



Committee Book

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City of Bunbury

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Western Australia

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Committees of Council

Please note Council Decision 335/13 from the Ordinary Meeting held on 26 November 2013 when administering Committees of Council states:

“That Council:

- 1. Request that the Committees retained appoint a Councillor as the Presiding Member to enable more effective reporting back to Council in relation to Committee items and recommendations.*
- 2. Require that the Minutes of all Committees are to be provided to Council for noting with a separate report being provided on all items requiring a resolution of Council.*
- 3. Require each Committee to set an annual meeting program which will be advertised to enable members of the public to attend.*
- 4. Require all agendas for each of the Committees to be made available on the Council’s website and distributed to all Councillors prior to each meeting.*
- 5. Request that each of the Committees commence a review of their terms of reference in March 2015 to enable a complete review of the operations to be completed prior to the next Ordinary Elections.”*

NB: Review of Committees completed as per Council Decision 240/15.

Please note Council Decision 440/17 from the Ordinary Meeting held on 12 December 2017 in relation to non-member Councillor representation on Council Committees and external board/committees and working groups:

“That Council nominates all non-member Councillors as:

- Deputy committee members for committees that have been established with section 5.8 of the Local Government Act 1995;*
- Proxy members for any external board/committee with Council representation as well as any working group established by the Council.”*

NB: This will help ensure that quorums are maintained for formal Council committees, and that representation continues on external boards where Council is represented.

Audit Committee

This Group reports to: City of Bunbury

Purpose

The Audit Committee is required to be established by Council in response to the provisions of Section 7.1A of the *Local Government Act 1995* – composition is to be no less than three (3) elected members and any number of other persons provided that the ‘majority’ of members are members of the Council. The CEO and City employees are not to be appointed as voting members of the committee.

Committee Members (voting):

The Mayor Gary Brennan
Councillor Jaysen Miguel (Deputy Mayor)
Councillor Michelle Steck
Mr Stephen Foster – Community Member
Mr John Barratt – Community member

Ex-officio Members (non-voting):

Nil

Support Staff

Professional/Technical Advice:

- Manager Governance
- Manager Finance

Executive Officer:

- Manager Governance

Contact Details: ggolinski@bunbury.wa.gov.au 9792 7273

Nominated Budget Officer

- Manager Governance

Term of Office

The term for a ‘Standing Committee’ of the Council is ongoing. The Committee will need to be formally re-appointed by Council following Election Day in 19 October 2019.

Terms of Reference (as adopted 18/09/2018 Decision 275/18)

The duties and responsibilities of the committee will be:

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits and matters related to financial management;
- b) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;

- c) Liaise with the CEO to ensure that the local government does everything in its power to:
 - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously;
- d) Examine the reports of the auditor after receiving a report from the CEO on the matters to:
 - determine if any matters raised require action to be taken by the local government; and
 - oversee the implementation of any action so determined in respect of those matters;
- e) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
- f) Review the scope of the internal audit plan and program and its effectiveness;
- g) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO;
- h) Review the level of resources allocated to internal audit and the scope of its authority;
- i) Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;
- j) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
- k) Review the local government's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements; and
 - significant variances from prior years;
- l) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- m) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
- n) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;
- o) Review the annual Compliance Audit Return and report to the council the results of that review,
- p) Having regard to the culture and capability of the organisation, consider the CEO's reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews;

- q) Monitor and advise the CEO when the CEO is carrying out functions in relation to a review of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance;
- r) Oversee the implementation of any action required following receipt of the review of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance;
- s) Monitor and advise the CEO when the CEO is carrying out functions in relation to a review of the appropriateness and effectiveness of the financial management systems and procedures;
- t) Oversee the implementation of any action required following receipt of a review of the appropriateness and effectiveness of the financial management systems and procedures.

Committee Membership Composition (*section 7.1A Local Government Act 1995*)

- Three elected members;
- Any number of other persons provided that the 'majority' of members are members of the Council;
- The CEO and City employees are not to be appointed as voting members of the committee.

Bunbury RoadWise Committee

This Group reports to: City of Bunbury and Local Government Road Safety Council

Purpose

This committee reports to both the Bunbury City Council and the Coordinator of the RoadWise Programme overseen by the Local Government Road Safety Council.

The Bunbury RoadWise Committee is a committee of Council that the Council is obligated to establish in order to meet the objectives of the Local Government Road Safety Strategy (issued by the State Government's Office of Road Safety).

Over seventy local governments state wide actively promote road safety through a RoadWise Committee. Each committee is responsible to its particular local government, as a group the committees lobby State government through the RoadWise Coordinator base at WALGA.

Committee Members:

Councillor Karen Steele

Organisations/Community Members:

Representative Bunbury Police

Representative St John Ambulance

Representative SDERA

Representative RAC

Representative Department of Fire and Emergency Services

Representative Main Roads WA

Representative Department of Transport

Representative South West Youth Driver Development Program

Road Safety Advisor

Mr Brad Brooksby – Community Member

Mr Nathan Locke – Community member

Non-voting

Manager Engineering and Civil Operations (City of Bunbury)

Support Staff

Professional/Technical Advice:

- Manager Engineering & Civil Operations
- Regional Road Safety Officer

Executive Officer:

- Director Works and Services
Contact details: gharris@bunbury.wa.gov.au 9792 7037

Nominated Budget Officer

- Director Works and Services

Term of Office

The term for a 'Standing Committee' of the Council is ongoing. The Committee will need to be formally re-appointed by Council following Election Day in 19 October 2019.

Terms of Reference *(as adopted 16 May 2017 Decision 178/17)*

To plan, develop, implement and evaluate road safety programs and initiatives within the City of Bunbury:

- *Improve road safety; within the City of Bunbury*
- *Raise community awareness of road safety issues and initiatives with the City of Bunbury*
- *Facilitate community planning, development and implementation of road safety programs and promotions.*
- *Develop and deliver programs and initiatives which target groups and issues identified in the State Road Safety Strategy.*
- *Quorum reduced to 4 voting members (as adopted 7/03/17 Council Decision 84/17).*

Committee Membership Composition *(as adopted 16/05/17 Decision 178/17)*

- Two elected members;
- Up to twelve community representatives with preference given to the police, emergency services, educational institutions, government and insurance agencies and special interest groups, ie Blind Association or Roadskills Australia etc.

CEO Performance Review Panel

This Group reports to: Bunbury City Council

Purpose

The CEO Performance Review Panel exists as a legal requirement under the terms of the Chief Executive Officer's contract of employment.

Committee Members (voting):

The Mayor, Gary Brennan
Deputy Mayor Jaysen Miguel
Councillor Betty McCleary
Councillor James Hayward

Support Staff

Executive Officer:

- Chief Executive Officer
Contact Details: malo@bunbury.wa.gov.au 9792 7031

Nominated Budget Officer

- Chief Executive Officer

Term of Office

The term for a 'Standing Committee' of the Council is ongoing. The Committee will need to be formally re-appointed by Council following Election Day in 19 October 2019.

Terms of Reference

Undertake the annual performance and salary review for the CEO and report to Council.

Committee Membership Composition *(Council Policy: Annual Performance Appraisal and Salary Review)*

- The Committee must comprise at least one Elected Member who has prior experience in performance management, human resources management, or has worked in a senior management capacity.
- The CEO is entitled to select an Elected Member as a member of the Committee.
- Currently four elected members.

Disability Access and Inclusion Committee

This Group reports to: City of Bunbury

Purpose

This committee was formerly known as the Disability Advisory Committee, and the Community Access Committee. It was established by the Council in response to the provisions of the *WA Disability Services Act 1993*. It advises Council on matters of access and monitors implementation of the *Disability Access and Inclusion Plan* for City of Bunbury buildings, facilities, services and information.

Committee Members (voting):

Councillor Brendan Kelly
Councillor Michelle Steck
Councillor Karen Steele

Community Members (voting):

Paul D'Vorak
Kathryn Hewitt
Jethro Hepton

Executive Members (voting):

Chief Executive Officer
Director Works and Services
Director Planning and Development Services
Director Corporate and Community

Ex-officio Members (non-voting):

Community Access Officer (changed 17 April 2018 Council Decision 115/18)

Support Staff

Professional/Technical Advice:

- Community Access Officer
- Engineering Technical Officer
- Team Leader Parking Operations

Executive Officer:

- Director Corporate & Community Services
Contact details: saddisonbrown@bunbury.wa.gov.au 9792 7105

Nominated Budget Officer

- Director Corporate & Community Services

Term of Office

The term for a 'Standing Committee' of the Council is ongoing. The Committee will need to be formally re-appointed by Council following Election Day in 19 October 2019.

Terms of Reference *(as adopted 16/05/2017 Decision 179/17)*

The Disability Access and Inclusion Committee has been established:

1. To provide an oversight role in the development and implementation of the statutory requirements of the Disability Access and Inclusion Plan (DAIP);
2. To review progress of the organisation in the achievement of the objectives of the DAIP;
3. To review the Statutory Reports required under the DAIP;
4. To review the progress of the organisation in relation to progress against the objectives of the Community Strategic Plan as it relates to MARCIA;
5. To review any reports provided by the Disability Access and Inclusion Community Reference Group.

Committee Membership Composition *(as adopted 16/05/2017 Decision 179/17)*

- Three elected members;
- Three community members with expertise/experience in relevant areas;
- Chief Executive Officer;
- Executive Leadership Team;
- Community Access Officer.

Heritage Advisory Committee

This Group reports to: City of Bunbury

Purpose

To provide for information exchange between Council and the general community on heritage matters.

Committee Members (voting):

Councillor Brendan Kelly
Councillor Tresslyn Smith
Mr Bernhard Bischoff
Mr Kent Lyon
Mr Raymond Parks
Mr Morris Johnston
Mr Peter Suckling
Mrs Del Ambrosius

Ex-officio Members (non-voting):

Representatives from organisations may attend meetings by invitation in an ex-officio capacity to provide information.

Support Staff

Professional/Technical Advice:

- Strategic Planning Officer (Heritage)
- Regional Heritage Advisor
- Relevant Directors and Managers as required

Executive Officer:

- Director Planning and Development Services
Contact Details: gbarbour@bunbury.wa.gov.au 9792 7234

Nominated Budget Officer

- Director Planning and Development Services

Term of Office

The term for a 'Standing Committee' of the Council is ongoing. The Committee will need to be formally re-appointed by Council following Election Day in 19 October 2019.

Terms of Reference *(as adopted 31/05/16 Decision 181/16)*

The Heritage Advisory Committee is to provide heritage advice on:

City-owned heritage assets

strategic and statutory planning instruments

promotion and education of heritage

enhancement of economic development and tourism opportunities

matters raised by the general community

Committee Membership Composition *(as adopted 31/10/17 Decision 388/17)*

- Two elected members;
- Seven community members with expertise/experience in relevant areas.

International Relations Committee

Purpose

To provide advice and support in the ongoing development of relationships and strategic opportunities with Setagaya, Japan, Jiaying, China and Nha Trang, Vietnam.

Committee Members (voting)

Mayor Gary Brennan
Councillor Tresslyn Smith

Community Members (voting)

Mr Paul Springate
Ms Felicity Farnell
Ms Amanda Yip
Ms Pauline Vukelic
Ms Valda Smith

Ex-officio Members (non-voting)

One member from the South West Development Commission
One member from Edith Cowan University South West Campus
One member from the Bunbury-Jiaying Business Office

Support Staff

Professional/Technical Advice:

- Senior Officer International Relations

Executive Officer:

- Director Planning and Development Services
Contact details: gbarbour@bunbury.wa.gov.au 9792 7234

Nominated Budget Officer

- Director Planning and Development Services

Term of Office

The term for a 'Standing Committee' of the Council is ongoing. The Committee will need to be formally re-appointed by Council following Election Day in 19 October 2019.

Terms of Reference (Reviewed by the International Relations Committee 23/02/2017 – no changes recommended as adopted 04/08/15 Decision 280/15)

1. To facilitate, support and promote cultural, sporting, education, tourism and economic partnership opportunities between Bunbury and its international partners including but not limited to its Sister City and Friendship City relationships.

2. *To encourage, through Sister City and other international relationships, greater understanding and friendship between City of Bunbury residents and participating cities and in doing so contribute to the mutual benefit of all communities involved;*
3. *To foster the involvement of commercial, educational and community organisations in various aspects of international relationships and to encourage the development of special links with overseas counterparts;*
4. *To promote Bunbury's international relationships to the wider community, in turn increasing community awareness and participation;*
5. *To advise Council on issues of importance and provide ideas for extending affiliations and developing new international partnerships;*
6. *To ensure all communications to Mayors of Bunbury's international partners are undertaken through the Office of the Mayor.*

Committee Membership Composition (as adopted 31/10/2017 Decision 389/17)

- Two elected members;
- Five community members;
- Three ex-officio roles –South West Development Commission, Edith Cowan University South West Campus, Bunbury-Jiaxing Business Office.

Policy Review and Development (Standing) Committee

Purpose

To review all existing Bunbury City Council policies, and facilitate the development of new policies for consideration by Council on an ongoing basis.

Committee Members (voting):

The Mayor, Mr Gary Brennan
Councillor Jaysen Miguel (Deputy Mayor)
Councillor Todd Brown
Councillor James Hayward

Ex-officio Members (non-voting):

Chief Executive Officer

Support Staff

Professional/Technical Advice:

- Manager Governance
- Relevant Directors and Managers as required

Executive Officer:

- Chief Executive Officer

Contact Details: malo@bunbury.wa.gov.au 9792 7031

Nominated Budget Officer

- Chief Executive Officer

Term of Office

The term for a 'Standing Committee' of the Council is ongoing. The Committee will need to be formally re-appointed by Council following Election Day in 19 October 2019.

Terms of Reference (as adopted 23/01/2018 Decision 19/18)

1. To review all existing Bunbury City Council policies within a two year period, in line with the local government election cycle and facilitate the development of new policies for consideration by Council on an ongoing basis.
2. To make recommendations to Council on matters of policy, policy and local law review and policy and local law development.
3. To explore opportunities that promote policy development in all areas that are within Council's jurisdiction.
4. To allow any draft policy developed and fully considered by another Advisory Committee of Council to be referred directly to Council for consideration.
5. To provide Bunbury City Councillors with assistance and support to develop new Council policies.

Committee Membership Composition *(as adopted 23/01/2018 Decision 19/18)*

- Four elected members;
- One representative from Bunbury Geographe Chamber of Commerce and Industry.

Youth Advisory Council (Formal)

Purpose

To provide guidance to the Council on issues affecting the youth of the Bunbury Region, and to assist and be actively involved in youth driven initiatives.

Elected Members (non voting)

Councillor Todd Brown
Councillor Sam Morris

Committee Members (voting)

Mr Alecander Barber
Ms Maddison Brunning
Ms Bella Burgemeister
Ms Georgina Dowd
Ms Rhiannan Edwards
Mr Dylan Fryer
Ms Natareen Djeri Nganga
Mr Stephen May
Ms Cassidy Mcguire
Ms Meg Read
Mr Sean Smith
Mr Sean van der Wielen
Ms Matilda Wilson
Mr Jack Manoni

Ex-officio Members (non-voting)

Nil

Quorum requirements

Seven (7) members

Support Staff

Professional/Technical Advice:

- Community Development Officer (Youth)

Executive Officer:

- Director Corporate and Community Services
Contact details: saddisonbrown@bunbury.wa.gov.au 9792 7105

Nominated Budget Officer

- Director Corporate and Community Services

Term of Office

The term for a 'Standing Committee' of the Council is ongoing. The Committee will need to be formally re-appointed by Council following Election Day in 19 October 2019.

Terms of Reference *(as adopted 03/03/15 Council Decision 65/15)*

1. To identify and advise on youth trends, gaps and opportunities in the Bunbury area.
2. To advise Council on the development of policies that is responsive to the needs of youth.
3. To engage with the young people of the Bunbury area to draw consultation and feedback on youth trends, opportunities and gaps to present to Council.
4. To assist and be actively involved in the ongoing development and delivery of youth targeted projects, programs and events. (Annually: Australia Day and National Youth Week).
5. To engage with the wider youth community to create/look for partnerships and opportunities to support young people in the areas of upskilling, youth leadership and the active involvement for youth driven initiatives.

Formation, meetings and general procedures *(as adopted 19/02/2019 Decision 035/19)*

1. The formation and conduct of the Bunbury Youth Advisory Council is to be as determined by the Bunbury City Council in accordance with the requirements of the Local Government Act 1995 and any other statutory requirements e.g. Section 20 of the City of Bunbury Standing Orders Local Law, except the requirement of the Standing Orders in relation to a 'quorum' for the meeting.
2. The quorum for the meeting of the committee is set at 5 voting members of the Youth Advisory Council Committee.
3. The term of membership on the committee shall be a two year period with membership reviewed and elections held for new members to coincide with biennial Local Government Elections.
4. Members shall act in the best interests of the committee and their represented organisation at all times.
5. The committee will meet quarterly.
6. Committee members will be relieved of the requirement to attend the quarterly meetings by requesting a leave of absence.
7. Should a committee member fail to attend two consecutive meetings without a leave of absence or apology, unless the failure was due to a reason approved by the committee, their membership will be ceased subject to ratification of the committee.

Committee Membership Composition *(as adopted 7/3/2017 Decision 73/17)*

- Two elected members (non voting);
- Up to fourteen (14) representatives of Bunbury youth.

Reference / Working Groups

List of Current Reference / Working Groups

Group Name	Elected Members Appointed	Responsible Directorate
Asset Working Group	The Mayor Gary Brennan Councillor Jason Miguel (Deputy Mayor)	Director Works & Services
Bunbury Event Advisory Group <i>*ToR - Council Decision 300/17, 08/08/17</i>	Councillor Michelle Steck Councillor Monique Warnock Councillor Karen Steele	Director Corporate & Community
Bunbury Marketing Coordination Group	<i>*pending confirmation with the Bunbury Chamber of Commerce and Industry*</i>	Director Corporate & Community
Community Environmental Reference Group	<i>*notification of upcoming meetings included in the Councillor diary to enable Elected Members to attend where there is interest to do so (CD12/18)</i>	Director Planning & Development Services
Community Funding Panel <i>*see Res 137/18 which combined 2 panels</i>	Councillor Betty McCleary Councillor Karen Steele Councillor Jaysen Miguel	Director Corporate & Community
Arts Development Grant Funding Panel	Councillor Betty McCleary Councillor Tresslyn Smith Councillor Karen Steele	Director Corporate & Community
Stakeholder Engagement and Marketing Strategy Working Group	The Mayor Gary Brennan Councillor Monique Warnock Councillor Joel McGuinness	Office of the CEO
Innovation and Technology Advisory Group <i>*ToR - Council Decision 32/18, 06/02/2018</i>	The Mayor Gary Brennan Councillor Sam Morris Councillor Monique Warnock Councillor Todd Brown Councillor James Hayward Councillor Jason Miguel Councillor Tresslyn Smith	Director Corporate & Community
Youth Reference Group	Nil	Director Corporate & Community
CBD Activation Advisory Group	Nil	Director Corporate & Community
Racecourses Local Area Planning Project Steering Group <i>*ToR – Council Decision 347/16,</i>	Councillor Jaysen Miguel (Deputy Mayor)	Director Planning & Development Services

Group Name	Elected Members Appointed	Responsible Directorate
<i>20/09/16</i>		
Withers Urban Renewal Steering Group	Nil	Director Planning & Development Services
Withers Urban Renewal Program Community Reference Group	Nil	Director Planning & Development Services
Withers Urban Renewal Working Group	Nil	Director Planning & Development Services
SWSC User Reference Group <i>*ToR and membership adopted 1 May 2018</i>	Nil	Director Corporate and Community Services

External Groups and Boards of Management with Council Representation

List of External Groups and Boards of Management with Council Representation

External Group / Board of Management	Council Representative
Bunbury Alcohol Accord Committee	Councillor Monique Warncock <i>Proxy</i> Councillor Michelle Steck
Bunbury-Harvey Regional Council	Councillor Murray Cook Councillor Betty McCleary Councillor James Hayward <i>Proxy</i> Councillor Jaysen Miguel <i>Proxy</i> Councillor Tresslyn Smith
Bunbury Local Emergency Management Committee	Councillor Tresslyn Smith
Bunbury Meals on Wheels and Senior Citizens Management Committee	Councillor Tresslyn Smith
Bunbury Port Community Liaison Committee	Councillor Monique Warnock (Council Decision 189/17) <i>Proxy</i> Chief Executive Officer or delegate
Bunbury Regional Theatre Inc	Councillor Brendan Kelly <i>Proxy</i> Councillor Karen Steele
Bunbury Sub-Regional Strategy Steering Group (16/04/19 Council Decision 102/19)	Councillor Todd Brown
Dolphin Discovery Centre Management Committee	Councillor Sam Morris <i>Proxy</i> Councillor Joel McGuinness
Morrissey Homestead Inc.	Councillor Tresslyn Smith
Peron Naturaliste Partnership Incorporated	Councillor Tresslyn Smith
South West Regional Road Group	Councillor Betty McCleary <i>Proxy</i> Councillor Karen Steele
South West Women's Health Information Centre Management Committee	Councillor Michelle Steck <i>Proxy</i> Councillor Betty McCleary
South West Country Zone of WALGA Committee	Councillor Tresslyn Smith <i>Proxy</i> Councillor Michelle Steck
*Southern Joint Development Assessment Panel	Councillor Betty McCleary Councillor Murray Cook <i>Alternate</i> Mayor Gary Brennan <i>Alternate</i> Councillor Michelle Steck
Worsley Community Liaison Committee	Councillor Joel McGuinness <i>Proxy</i> Councillor Michelle Steck

**As appointed by the Minister for Planning; 2 year term expiring 26 January 2020, aligned with the local government election October 2019.*