



A P P E N D I C E S

SPECIAL COUNCIL MEETING

To Be Held

Wednesday, 20th of October 2021

Commencing at 5.00pm

At

**Shire of Dardanup
Administration Centre Eaton
1 Council Drive - EATON**

This document is available in alternative formats such as:
~ Large Print
~ Electronic Format [disk or emailed]
Upon request.

**New Combined Advisory Group Tor For
Adoption**

**COMMUNITY, SPORT & RECREATION
ADVISORY GROUP**

**INSTRUMENT OF APPOINTMENT
&
TERMS OF REFERENCE**

2021

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1 AIMS

The Community, Sport & Recreation Advisory Group aims to provide advice on the provision of community and sports & recreation facilities, services and programmes in the Shire of Dardanup and to provide a forum for the dissemination and consideration of information regarding relevant issues.

2 OBJECTIVES

The Objectives of the Advisory Group are to:

2.1 Provide a means of participation and communication between clubs, groups and community services and the Shire of Dardanup, and act in an advisory capacity with a specific focus on:

- Club and community group capacity building;
- Sporting and community facility development;
- Community development initiatives;
- Events, public art and place activation initiatives;
- Community Safety and Crime Prevention.

2.2 Provide advice and make recommendations relating to:

2.2.1 The formulation of a community and Council vision with regards to community services and culture; and

2.2.2 The development and implementation of relevant initiatives and programs.

3 MEMBERSHIP

3.1 The term of appointment for membership will be a period of two (2) years.

3.2 Community Representation: Membership will be sought from the Shire of Dardanup Community. A maximum of six (6) community representatives will be appointed from across the Shire with one (1) representative from the Artisans community to make up this number.

3.3 Participating Organisational Representation: Membership will be sought from all incorporated community groups and sporting clubs operating within the Shire of Dardanup, as well as from the following organisations:

- Bethanie Aged Care
- St. John of God Hospital
- Headspace Bunbury
- WA Country Health Service
- Eaton Family Centre
- APM Communities
- Eaton Community College
- Department of Local Government, Sport and Cultural Industries
- Australind Police

3.4 Elected Members: Council will nominate three (3) Elected Members to the Community Advisory Group. All other Elected Members will be notified of all meetings and may attend Advisory Group meetings at will, but are not entitled to vote on matters.

- 3.5 Shire Officers: The Chief Executive Officer shall appoint an officer to manage the Advisory Group. In normal circumstances this is the Director Sustainable Development. Shire staff attending the Advisory Group will table papers for discussion and participate in the discussion. Shire Officers are not members of the Advisory Group and shall not vote.
- 3.6 Chair and Deputy Chair: One of the elected Members will be appointed by Council as the Chair and another as the Deputy Chair of the Advisory Group. The Chairperson shall ensure that the Advisory Group operates in accordance with the Terms of Reference at all times.
- 3.7 Advisory Group Support: The relevant Director will arrange for administrative support. Such support will include the preparation and distribution of the agenda, notice of meetings, and recording and distribution of meeting notes. The Advisory Group secretariat is also responsible for arranging the meeting venue, refreshments and coordinating any presentations.
- 3.8 Specialist Advice: Individuals and groups may be invited to attend Advisory Group meetings to provide specialist advice. They must not be involved in the decision making process and cannot vote on any issue.

4 MEETINGS

- 4.1 Advisory Groups will meet at least bi-annually, with a minimum of 2 meetings per year, dates to be resolved by Council. Extraordinary meetings may be called by the Chair in consultation with the relevant Director or Chief Executive Officer.
- 4.2 As there are no powers or duty delegated to the Advisory Group the meetings are not open to the public.
- 4.3 Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting.
- 4.4 The Director shall ensure that detailed meeting notes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members with a copy of such meeting notes.
- 4.5 All members of the Advisory Group shall have one vote. If the vote of the members present are equally divided, the Chairperson is to cast a second vote.
- 4.6 Advisory Group members may list matters for consideration by tabling matters at least ten (10) days prior to the next meeting with the relevant Director. The Director will be responsible for preparing the Advisory Group Agenda, researching and reporting on those matters tabled for discussion. It is at the discretion of the Chief Executive Officer as to whether a matter will be included in the Agenda.
- 4.7 Meeting notes will form a record for the Shire of Dardanup, but will not require endorsement by Council. Matters requiring Council consideration will be subject to a separate specific report to be prepared by the appropriate Officer and taken to the next Council meeting. The meeting notes will be presented to Council through the Information Bulletin.

5 QUORUM

- 5.1 Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not.

6 DELEGATIONS

6.1 The Advisory Group performs an advisory function and does not have any delegated authority.

7 CONFLICTS OF INTEREST

7.1 All members need to be aware that any conflict of interest needs to be disclosed in writing, to ensure probity is maintained at all times. All previous disclosures of interest will remain listed in the Agenda and will be acknowledged at the start of a meeting, thereby negating to disclose it in writing again.

7.2 If a Member discloses a financial or proximity interest in a matter under consideration by the Group, the member should disclose the nature of their interest, and also the extent of that interest.

7.3 If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member is to inform the Chairperson that the Member intends to remain and participate in the meeting.

7.4 The meeting notes shall record the members' disclosure of interests and the extent of the interests. They shall also record the times a Disclosing Member has departed and/or re-entered the meeting and/or is absent from the meeting during the item of interest, or whether they remained and participated in the meeting when considering the matter to which an interest was declared.

7.5 If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the relevant Director in attendance at the meeting.

8 CONFIDENTIALITY AND PRIVACY

8.1 Members of the Advisory Group may have exposure to confidential or personal information and if so they are required to maintain the security of any confidential information and not access, use or remove any information, unless the member is authorised to do so.

8.2 At the first meeting of the Advisory Group, a Confidential Agreement will be provided to members for their review and execution.

8.3 Members of the Advisory Group will be advised when matters are deemed Confidential by the Chair. Documents provided at the meeting will be identified as Confidential and all confidential documents will be returned to the Chair following the meeting.

8.4 Should a member become aware of any unauthorised release or misuse of confidential or personal information, they are advised to contact the relevant Director.

8.5 Should a breach of Confidentiality be made by an Advisory Group member, the Chief Executive Officer will remove the respective member from the Advisory Group.

8.6 Members are not to speak to the media in their capacity as Advisory Group Members and any comments on social media are to be in their personal capacity and not in their capacity as an Advisory Group Member.

9 CODE OF CONDUCT

- 9.1 The relevant Shire of Dardanup Code of Conduct applies to members of the Advisory Group and shall be adhered to during meetings and interactions with Elected Members, staff and the community when acting in the capacity of an Advisory Group member.

(Appendix SCM: 12.3)

Sent on behalf of Nick Sloan, Chief Executive Officer, WALGA

Mr André Schönfeldt
Chief Executive Officer
Shire of Dardanup

Dear André

ELECTION OF ZONE DELEGATES AND STATE COUNCILLORS

The Local Government elections, to be held on Saturday 16 October 2021, will affect Council appointments to external committees including the WALGA Zone.

As a consequence, Councils are requested to elect / appoint Elected Member delegates and deputy delegates to the Zone and notify WALGA by no later than Friday 5 November 2021.

WALGA's Zones, as the first item of business at the November meeting, will elect State Councillors, Deputy State Councillors, Zone Chair and Zone Deputy Chair.

A Chronological overview of the process is detailed below:

- Local Government elections occur on 16 October 2021.
- Member Councils to elect / appoint their Zone Delegates and to advise WALGA as soon as possible but preferably by 9am, Friday 5 November 2021.
- For the purpose of electing their representatives and deputy representatives to the WALGA State Council, Zones are required to hold these elections at their November 2021 meeting.
- Zones to advise WALGA, in writing, of their elected State Council representative and deputy representative immediately following the 2021 November Zone meeting.
- State Councillor Induction Session – 4:00pm-6:30pm, Wednesday, 24 November 2021
- New State Council will take office at the Ordinary Meeting of State Council on 1 December 2021.
- The position of President and Deputy President of WALGA, will be elected at the March 2022 State Council Meeting.

Further information regarding the nomination and election process to State Council will be provided before the November Zone meeting, and an overview of the process is [available here](#).

Please click [here](#) to view WALGA's Elected Member Prospectus. This document will assist in providing further information on becoming a Zone Delegate or State Councillor. If you can please distribute to your Elected Members for their information that would be much appreciated.

For further information and to provide details of your Zone Delegates by Friday 5 November 2021, please contact Chantelle O'Brien on (08) 9213 2013 or cobrien@walga.asn.au.

Regards

Nick Sloan | Chief Executive Officer | WALGA
(p) (08) 9213 2025 | (e) nsloan@walga.asn.au



Dear Local Government CEO,

DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS

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

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

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

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

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

(Appendix SCM: 12.4A)

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

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

Yours sincerely



Jodi Cant
Director General

16 September 2021

(Appendix SCM: 12.4B)

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Failure to nominate local government representatives to the DAP

RISK THEME PROFILE:

6 - Engagement Practices

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	By not nominating a representative to the DAP local interests would not be represented in future DAP determinations.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

