



TERMS OF REFERENCE

Title:	Australia Day Advisory Working Group (AWG)
Purpose and Role	
This Advisory Working Group (AWG) is established to - a) Recommend recipients of the Australia Day Citizen of the Year Awards. b) Recommend potential recipients for the title of Honorary Freeman.	
Aims & Functions	
a) With assistance from the Community Development Officer, recommend recipients of the Australia Day Citizen of the Year Awards in the following categories. (i) Citizen of the Year (ii) Citizen of the Year – Youth Award (under 25 years of age) (iii) Citizen of the Year – Senior Award (over 65 years of age) (iv) Active Citizenship Award (community group or event). b) The Working Group, with assistance from the Community Development Officer, may recommend potential recipients for the title of Honorary Freeman against the following criteria: (i) Any resident, elector or ratepayer within the local government region. (ii) The nomination is supported by such information as is necessary for the Working Group and Council to make an informed decision on the matter. (iii) The candidate has demonstrated long and/or distinguished service to the community of the local government. (iv) The candidate has an achievement in any sphere which brings the local government area wide recognition. (v) As a mark of appreciation for a service or services rendered by a member of Council, community, sport, environmental and/or business within the local government.	
Membership	

The AWG shall comprise of the following representation:

- a) Up to 4 Shire of Nannup Elected Members.
- b) Administration Representation (Non-Voting) -
 - Executive Support Officer
 - Community Development Officer
- c) A nominated proxy member may attend in place of the endorsed member.
- d) Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections, with retiring members eligible to apply.
- e) The AWG has authority to co-opt individuals from outside of the Group, on a voluntary basis, for their expert advice.
- f) In making their selection for any co-opted members, the Committee shall consider the following -
 - (i) Role of the organisation being represented.
 - (ii) Evidence of a positive commitment or involvement with the relevant organisation.
 - (iii) Quality of networks within the Nannup community.

Chair and Deputy Chair

- a) The AWG shall be chaired by an elected member or his/her deputy elected from amongst the voting members at the first meeting after the local government ordinary elections.
- b) The Chair will facilitate all meetings.
- c) In the absence of the Chair, the Deputy Chair will assume the chair, and in their absence, a person is to be elected by the AWG members present to assume the Chair.

Meeting Procedures

Meetings:

- a) The AWG shall determine the scheduling and frequency of meetings, however, it is to meet at least once per year with notice of at least 5 days prior to each meeting.
- b) All meeting dates are to be provided on the Elected Member's Portal and in the Shire's meeting calendar.
- c) A Notice of Meetings including an agenda will be circulated to the AWG members at least 5 (five) days prior to each meeting where possible. Agendas and minutes are to be circulated to all Council members at the same time that copies are normally provided to appointed Council delegates.

- d) The Presiding Member shall ensure that Minutes of all meetings are kept and shall, not later than 7 (seven) business days after each meeting, provide Members (including deputy delegates) with a copy of such minutes.
- e) There is discretion whether the Minutes may be available for public inspection.
- f) Minutes are not required to be published on the Shire's website.
- g) Minutes are to be published on the Elected Member's portal as soon as practicable after the meeting.
- h) An AWG recommendation does not have effect unless it has been made by a simple majority. A simple majority means more than half of the members present and voting at the meeting must vote in favour of a motion. For example, if there are ten voting members present at a meeting, at least 6 must vote in favour of a motion for it to be approved, noting that the AWG has no delegated authority and consequently, any recommendation that may result in an action that commits the Shire's resources must be referred to Council through a formal report for consideration and determination.
- i) All endorsed members (or the proxy attending in lieu of the Elected Member) will have one vote. The presiding Member will have the casting vote and a simple majority shall prevail.

Quorum:

A minimum of 3 members must be in attendance to achieve a quorum.

Administration:

Administration support will be provided by the Community Development Officer.

Specifically, the Officer is responsible for the following matters:

- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings, ensuring confidential information remains as such;
- Preparation (at the direction of the applicable Executive Officer), of any reports required to be forwarded to Council for a decision. Such reports shall contain the committee recommendation and any officer comment deemed necessary; and
- Booking of meeting room including ensuring any catering arrangements required are in place; and
- Any other administrative tasks required to ensure the proper and smooth operation of the AWG.

Authority of Establishment

The Australia Day Advisory Working Group has been established by Council at the Ordinary Council Meeting of 22 May 2025, Resolution # 220525.7. The AWG however has not been established under Section 5.8 of *Local Government Act 1995* (the Act) and is therefore not

subject to the requirements of the Act or the *Local Government (Administration) Regulations 1996*.

The Procedures detailed in these Terms of Reference apply to the operation of the group.

Delegated Authority

- a) The AWG has no delegated power and has no authority to implement its recommendations without approval of Council.
- b) The AWG has no authority to commit Council to the expenditure of monies.
- c) Matters requiring Council consideration will be subject to separate specific reports to Council for resolution.

Code of Conduct and Disclosure of Interest

- a) Members must comply with the Shire's Council Member, Committee Member and Candidate Code of Conduct.
- b) Members are required to declare their interests using the principles detailed in the *Local Government Act 1995*, Section 5.65 – 5.70 with respect to disclosure of financial and proximity interests. Impartiality interests are to be declared using the principles of the *Local Government (Model Code of Conduct) Regulations 2021*, Regulation 22.

Term of Membership

The term of the appointment of an AWG member continues until the member either resigns, the AWG is disbanded, or the next ordinary election day – whichever happens first.

Review

- a) The Terms of Reference shall be reviewed after each ordinary local government election to ensure they remain relevant and effective.
- b) Any amendments to the Terms of Reference must be approved by the Council.

Confidentiality

Members of the AWG shall maintain confidentiality on sensitive matters discussed during meetings.

Establishment	Reference	Date ToR adopted	Reviewed on	ECM #
OCM 28 November 2013				
OCM 22 May 2025	# 220525.7			

TERMS OF REFERENCE

Title:	Sustainability Advisory Working Group
Purpose and Role	
This Sustainability Advisory Working Group (AWG) is established to provide advice and recommendations to the Council on matters related to sustainability, environmental management, climate resilience, biodiversity, and natural resource stewardship within the Shire of Nannup. It aims to promote sustainability outcomes that are environmentally responsible, socially and culturally sound, and economically viable. The Working Group will play a leadership role in identifying local priorities, fostering community engagement, and supporting Council's planning and policy development across key sustainability themes.	
Aims & Functions	
a) To advise the Council on matters relating to: • Climate change • Biodiversity and sensitive areas • Cultural heritage • Built environment and emissions reduction • Land and waterways, including restoration and conservation • Biosecurity (weed and pest management) • Water conservation • Waste reduction and recycling • Community engagement and sustainability education b) To identify emerging trends, technologies, and policy developments related to sustainability. c) To support the activation of sustainability practices across the Shire's operations, planning, and community initiatives. d) To liaise with community groups, stakeholders, and service agencies to support collaborative sustainability projects. e) To promote information sharing and awareness of local sustainability opportunities and challenges.	
Membership	

The AWG shall comprise of the following representation:

- a) Up to 2 Shire of Nannup Council Members.
- b) A maximum of 6 community members with relevant expertise, interest, or lived experience in sustainability, environment, climate action, or land stewardship.
- c) Up to 2 representatives from key stakeholder organisations, such as local NRM organisations, Department of Biodiversity, Conservation and Attractions (DBCA), educational institutions, or sustainability-focused groups.
- d) Administration Representation (Non-Voting) -
 - Sustainability and Environmental Officer
 - Executive Manager of Works and Services
- e) A nominated proxy member may attend in place of the endorsed member.
- f) Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections, with retiring members eligible to apply.
- g) The AWG has authority to co-opt individuals from outside of the Group, on a voluntary basis, for their expert advice; and
- h) The Advisory Group may recruit members according to the terms of reference.

Chair and Deputy Chair

- a) The AWG Members will select a Chair and Deputy Chair from amongst the voting members at the first meeting after the local government ordinary elections.
- b) The Chair will facilitate all meetings.
- c) In the absence of the Chair, the Deputy Chair will assume the chair, and in their absence, a person is to be elected by the AWG members present to assume the Chair.

Meeting Procedures

Meetings:

- a) The AWG shall determine the scheduling and frequency of meetings, however, it is to meet at least three (3) times per year with notice of at least two weeks.
- b) All meeting dates are to be provided on the Elected Member's Portal and in the Shire's meeting calendar.
- c) A Notice of Meetings including an agenda will be circulated to the AWG members at least 72 hours prior to each meeting where possible. Agendas and minutes are also to be circulated to all Council members at the same time that copies are normally provided to appointed Council delegates.
- d) The Presiding Member shall ensure that Minutes of all meetings are kept and shall, not

later than 7 (seven) business days after each meeting, provide Members (including deputy delegates) with a copy of such minutes.

- e) There is discretion whether the Minutes may be available for public inspection.
- f) Minutes are not required to be published on the Shire's website.
- g) Minutes are to be published on the Elected Member's portal as soon as practicable after the meeting.
- h) Minutes are to be published on the Elected Member's portal as soon as practicable after the meeting.
- i) An AWG recommendation does not have effect unless it has been made by a simple majority. A simple majority means more than half of the members present and voting at the meeting must vote in favour of a motion. For example, if there are ten voting members present at a meeting, at least 6 must vote in favour of a motion for it to be approved, noting that the AWG has no delegated authority and consequently, any recommendation that may result in an action that commits the Shire's resources must be referred to Council through a formal report for consideration and determination.
- j) All endorsed members (or the proxy attending in lieu of the Council Member) will have one vote. The Presiding Member will have the casting vote and simple majority will prevail.

Quorum:

A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum (50% of voting members) to ensure a reasonable spread of representation in the Group. Particularly in circumstances where recommendations will be made for Councils consideration.

Administration:

Administration support will be provided by the Sustainability and Environmental Officer. Specifically, the Officer is responsible for the following matters:

- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings;
- Preparation (at the direction of the applicable Executive Officer), of any reports required to be forwarded to Council for a decision. Such reports shall contain the committee recommendation and any officer comment deemed necessary; and
- Booking of meeting room including ensuring any catering arrangements required are in place; and
- Any other administrative tasks required to ensure the proper and smooth operation of the AWG.

Authority of Establishment

The Sustainability Advisory Working Group has been established by Council at the Ordinary

Council Meeting of 22 May 2025, Resolution # 220525.7. The AWG however has not been established under Section 5.8 of *Local Government Act 1995* (the Act) and is therefore not subject to the requirements of the Act or the *Local Government (Administration) Regulations 1996*.

The Procedures detailed in these Terms of Reference apply to the operation of the group.

Delegated Authority

- a) The AWG has no delegated power and has no authority to implement its recommendations without approval of Council.
- b) The AWG has no authority to commit Council to the expenditure of monies.
- c) Matters requiring Council consideration will be subject to separate specific reports to Council for resolution.

Code of Conduct and Disclosure of Interest

- a) Members must comply with the Shire's Council Member, Committee Member and Candidate Code of Conduct.
- b) Members are required to declare their interests using the principles detailed in the *Local Government Act 1995*, Section 5.65 – 5.70 with respect to disclosure of financial and proximity interests. Impartiality interests are to be declared using the principles of the *Local Government (Model Code of Conduct) Regulations 2021*, Regulation 22.

Term of Membership

The term of the appointment of an AWG member continues until the member either resigns, the AWG is disbanded, or the next ordinary election day – whichever happens first.

Review

- a) The Terms of Reference shall be reviewed annually to ensure they remain relevant and effective.
- b) Any amendments to the Terms of Reference must be approved by the Council.

Confidentiality

Members of the AWG shall maintain confidentiality on sensitive matters discussed during meetings.

Establishment	Reference	Date ToR adopted	Reviewed on	ECM #
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OCM 22 May 2025	# 220525.7			

Title:	Nannup Local Drug Action Group (LDAG) Terms of Reference
Purpose and Role	
To improve the health and wellbeing of individuals, families and communities by preventing or delaying the onset of Alcohol and other drug use (AOD) and reducing the harm associated with AOD supply and use in the community of Nannup. The LDAG aims to provide an opportunity for the sharing of information and knowledge regarding AOD use and harms at a local level; and to inform the development, implementation and evaluation of evidence-based/informed AOD prevention activities through improved collaboration and coordination.	
Aims & Functions	
a) To be recognised as a point of contact to discuss and coordinate responses to AOD concerns within the Shire of Nannup. b) Facilitate the sharing of knowledge, expertise, information and resources among government and non-government service providers, community members, organisations and groups; and to promote evidence-based practice and enhance capacity when responding to AOD concerns. c) Develop, implement and evaluate AOD prevention activities embedded in the Nannup LDAG Community Response Plan (CRP). d) To foster community engagement and cohesion whilst respecting diversity, including cultural diversity, within the Shire of Nannup.	
Membership	
The LDAG shall comprise of the following representation: a) Up to 2 Shire of Nannup Elected Members. b) Members must include a minimum of 50% representation from the local community. c) Holyoake's Community Engagement Officer. d) Administration Representation (Non-Voting) - • Economic and Community Development Coordinator • Community Development Officer	

- e) A nominated proxy member may attend in place of the endorsed member.
- f) The LDAG may ask non-member groups to attend meetings on an 'as needs' basis.
- g) All individuals under the age of 18 years must provide a signed consent form from a parent or guardian as a prerequisite to membership.
- h) Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections, with retiring members eligible to apply.
- i) The LDAG has authority to co-opt individuals from outside of the Group, on a voluntary basis, for their expert advice; and
- j) The LDAG may recruit members according to the terms of reference.

Membership Responsibilities

Members of the Nannup LDAG will:

- a) Be willing to explore and engage in partnerships that provide for the best outcomes for the local community.
- b) Agree to and abide by the principles outlined in this document.
- c) Acknowledge the need to respect the opinions of all members and ensure confidentiality and integrity is always adhered to.
- d) Agree to abide by Holyoake's Confidentiality and Non-Disclosure agreement as provided.
- e) Represent their agency/group/community's concerns and feed information back to their agency/group/community.
- f) Conduct the business of the group fairly and openly without favour or prejudice.
- g) Disclose any personal or professional matters that may lead to actual or perceived conflicts of interests.
- h) Be actively involved in the design, development, implementation and evaluation of evidence-based/informed AOD prevention initiatives in the community, where appropriate.
- i) Be willing to attend at least 3 meetings per year to maintain membership.

Chair and Deputy Chair

- a) The LDAG shall be chaired by an elected member or his/her deputy elected from amongst the voting members at the first meeting after the local government ordinary elections.
- b) The Chair will facilitate all meetings.
- c) The Chairperson is authorised to speak on behalf of the group in matters relating to activities undertaken by the Nannup LDAG.
- d) In the absence of the Chair, the Deputy Chair (an Elected Member) will assume the chair, and in their absence, a person is to be elected by the LDAG members present to assume the Chair.

Meeting Procedures

- a) The LDAG aims to meet at least bi-monthly, and no less than quarterly. Members may call an extraordinary meeting as needed.
- b) All meeting dates are to be provided on the Elected Member's Portal and in the Shire's meeting calendar.
- c) A Notice of Meetings including an agenda and any supporting documents will be circulated to the LDAG members no less than one week before meetings.
- d) The Presiding Member shall ensure that Minutes of all meetings are kept and that copies are made available to all LDAG members no more than two weeks after a meeting and is to include a list of actions.
- e) There is discretion whether the Minutes may be available for public inspection.
- f) Minutes are not required to be published on the Shire's website.
- g) Minutes are to be published on the Elected Member's portal as soon as practicable after the meeting.
- h) An LDAG recommendation does not have effect unless it has been made by a simple majority. A simple majority means more than half of the members present and voting at the meeting must vote in favour of a motion. For example, if there are ten voting members present at a meeting, at least 6 must vote in favour of a motion for it to be approved, noting that the AWG has no delegated authority and consequently, any recommendation that may result in an action that commits the Shire's resources must be referred to Council through a formal report for consideration and determination.
- i) All endorsed members (or the proxy attending in lieu of the Elected Member) will have one vote. The Presiding Member will have the casting vote and simple majority will prevail.

Quorum:

A quorum is a minimum of 5 members or designated proxies present.

A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum (50% of voting members) to ensure a reasonable spread of representation in the Group, particularly in circumstances where recommendations will be made for Councils consideration.

Administration:

Administration support will be provided by the Community Development Officer. Specifically, the Officer is responsible for the following matters:

- a) Preparation and distribution of Agendas to all members;
- b) Recording and preparation of minutes of meetings;
- c) Preparation (at the direction of the applicable Chair), of any reports required to be forwarded to Council for a decision. Such reports shall contain the committee recommendation and any officer comment deemed necessary;
- d) Booking of meeting room including ensuring any catering arrangements required are in place; and
- e) Any other administrative tasks required to ensure the proper and smooth operation of the LDAG.

Authority of Establishment

The LDAG has been established by Council however has not been established under Section 5.8 of *Local Government Act 1995* (the Act) and is therefore not subject to the requirements of the Act or the *Local Government (Administration) Regulations 1996*.

The Procedures detailed in these Terms of Reference apply to the operation of the group.

Delegated Authority

- a) The LDAG has no delegated power and has no authority to implement its recommendations without approval of Council.
- b) The LDAG has no authority to commit Council to the expenditure of monies.
- c) Matters requiring Council consideration will be subject to separate specific reports to Council for resolution.

Code of Conduct and Disclosure of Interest

- a) Members must comply with the Shire's Council Member, Committee Member and Candidate Code of Conduct.
- b) Members are required to declare their interests using the principles detailed in the *Local Government Act 1995*, Section 5.65 – 5.70 with respect to disclosure of financial and proximity interests. Impartiality interests are to be declared using the principles of the *Local Government (Model Code of Conduct) Regulations 2021*, Regulation 22.

Term of Membership

The term of the appointment of an LDAG member continues until the member either resigns, the LDAG is disbanded, or the next ordinary election day – whichever happens first.

Review

- a) The Terms of Reference shall be reviewed regularly to ensure they remain relevant and effective.
- b) Any amendments to the Terms of Reference must be approved by the Council.

Confidentiality

Members of the LDAG shall maintain confidentiality on sensitive matters discussed during meetings. Members will not -

- a) Disclose identifying or personal information of any committee member, community member or agency client;
- b) Disclose the contents of any official papers or documents that have been supplied in the course of their role on the Nannup LDAG;
- c) Publicly comment, either orally or in writing, or communicate to the public, media or any unauthorised person any matter connected to the affairs of the organisation unless authorised to do so by the Shire of Nannup;
- d) Use for any purpose, other than for discharge of their duties, any information gained by them through their role on the Nannup LDAG

Establishment	Reference	Date ToR adopted	Reviewed on	ECM #

TERMS OF REFERENCE

Title:	Bush Fire Advisory Committee
Purpose and Role	
a) The Bush Fire Advisory Committee (BFAC) is established to advise and assist Council in the effective management of bush fire related activities. b) The Committee shall operate within the local government boundaries of the Shire of Nannup. c) The Committee will provide recommendations in accordance with the <i>Local Government Act 1995</i>, sections 5.8 through to 5.25 and in accordance with the Section 67 of the <i>Bush Fires Act 1954</i> to Council on Policy, Standards and Procedures on all matters of fire protection within the Shire of Nannup. d) The Committee shall act for and on behalf of Council in accordance with provisions of the <i>Local Government Act 1995</i>, local laws and policies adopted from time to time by the Shire of Nannup.	
Aims & Functions	
a) To advise and assist Council in the effective management of Bush Fire related activities in the district by making recommendations on the preparation and adoption of the Bush Fire Management Plan required under the Emergency Management Act 2005. b) Ensure the required resources are in place for adequate district fire protection in conjunction with Department of Fire and Emergency Services (DFES). c) Advise and assist with - • bushfire education; • the planning, setting of standards and work programs for fire prevention within the Shire of Nannup; • preparedness for bushfire situations; • response and controlling bushfire situations; and recovery from bushfire. d) Recommend and regularly review Council's Policies relating to the delivery of fire prevention, preparedness, response and recovery. e) Advise Council on issues of compliance with the <i>Bushfires Act 1954</i> regarding all matters relating to prosecutions for breaches. f) The Committee will be responsible for reporting to Council on the financial and general management of the affairs and activities of Bush Fire Brigades in accordance with legislation and any adopted local law. g) To provide support and guidance to all Bush Fire Brigades within the Shire of Nannup and to assist those Brigades to fulfil their objectives.	

- h) Establish and maintain high levels of communication and cooperation with the Department of Biodiversity Conservation and Attractions (DBCA) and other relevant bushfire stakeholders in respect of the key Committee objectives.
- i) Establish and maintain an operational command and control structure by developing procedures to enhance the ability of the Brigades to carry out operations, activities and training efficiently and effectively.
- j) Ensure co-operation and co-ordination between all Fire Brigades within the Shire of Nannup and between all other Fire Brigades and stakeholders in their efforts and activities.
- k) Advise relevant Officers authorised under the Bush Fires Act 1954 and any other relevant person/s or organisation/s on matters referred to the Committee.
- l) Report to Council on matters referred to the Committee by Council.
- j) Perform any other function assigned to the Committee under Section 67 of the Bush Fires Act, Regulations, local law or Council policy.

Membership

The Committee shall comprise of the following representation -

- a) Two Shire of Nannup Council Members.
- b) Members with full voting rights are the Chief Bush Fire Control Officer, Deputy Chief Bushfire Control Officer and all authorised Shire of Nannup Fire Control Officers.
- c) Other Attendees, as required (non-voting) –
 - Community Emergency Services Manager (CESM), Chief Executive Officer (CEO), Executive Manager Works and Services and Executive Manager Corporate Services – Shire of Nannup.
 - Department of Fire & Emergency Services Representative/s.
 - Department of Biodiversity, Conservation & Attractions Representative/s
- d) Other Agencies and strategic organisations or business such as Timber Industry Representatives.
- e) Members of Brigades are encouraged to attend: Members of the public attending meetings are by invitation only. Input into the meeting by members of Brigades and/or the public will be at the discretion of the Presiding Member.
- f) The committee may co-opt non-voting members from time to time to assist the Committee in its functions, but does not have the power to appoint members to the Committee. Co-opted persons do not have voting rights.

Presiding and Deputy Presiding Members

- a) Council by absolute majority and in accordance with section 5.12 of the *Local Government Act 1995* is to select a Presiding and Deputy Presiding Member at an Ordinary Council Meeting.
- b) The Presiding Member will facilitate all meetings.

- c) In the absence of the Presiding Member, the Deputy Presiding Member will perform the functions of the Presiding Member.
- d) In the absence of both the Presiding Member and the Deputy Presiding Member, the Committee members present at the meeting are to choose one of themselves to preside at the meeting.

Meeting Procedures

Meetings:

- a) The Committee shall meet on the first Monday in February, May, August and November of each year with additional meetings scheduled as required.
- b) All meeting dates are to be provided on the Elected Member's Portal and in the Shire's meeting calendar.
- c) A Notice of Meeting including an agenda will be circulated to Committee Members at least 5 days prior to each meeting where possible. Agendas and minutes are to be circulated to all Council members at the same time that copies are normally provided to appointed Council delegates. If an emergency or circumstances require, the Presiding Member may exercise a lesser notice than 5 days.
- d) If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.
- e) The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 7 (seven) business days after each meeting, provide the Committee Members (including deputy delegates) with a copy of such minutes.
- f) Minutes are to be published on the Shire's Elected Member's Portal and if required, on the Shire's website as soon as practicable after the meeting.
- g) A Committee recommendation does not have effect unless it has been made by a simple majority. A simple majority means more than half of the members present and voting at the meeting must vote in favour of a motion. For example, if there are ten voting members present at a meeting, at least 6 must vote in favour of a motion for it to be approved, noting that the Committee has no delegated authority and consequently, any recommendation that may result in an action that commits the Shire's resources must be referred to Council through a formal report for consideration and determination.
- h) All endorsed members (or the proxy attending in lieu of the Council Member) will have one vote. The Presiding Member will have the casting vote and simple majority will prevail.

Quorum:

The quorum for a Committee meeting is at least 50% of the number of offices (whether vacant or not) of members of the committee.

Administration:

Administration support will be provided by the Shire as required.

The following Officers of the Shire of Nannup are responsible for the administration of this committee:

- CEO
- Community Emergency Services Manager (CESM)
- Executive Manager Corporate Services

Specifically, through a Shire Officer, the following responsibilities apply -

- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings;
- Preparation (at the direction of the applicable Executive Officer), of any reports required to be forwarded to Council for a decision. Such reports shall contain the committee recommendation and any officer comment deemed necessary;
- Booking of meeting room including ensuring any catering arrangements required are in place; and
- Any other administrative tasks required to ensure the proper and smooth operation of the Committee.

Authority of Establishment

The BFAC has been established under the *Local Government Act 1995*, Section 5.8 resolved by Council at the Ordinary Council Meeting of 22 May 2025, Resolution # 220525.7; and the *Bushfires Act 1954*, Section 67.

Delegated Authority

- a) The Committee has no delegated power and has no authority to implement its recommendations without approval of Council.
- b) The Committee does not have executive powers nor authority to implement actions in areas over which the Chief Executive Officer (CEO) has legislative responsibility.
- c) The Committee has no authority to commit Council to the expenditure of monies.
- d) Matters requiring Council consideration will be subject to separate specific reports to Council for resolution.

Note that during an emergency situation the protocols contained within the Shire of Nannup Emergency Management Arrangements and Bush Fire Management Plan may see action implemented at an administrative level involving this Committee. That action will be in accordance with the roles and responsibilities delegated to the CEO of the Shire and/or the Local Emergency Management Arrangements.

Code of Conduct and Disclosure of Interest	
e)	Members must comply with the Shire's Council Member, Committee Member and Candidate Code of Conduct.
f)	Members are required to declare their interests in accordance with the <i>Local Government Act 1995</i> , Section 5.65 – 5.70 with respect to disclosure of financial and proximity interests. Impartiality interests are to be declared in accordance with the <i>Local Government (Model Code of Conduct) Regulations 2021</i> , Regulation 22.
Term of Membership	
The term of the membership continues until the member either resigns, the Committee is disbanded, or the next ordinary election day – whichever happens first. Termination of the Committee shall be in accordance with the <i>Local Government Act 1995</i>.	
Review	
a)	The Terms of Reference shall be reviewed after each ordinary election to ensure they remain relevant and effective.
b)	Any amendments to the Terms of Reference must be approved by the Council.
Confidentiality	
Members of the Committee shall maintain confidentiality on any matters that are declared confidential.	

Establishment	OCM Reference	Date ToR adopted	Reviewed on	ECM #
28 February 2019			22/07/2020 and 01/05/2021 (Repealed)	
OCM 22 May 2025	# 220525.7			

TERMS OF REFERENCE

Title:	Local Emergency Management Committee (LEMC)
Purpose and Role	
The purpose of the Local Emergency Management Committee (LEMC) is to assist the local government in ensuring effective local emergency management arrangements are in place for the district, in accordance with the <i>Emergency Management Act 2005</i>, and includes but is not limited to – • setting out the emergency management roles and responsibilities of the LEMC, the Shire and other agencies; • providing an up to date description of the systems of emergency management in the Nannup district, and • recording all emergency management plans and procedures in the district of the Shire of Nannup.	
Aims & Functions	
The objectives of the LEMC include: a) Develop, maintain, and test local emergency management arrangements. b) Provide advice and support to the local government on emergency management. c) Facilitate collaboration between emergency services, government agencies, and community stakeholders. d) Review post-incident reports and recommend improvements. e) Ensure that the Local Emergency Management Arrangements and Community Recovery Plan are completed and reviewed as required under the Emergency Management Act 1995. f) The LEMC shall report annually to the State Emergency Management Committee (SEMC) via the District Emergency Management Advisor.	
Membership	

Membership shall include:

- Three Elected Members, of which one is to be Chair as appointed by Council.
- Council appointed community/organisational representatives comprising of -
 - WA Police – 1 representative.
 - Department of Fire and Emergency (DFES) – 1 representative.
 - State Emergency Services (SES) – 1 representative.
 - Nannup Hospital – 1 representative.
 - Department of Communities – 1 representative
 - Nannup Country Women's Association (CWA) – 1 Representative.
 - Department of Biodiversity and Conversation (DBCA) – 1 representative.
 - Chief and/or Deputy Bushfire Control Officers.
 - Water Corporation – 1 representative.
 - Main Roads – 1 representative.
 - Australian Red Cross - 1 representative.
 - St John WA - 1 representative.
 - Volunteer emergency services
 - Shire of Nannup employees.

All members, other than Shire of Nannup employees, unless present on the committee representing an emergency management organisation, have full voting rights.

The Committee has the power to co-opt persons to attend the Committee meetings from time to time to assist the Committee in its functions, but does not have the power to appoint members to the Committee. Co-opted persons do not have voting rights.

In making a selection for any co-opted members, the Committee shall consider the following:

- Relevant past or present experience in the emergency management field;
- Role of the organisation being represented;
- Evidence of a positive commitment or involvement with the relevant emergency management organisation; and
- Quality of networks within the Nannup community

Presiding and Deputy Presiding Members

- a) Council by absolute majority and in accordance with section 5.12 of the *Local Government Act 1995* is to select a Presiding and Deputy Presiding Member at an Ordinary Council Meeting.
- b) The Presiding Member will facilitate all meetings.
- c) In the absence of the Presiding Member, the Deputy Presiding Member will perform the

functions of the Presiding Member.

- d) In the absence of both the Presiding Member and the Deputy Presiding Member, the Committee members present at the meeting are to choose one of themselves to preside at the meeting.

Meeting Procedures

Meetings:

- a) The Committee shall meet at least once per year with additional meetings scheduled as required.
- b) All meeting dates are to be provided on the Elected Member's Portal and in the Shire's meeting calendar.
- c) A Notice of Meeting including an agenda will be circulated to Committee Members at least 5 days prior to each meeting where possible. Agendas and minutes are to be circulated to all Council members at the same time that copies are normally provided to appointed Council delegates. If an emergency or circumstances require, the Presiding Member may exercise a lesser notice than 5 days.
- d) If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.
- e) The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 7 (seven) business days after each meeting, provide the Committee Members (including deputy delegates) with a copy of such minutes.
- f) Minutes are to be published on the Shire's Elected Member's Portal and if required, on the Shire's website as soon as practicable after the meeting.
- g) A Committee recommendation does not have effect unless it has been made by a simple majority. A simple majority means more than half of the members present and voting at the meeting must vote in favour of a motion. For example, if there are ten voting members present at a meeting, at least 6 must vote in favour of a motion for it to be approved, noting that the Committee has no delegated authority and consequently, any recommendation that may result in an action that commits the Shire's resources must be referred to Council through a formal report for consideration and determination.
- h) All endorsed members (or the proxy attending in lieu of the Council Member) will have one vote. The Presiding Member will have the casting vote and simple majority will prevail.

Quorum:

The quorum for a Committee meeting is at least 50% of the number of offices (whether vacant or not) of members of the committee.

Administration:

The following officers of the Shire of Nannup are responsible for the administration of this committee:

Principal Shire Officer: Community Emergency Services Manager

Deputy Shire Officer: Executive Manager Works and Services

Specifically, the Community Emergency Services Manager is responsible for the following matters:

- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings;
- Preparation (at the direction of the applicable Executive Officer), of any reports required to be forwarded to Council for a decision. Such reports shall contain the committee recommendation and any officer comment deemed necessary;
- Booking of all meetings including ensuring any catering arrangements required are in place; and
- Any other administrative tasks required to ensure the proper and smooth operation of the committee.

Authority of Establishment

This committee is established under Section 38(1) of the *Emergency Management Act 2005*. It is not a committee of Council under the *Local Government Act 1995*.

Delegated Authority

- a) The Committee has no delegated power and has no authority to implement its recommendations without approval of Council.
- b) The Committee does not have executive powers nor authority to implement actions in areas over which the Chief Executive officer (CEO) has legislative responsibility.
- c) The Committee has no authority to commit Council to the expenditure of monies.
- d) Matters requiring Council consideration will be subject to separate specific reports to Council for resolution.

Note:

Note that during an emergency the protocols contained within the Shire of Nannup Emergency Management Arrangements may see action implemented at an administrative level involving this committee. That action is in accordance with the roles and responsibilities authorised pursuant to the Shire of Nannup Emergency Management Arrangements.

Code of Conduct and Disclosure of Interest

- e) Members must comply with the Shire's Council Member, Committee Member and Candidate Code of Conduct.
- f) Members are required to declare their interests in accordance with the *Local Government Act 1995*, Section 5.65 – 5.70 with respect to disclosure of financial and proximity interests. Impartiality interests are to be declared in accordance with the *Local Government (Model Code of Conduct) Regulations 2021*, Regulation 22.

Term of Membership

The term of the membership continues until the member either resigns, the Committee is disbanded, or the next ordinary election day – whichever happens first.

Termination of the Committee shall be in accordance with the *Local Government Act 1995*.

Review

- a) The Terms of Reference shall be reviewed after each ordinary election to ensure they remain relevant and effective.
- b) Any amendments to the Terms of Reference must be approved by the Council.

Confidentiality

Members of the Committee shall maintain confidentiality on any matters that are declared confidential.

Establishment	OCM Reference	Date ToR adopted	Reviewed on	ECM #
10 November 2008			28 November 2013 (Repealed)	
OCM 22 May 2025	# 220525.7			

