



Shire of
Nannup
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Australia Day Advisory Committee

Terms of Reference

1. Introduction

The Council of the Shire of Nannup (hereinafter called "the Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Audit Advisory Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons specified in section 6.0 herein. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Council's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policies adopted from time to time by the Shire of Nannup.

2. Name

The name of the Committee shall be the **Australia Day Advisory Committee**.

3. Objectives

The objectives of the Committee will be to:

- Recommend recipients of the Australia Day Premier's Awards.
- recommend potential recipients for the title of Honorary Freeman.

4. Duties and Responsibilities of the Committee

The duties and responsibilities of the Committee will be to:

4.1 With assistance from the Community Development Officer, recommend recipients of the Australia Day Premier's Awards in the following categories.

- (i) A person 25 years or older
- (ii) A person under the age of 25 years
- (iii) A community group or event.

7. Selection Criteria

In making their selection for any co-opted members, the Committee shall take into account the following:

- 7.1 Role of the organisation being represented,
- 7.2 Evidence of a positive commitment or involvement with the relevant organisation,
- 7.3 Quality of networks within the Nannup community.

8. Meetings

The committee shall meet at least once a year (more often if required). Additional meetings shall be convened at the discretion of the presiding person.

- 8.1 Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting. If an emergency situation or circumstances require the Chairman may exercise a lesser notice than 5 days.
- 8.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on the Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.
- 8.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 business days after each meeting, provide the committee members and Council with a copy of such minutes.
- 8.4 All elected members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding can cast a second vote.

9. Reporting

Recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council by the support officer as an agenda item.

10. Presiding Member

The Committee shall be chaired by a Council elected member or his/her Deputy. The Elected Council Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Local Government Act 1995 and any Council policies, procedures or standing orders which may be in force from time to time.

Last review date:

Adopted by Council: 28 November 2013

16. Committee Decisions

Committee decisions shall not be binding on Council.

17. Officer Responsible for the Management of Committee

Specifically, the Shire Officer is responsible for the following matters:

- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings;
- Preparation of any reports required to be forwarded to Council or a Council Committee. 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.

18. Governing Legislation, Policies, Procedures and Standing Orders

This Committee is governed by:

- Section 5.3 of the *Local Government Act 1995*, Subdivision 2 – *Committees and their meetings* (parts 5.8 to 5.18)
- Regulation 16 of the *Local Government (Audit) Regulations 1996*
- Schedule 2.3 of the *Local Government Act 1995*, *When and how mayors, presidents, deputy mayors and deputy presidents are elected by council*
- Shire of Nannup's *Code of Conduct*
- Shire of Nannup's *Guidelines on the Debate of Motions Before Council*
- Shire of Nannup's *Committees Guidelines*

1. Introduction

The Shire of Nannup has established a Sustainability Advisory committee to develop a leadership role in the community. The committee will recommend to Council potential incentives, initiatives, programs and recommendations which can be introduced into daily operations, policies, forward planning and community communications.

2. Name

Sustainability Advisory Committee

3. Members and Commitment

Voting members:

- Six (6) community members will be appointed by Council
- Two (2) Members of Council

Non-voting members

- Shire of Nannup Chief Executive Officer
- Other Shire Staff (as required)
- 1 Member representing Lower Blackwood Catchments Council
- 1 Member representing Traditional Custodians
- 1 Member representing the Department Water and Rivers.
- 1 Member representing the Department of Biodiversity, Conservation and Attractions

Commitment

- Actively attend meetings in person (preferred) or virtually on a regular basis when convened in advance by the Shire.
- Be impartial in their representation during discussions and recommendations.
- Support and provide constructive input in order to see projects and activities succeed.
- Represent the Shire and the project in a professional and positive manner to the community.

4. Objectives

7. Shire Responsible for the Management of the Advisory Committee

Specifically, the Shire is responsible for the following matters:

- The Shire President, Deputy Shire President or Chief Executive Officer in that order is to be Chair at Committee meetings.
- Preparation and distribution of agendas to all members in Shire's prescribed format, inclusive of Committee members items for discussion, in advance of the meeting.
- Recording and preparation of minutes of meetings.
- Preparation of any reports to Council for consideration.
- Booking of all meetings including virtual options (where possible).

8. Declarations of Interest

- All voting members will declare any perceived or real interest on any matter that is discussed by the Committee.
- All declarations are to be declared at the beginning of the meeting.

Bush Fire Advisory Committee (BFAC)

Terms of Reference





Terms of Reference

Bush Fire Advisory Committee (BFAC)

1. Name

The name of the Committee shall be the **Bush Fire Advisory Committee** hereinafter referred to in its abbreviated form as **(BFAC)**.

2. Establishment

The Committee is established pursuant to Section 5.8 of the *Local Government Act 1995* and Section 67 of the *Bushfires Act 1954*.

3. District

The Committee shall operate within the local government boundaries of the Shire of Nannup.

4. Guiding Principles and Purpose

- The Committee will provide recommendations in accordance with the *Local Government Act 1995*, sections 5.8 through to 5.25 and in accordance with the Section 67 of the *Bush Fires Act 1954* to Council on Policy, Standards and Procedures on all matters of fire protection within the Shire of Nannup.
- The Committee shall act for and on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policies adopted from time to time by the Shire of Nannup.

5. Duties, Objectives and Responsibilities

5.1 To advise and assist Council in the effective management of Bush Fire related activities in the district by making recommendations on:

- 5.1.1 the preparation and adoption of the Bush Fire Management Plan required under the *Emergency Management Act 2005*;
- 5.1.2 ensure that required resource levels for adequate district fire protection in conjunction with Department of Fire and Emergency Services (DFES);

6. Committee Powers

- 6.1 The Committee is a formally appointed committee of Council and is responsible to the Council.
- 6.2 The Committee does not have executive powers nor authority to implement actions in areas over which the Chief Executive Officer (CEO) has legislative responsibility and does not have any delegated responsibility.
- 6.3 The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its Objectives and Duties and Responsibilities. This is in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.
- 6.4 *Delegated Powers* - The Committee has no delegated powers under *the Local Government Act 1995* and is to advise and make recommendations to Council only.
- 6.5 *General Powers* - 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.

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.

7. Membership

Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Council's local government elections are held, after which time the Council may appoint members for a further term.

In accordance with Section 5.10 of the Act, the Bush Fire Advisory Committee shall consist of the following:

7.1 Council Representative/s

One (1) Elected Member (Shire of Nannup) to be Presiding Member.

One (1) Elected Member (Shire of Nannup) to act as Deputy to Presiding Member.

Other Agencies and strategic organisations or business such as Timber Industry representatives.

7.4 Members Brigades / Members of the Public -

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.

8. Meetings

8.1 As per Shire of Nannup Policy BFC 1, the Committee shall meet on the first Monday in February, May, August and November of each year. Meetings can take place more often if required. Additional meetings shall be convened at the discretion of the Presiding Member.

8.2 The May Meeting shall be the Bush Fire Advisory Committee's Annual General Meeting.

8.3 Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting. If an emergency situation or circumstances require, the Presiding Member may exercise a lesser notice than 5 days.

8.4 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.

8.5 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall ensure that, not later than 5 business days after each meeting, provide the Committee members and Council with a copy of such unconfirmed minutes.

8.6 All Fire Control Officers (or their deputy) of the Committee shall have one vote. If the votes of the member's present are equally divided, the Presiding Member can cast the deciding vote.

9. Committee Decisions

Committee decisions are recommendations only and shall not be binding on Council.

10. Reporting and Minutes

Shall be in accordance with the *Local Government Act* Section 5.22 and 5.25, the *Local Government (Administration) Regulations 1996* (maximum 10 days) and any Council policies, procedures or standing orders which may be in force from time to time.

14. Members' Conduct

Members of the Committee are bound by the:

- Provisions of Section 5.65 of the *Local Government Act 1995*;
- Shire of Nannup Standing Orders Local Law;
- Shire of Nannup Code of Conduct (amended from time to time);
- *Local Government (Rules of Conduct) Regulations 2007* (Elected Members only); and
- Clause 34C of the *Local Government (Administration Regulations) 1996*; with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, to the extent stated, dependent upon whether they are a Councillor, Employee of Local Government or a Community Member. (**NB** community members are not bound to declare impartiality interests, unlike Councillors and Employees of Local Government nor are they bound by the Rules of Conduct Legislation).

15. Voting

Shall be in accordance with the *Local Government Act*, Section 5.21 with all voting members of the Committee entitled and required to vote (subject to financial and proximity interest provisions of the *Local Government Act*). Officers of Council servicing the Committee are not entitled to vote unless specifically approved under the charter.

16. Disclosure of Interests

- 16.1 Members of the Bush Fire Advisory Committee are required to declare their financial interests and complete a Declaration form where relevant, using the principles detailed in the *Local Government Act* Section 5.65 – 5.70 with respect to disclosure of financial, impartiality or proximity interests. ('CEO' in the LGA text means the 'Chairperson' in the Committee sense).
- 16.2 Shire employees are to disclose interests relating to any delegated functions of the Committee.
- 16.3 A member has a financial interest in a matter if it is reasonable to expect that the matter will, in a particular way, result in a financial gain, loss, benefit or detriment for the person.
- 16.4 A member has a proximity interest if the matter concerns a proposed change to a planning scheme, zoning or use of land, or a proposed development of land that adjoins the member's land.
- 16.5 The reference to an indirect financial interest of a member in a matter refers to a financial relationship between a member and another person who requires a local government decision in relation to the matter.

Amendment to the Terms of Reference

This document may be altered at any time by Council.

Adopted by Council: 28 February 2019

18. Governing Legislation, Policies, Procedures and Standing Orders

This Committee is governed by:

- Section 5.3 of the *Local Government Act 1995*, Subdivision 2 – *Committees and their meetings* (parts 5.8 to 5.18)
- Schedule 2.3 of the *Local Government Act 1995* *When and how mayors, presidents, deputy mayors and deputy presidents are elected by council*
- *Bush Fires Act 1954*
- *Shire of Nannup's Code of Conduct*
- *Shire of Nannup's Guidelines on the Debate of Motions Before Council*
- *Shire of Nannup's Committees Guidelines*

19. Approval and Amendment History

Reviewed/Modified	Reference	Date	Comment	Reviewed By
Proposed Adoption		28/02/2019	Ordinary Council Meeting	
Reviewed		22/07/2020	Acting CESM	
Reviewed	BFAC 3 May 2021	01/05/2021	Nomination of FCO's by Brigades, AGM May, Manager of Corporate and Community	BFAC
Proposed Adoption				



Local Emergency Management Committee

Terms of Reference

1. Introduction

The Council of the Shire of Nannup (hereinafter called "the Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Local Emergency Management Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons specified in Section 6.0 herein. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Council's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policies adopted from time to time by the Shire of Nannup.

2. Name

The name of the Committee shall be the **Local Emergency Management Committee**.

3. Objectives

To assist Council in the delivery of its emergency response management activities in the district by:

- 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.

Recommendations from the committee will assist Council in discharging its legislative responsibilities under the Emergency Management Act 1995.

4. Duties and Responsibilities of the Committee

The duties and responsibilities of the committee are to:

- 4.1 Form the basis of the emergency response process given an emergency situation in the district.
- 4.2 Ensure that the Local Emergency Management Arrangements and Community Recovery Plan are completed and reviewed as required under the Emergency management Act 1995.

Shire of Nannup employees (unless present on the committee representing an emergency management organisation) are non voting members of the committee.

The CEO or his/her nominee is to attend all meetings to provide advice and guidance to the committee. The local government shall provide secretarial and administrative support to the committee.

7. Selection Criteria

In making their selection for any co-opted members the Committee shall take into account the following:

- 7.1 Relevant past or present experience in the emergency management field,
- 7.2 Role of the organisation being represented,
- 7.3 Evidence of a positive commitment or involvement with the relevant emergency management organisation,
- 7.4 Quality of networks within the Nannup community.

8. Meetings

The committee shall meet at least once per year. Additional meetings shall be convened at the discretion of the presiding person.

- 8.1 Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting.
- 8.2 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.
- 8.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 business days after each meeting, provide the committee members and Council with a copy of such minutes.
- 8.4 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding can cast a second vote.

9. Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

10. Presiding Member

The Committee shall elect a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with

11. Quorum

Quorum for a meeting shall be at least 50% of the number of offices (simple majority), whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority. (Quorum requirement = 7 members)

12. Delegated Powers

The Committee has no delegated powers under the Local Government Act 1995 and is to advise and make recommendations to Council only.

Note that during an emergency situation 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.

13. Disclosure of Interests

Committee members are required to disclose a direct or indirect financial interest or a proximity interest in any matter that is relevant to the member or relevant to a person with whom the member is closely associated.

Shire employees are to disclose interests relating to delegated functions of the Committee.

A member has a financial interest in a matter if it is reasonable to expect that the matter will, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

A member has a proximity interest if the matter concerns a proposed change to a planning scheme, zoning or use of land, or a proposed development of land that adjoins the member's land.

The reference to an indirect financial interest of a member in a matter refers to a financial relationship between a member and another person who requires a local government decision in relation to the matter.

Division 6 – Disclosure of Financial Interests of the Local Government Act 1995 should be referred to in relation to disclosure of interests and their application and conversely, when some interests need not be disclosed.

The Shire Officer will provide guidance to Committee members at the time of disclosure. If in doubt, members are requested to err on the side of caution and submit a disclosure of interest form.

14. Termination of Committee and its Members

Termination of the Committee shall be:

- a) in accordance with the Local Government Act 1995; or
- b) at the direction of Council.

The term of the appointment of a Committee member continues until the member is removed from the Committee, the position becomes vacant (e.g.

HOLYOAKE

NANNUP LOCAL DRUG ACTION GROUP (LDAG)

ALCOHOL & OTHER DRUG (AOD) COMMUNITY PREVENTION
COMMUNITY RESPONSE COMMITTEE

TERMS OF REFERENCE

DATE: 18th February 2025

ENDORSED:

- To foster community engagement and cohesion whilst respecting diversity, including cultural diversity, within the Shire of Nannup.

PRINCIPLES

Members of the Nannup LDAG will conduct activity under a key set of agreed principles. These are:

- **Applying comprehensive responses to complex issues** – a balanced range of strategies and activities that aim to prevent and/or decrease the demand for, supply of, and harms associated with AOD use.
- **Promoting access and equity** – every individual has an equal right to access appropriate information, services and support in accordance with need.
- **Supporting evidence-based practice and applying innovation** – priority needs to be given to the implementation of AOD prevention strategies that are effective and supported by research, continuous quality improvement and evaluation. Where gaps in knowledge exist, innovation should be embraced to build the evidence base for effective interventions and approaches applicable to Western Australia.
- **Developing and maintaining effective partnerships** – partnerships need to be developed and maintained between relevant government and non-government agencies and the community. This includes the effective coordination of action at local, regional, state and national levels.
- **Promoting participation** - consumer, community and key stakeholder participation is essential to facilitate the ongoing development of appropriate AOD prevention programs and services in the community.
- **Being responsive to emerging issues** – AOD prevention policies and programs must have the flexibility to respond to new and emerging issues, and the changing needs of government, the community and the sector.
- **Promoting sustainable change** – the impact of AOD prevention programs needs to achieve longer-term change with planned sustainability that balances current and future demands.

KEY DELIVERABLES

Through activities undertaken by the Committee and initiatives identified within the Nannup LDAG Community Response Plan, the Nannup LDAG will:

- *Provide a coordinated and collaborative forum to identify prioritised AOD related community concerns;*
- *Promote the identification of barriers to the successful implementation of appropriate AOD prevention programs and initiatives and develop potential responses suitable to the target population.*
- *Develop, implement and evaluate appropriate AOD prevention actions and initiatives to address identified local AOD related harms.*

MEMBER RESPONSIBILITIES

Chairperson

Chairs each meeting and is authorised to speak on behalf of the group in matters relating to activities undertaken by the Nannup LDAG. A Nannup Shire Council member is to serve as the Chair to provide leadership and alignment with Council objectives for a minimum 12-month term and receive a \$200 annual honorarium for their service to the group. The Chairperson has elected to donate this honorarium to the committee to be used for catering purposes.

Two Nannup Shire Council representatives are available to act as proxy Chairperson in the event that the elected Chairperson is an apology.

Holyoake's regional Community Engagement Officer will be ineligible to take the permanent role of Chairperson but may act as the proxy Chairperson in the event that the elected Chairperson or proxies are all apologies for a meeting.

Secretary

The Shire of Nannup will provide a Shire Officer to take on the role of Secretariat, ensuring that meeting minutes are accurately recorded and submitted to Council. The Shire Officer will also record minutes of group meetings, maintain an up-to-date catalogue of documents and be a central point of contact for the group.

Members

Members of the Nannup LDAG will:

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

CONFIDENTIALITY AND NON-DISCLOSURE

Due to the sensitive nature of some of the information discussed, members of the Nannup LDAG abide the following terms in regards to confidentiality and non-disclosure.

Members will not:

- Disclose identifying or personal information of any committee member, community member or agency client;

MEMBER COMMITMENT

"I, the undersigned, agree to participate in the Nannup LDAG and agree to abide by the terms and conditions as outlined in the Terms of Reference".

MEMBER NAME	ORGANISATION (if applicable)	SIGNATURE	DATE