Pavilion	Not required	Primary function is to provide an opportunity for all regular users to meet at regular intervals to discuss common interests of this recreation facility/reserve <u>Membership</u> : Maximum eight, a Councillor and a representative from each user group of the facility or other interested people A staff member attends in a secretarial capacity.
Hartfield Park Advisory Committee	First Tuesday of every third month	5.30pm	Various club room locations at Hartfield Park	Not required	Primary function is to provide an opportunity for all regular users to meet at regular interval to discuss their common interests of this recreation facility/reserve <u>Membership</u> : Maximum eight, a Councillor and a representative from each user group of the facility or other interested people A staff member attends in a secretarial capacity.
Kalamunda Sporting Precinct Advisory Committee	Second Tuesday every third month	5.30pm	Pat Moran Pavilion	Not required	Primary function is to provide an opportunity for all regular users to meet at regular interval to discuss their common interests of this recreation facility/reserve <u>Membership</u> : Maximum eight, a Councillor and a representative from each user group of the facility or other interested people A staff member attends in a secretarial capacity.