



# Shire of Busselton

*Geographe Bay*

## **Information Booklet on Committees and Appointments**

***Version 1***

***2007/08***

Current as at December 2007

## SHIRE OF BUSSELTON

### INFORMATION BOOKLET ON COMMITTEES AND APPOINTMENTS

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## 1. **INTRODUCTION**

This booklet contains information regarding the responsibilities, including delegated powers, of Committees constituted by the Busselton Shire Council pursuant to the Local Government Act 1995.

There are five committees constituted by the Busselton Shire Council that are currently operating, two management and three advisory. Management and Advisory Committees consist of both Councillor and Community members. Management Committees have delegated powers, while Advisory Committees provide advice to Council only.

### **APPOINTMENTS AND TERMINATIONS**

<b><u>Committee</u></b>	<b><u>Appointment Date</u></b>	<b><u>Termination Date</u></b>
Bush Fires Management Committee	12 December, 2007	17 October, 2009
Meelup Regional Park Management Committee	12 December, 2007	17 October, 2009
Heritage Advisory Committee	12 December, 2007	17 October, 2009
Busselton Jetty Advisory Committee	31 October, 2007	17 October, 2009
Shire of Busselton Audit Committee	12 December, 2007	17 October, 2009

### **OFFICER RESPONSIBLE**

<b><u>Committee</u></b>	<b><u>Officer Responsible</u></b>
Bush Fires Management Committee	Tim Wall
Meelup Regional Park Management Committee	Jason Vaughan
Heritage Advisory Committee	Lorna Secrett
Busselton Jetty Advisory Committee	Oliver Darby
Shire of Busselton Audit Committee	Darren Whitby

## 2. MANAGEMENT COMMITTEES

### 2.1 BUSH FIRES MANAGEMENT COMMITTEE

- \* Constituted by Council on 12 December, 2007.
- \* Delegation reviewed by Council on 25 June, 2008.

#### Instrument of Appointment & Delegation

##### 1. Introduction

The Council of the Shire of Busselton (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(1)(c) of the Local Government Act 1995, such committee to be known as the Bush Fires Management Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on 17 October, 2009, 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, relevant provisions of the Bush Fires Act 1954, local laws and policies of the Shire of Busselton and this Instrument.

##### 2.0 Name

The name of the Committee shall be the Bush Fires Management Committee.

##### 3.0 Objectives

3.1 To provide advice to Council in regard to all matters relating to bush fire control, prevention and management, including recommendation on the annual firebreak requirements, capital (equipment) purchase, review of firefighting/prevention practices and firefighting training.

3.2 To develop a bush fire strategic plan incorporating plant, firebreak order development process and strategic firebreak development, to be endorsed by Council.

3.3 To care for, control and manage the bush fire risk within the district of the Shire of Busselton.

##### 4.0 Membership

Three Elected Members shall be appointed to the Committee.

The Fire Control Officer from each of the Shire's brigades shall (by virtue of the office held) be appointed to the Committee. Other members of the

committee will be a representative from each of FESA and CALM (to nominate representatives).

Other persons (or representatives of organisations) may participate in meetings of the Committee (or any sub committees the Committee may establish) as determined by an ordinary majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

Elected Members – Cr Anne Ryan, Cr Bethwyn Hastie and Cr Rob Underdown.

Fire Control Officers – FCO of the following brigades: Wilyabrup BFB; Yallingup Rural BFB; FESA Busselton Townsite; Dunsborough Fire Station; Sussex BFB; Ambergate BFB; Boallia BFB; Carburnup BFB; Dunsborough BFB; Eagle Bay BFB; Hithergreen BFB; Jarrahwood BFB; Jindong BFB; Vasse BFB; Kaloorup BFB; Metricup BFB; North Acton Park BFB; South Acton Park BFB; Ruabon BFB; Tutunup BFB; Yallingup Coastal BFB; Yallingup Siding BFB; Yalyalup BFB; Yoongarillup BFB.

#### 5.0 Presiding Member

The Committee shall appoint 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 the Shire of Busselton Standing Orders Local Law.

#### 6.0 Meetings

The Committee shall meet at least twice annually, once at the beginning and once at the end of the bush fire season, as a minimum.

6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.

6.2 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, who will appoint a replacement for the balance of the Committee's term of appointment.

6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the format identified in the Shire of Busselton Standing Orders local law and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.

6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding can cast a second vote.

#### 7.0 Quorum

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

## 8.0 Delegated Powers

The Bush Fires Management Committee is delegated authority to:

Exercise the powers and discharge the duties of the local government as they relate specifically to the risk of bush fire in the district, in accordance with the Bush Fires Strategic Plan and Council's budget.

## 9.0 Conditions

9.1 The committee shall not enter into a contract or other commitment or undertaking without first having the express authorisation of the Council to do so.

9.2 The committee is required to submit a draft budget of income and expenditure for the ensuing financial year in April of each year and it shall have due regard to the actual budget adopted by Council.

9.3 All monies received by the committee shall be so received on behalf of Council and shall be managed in accordance with Local Government Accounting Regulations and AAS27.

9.4 All procurements to be made using Council's current purchasing procedures.

9.5 All procurements in excess of \$1,000 to be endorsed by the Chief Executive Officer prior to an official Council order being lodged.

## 10.0 Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995; and
- b) At the direction of Council, not exceeding 17 October, 2009.

## 11.0 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

## 12.0 Committee Recommendations/Decisions

Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect. Decisions made under delegated authority shall not be binding on Council if such decisions are in conflict with the delegated powers.

## 2.2 MEELUP REGIONAL PARK MANAGEMENT COMMITTEE

- \* Constituted by Council on 12 December, 2007.
- \* Membership requirements updated by Council on 11 June, 2008.
- \* Delegation reviewed by Council on 25 June, 2008.

### Instrument of Appointment & Delegation

#### 1. Introduction

The Council of the Shire of Busselton (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(1)(c) of the Local Government Act 1995, such committee to be known as the Meelup Regional Park Management Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on 17 October, 2009, 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 of the Shire of Busselton and this Instrument.

#### 2.0 Name

The name of the Committee shall be the Meelup Regional Park Management Committee.

#### 3.0 Objectives

3.1 To develop a strategic plan for the regional park that ties into Council's Strategic Plan, to be endorsed by Council, and to annually review the five-year plan of capital and operating expenditure and income, to be endorsed by Council.

3.2 Care for, control and manage all areas of Meelup Regional Park (except any areas specifically excluded by Council).

#### 4.0 Membership

2 Elected Members shall be appointed to the Committee.

6 Community Members shall be appointed to the Committee.

Deputy Members may be appointed as required.

Other persons (or representatives of organisations) may participate in meetings of the Committee (or any sub committees the Committee may establish) as determined by an ordinary majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

Elected Members – Cr Don Hanran-Smith and Cr David Binks.

Community Members – Don McDonald, John Winchcombe, Nik Selheim, Shirley Fisher and Andrew Webb, 1 vacancy.

Deputy Members - John Slee and Jill Moyes.

#### 5.0 Presiding Member

The Committee shall appoint 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 the Shire of Busselton Standing Orders Local Law.

#### 6.0 Meetings

The Committee shall meet at least six times annually, and shall report to Council on a bi-monthly basis as a minimum.

6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.

6.2 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, who will appoint a replacement for the balance of the Committee's term of appointment.

6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the format identified in the Shire of Busselton Standing Orders local law and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.

6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding can cast a second vote.

#### 7.0 Quorum

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

#### 8.0 Delegated Powers

The Meelup Regional Park Management Committee is delegated authority to:

Exercise the powers and discharge the duties of the local government under Section 3.54(1) of the Local Government Act 1995 as they relate specifically to Meelup Regional Park, in accordance with the Shire's Strategic Plan, Park's management plan and Council's budget, with the exceptions that:

a) normal maintenance and servicing (eg. building maintenance and operations, maintenance of grassed areas and surrounds, rubbish removal, etc) of the coastal foreshore recreation areas at the localities

of Eagle Bay, Meelup Beach and Castle Rock are to be undertaken by the Shire; and

- b) all law enforcement (eg bush fire control, litter control, etc) is to be exercised by the Shire's Ranger and Fire Services.

#### 9.0 Conditions

9.1 The committee is required to submit a draft budget of income and expenditure for the ensuing financial year in April of each year and it shall have due regard to the actual budget adopted by Council.

9.2 All monies received by the committee shall be so received on behalf of Council and shall be managed in accordance with Local Government Accounting Regulations and AAS27.

9.3 All procurements to be made using Council's current purchasing procedures.

#### 10.0 Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995; and
- b) At the direction of Council, not exceeding 17 October, 2009.

#### 11.0 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

#### 12.0 Committee Recommendations/Decisions

Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect. Decisions made under delegated authority shall not be binding on Council if such decisions are in conflict with the delegated powers.

### 3. ADVISORY COMMITTEES

#### 3.1 HERITAGE ADVISORY COMMITTEE

\* Constituted by Council on 12 December, 2007.

##### Instrument of Appointment & Delegation

#### 1. Introduction

The Council of the Shire of Busselton (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8 and 5.9(2)(c) of the Local Government Act 1995, such committee to be known as the Heritage Advisory Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on 17 October, 2009, 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, Heritage of Western Australia Act 1990, local laws and policies of the Shire of Busselton and this Instrument.

#### 2.0 Name

The name of the Committee shall be the Heritage Advisory Committee.

#### 3.0 Objectives

3.1 At Council's request to recommend to Council a list of places for entry onto the Shire's Municipal Inventory of Heritage Places, in accordance with the provisions of the Heritage of Western Australia Act 1990.

3.2 To advise Council on the conservation values of heritage places, as requested by Council.

3.3 To develop a Heritage Strategy for the Shire of Busselton to include but not be limited to the following areas:

- a) A long-term heritage management strategy;
- b) The review of the municipal heritage inventory and the management categories within the inventory;
- c) Community education on heritage issues;
- d) Heritage conservation incentive schemes including awards and loan schemes;
- e) Process for the review and adjustment of the Shire's Town Planning Scheme to incorporate heritage issues as they are identified.

#### 4.0 Membership

2 Elected Members;  
The WA Heritage Council's Regional Heritage Advisor;  
A representative of the Busselton Historical Society;  
A representative of the National Trust of Australia;  
A representative of Wonnerup Residents' Association;  
2 Community Members.

Other persons (or representatives of organisations) may participate in meetings of the Committee (or any sub committees the Committee may establish) as determined by an ordinary majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

Elected Members – Cr Bethwyn Hastie, Cr Anne Ryan.

WA Heritage Council Regional Heritage Advisor – Naomi Lawrence.

Organisation Representatives and Community Members – Mrs Valma Baker, Ms Judi Murray, Ms Isabel Willmott, Ms Anne Gardiner, Vacancy.

#### 5.0 Presiding Member

The Committee shall appoint 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 the Shire of Busselton Standing Orders Local Law.

#### 6.0 Meetings

The Committee shall meet at least once annually.

6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.

6.2 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, who will appoint a replacement for the balance of the Committee's term of appointment.

6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the format identified in the Shire of Busselton Standing Orders local law and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.

6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding can cast a second vote.

### 7.0 Quorum

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

### 8.0 Delegated Powers

Nil.

The Heritage Advisory Committee has been established as an Advisory Committee only as does not have any delegated powers.

### 9.0 Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995; and
- b) At the direction of Council, not exceeding 17 October, 2009.

### 10.0 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

### 11.0 Committee Recommendations

Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.

### 3.2 BUSSELTON JETTY ADVISORY COMMITTEE

- \* Constituted by Council on 31 October, 2007.
- \* Requirements updated by Council on 12 December, 2007.

#### Instrument of Appointment & Delegation

##### 1. Introduction

The Council of the Shire of Busselton (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8 and 5.9(2)(c) of the Local Government Act 1995, such committee to be known as the Busselton Jetty Advisory Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on 17 October, 2009, 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 of the Shire of Busselton and this Instrument.

##### 2.0 Name

The name of the Committee shall be the Busselton Jetty Advisory Committee.

##### 3.0 Objectives

3.1 To develop/review a restoration and management plan for the Busselton Jetty and the Scout Road boat ramp, to be endorsed by Council.

3.2 To advise Council on any relevant aspects of the day to day management and capital improvement of the Busselton Jetty and the Scout Road boat ramp where appropriate, and to undertake tasks as set by the Council, which may include, but not be limited to:

- a) identifying and seeking sources of funding for works to be undertaken on the jetty;
- b) setting priorities for the management and maintenance of the jetty and Scout Road boat ramp; and
- c) implementing plans that have been approved by the Council.

In order for any tasks to be undertaken, the Committee will require a specific brief from the Council.

#### 4.0 Membership

4 Elected Members shall be appointed to the Committee.

3 Executive Members of the Busselton Jetty Environment and Conservation Association shall be appointed to the Committee.

2 Community Members shall be appointed to the Committee.

Other persons (or representatives of organisations) may participate in meetings of the Committee (or any sub committees the Committee may establish) as determined by an ordinary majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

Elected Members – Shire President (Cr Wes Hartley), Cr Anne Ryan, Cr John Triplett, Cr Rod Wheeler.

BJECA Members - President Mr Roy Morris, Deputy President Mr Trevor Fitzgerald, Executive Officer Mr Darryl Green.

Community Members – Mr Ross Bromell, Mr Terry Alder.

#### 5.0 Presiding Member

The Committee shall appoint 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 the Shire of Busselton Standing Orders Local Law.

#### 6.0 Meetings

The Committee shall meet at least four times annually and shall report to Council once every three months as a minimum.

6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.

6.2 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, who will appoint a replacement for the balance of the Committee's term of appointment.

6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the format identified in the Shire of Busselton Standing Orders local law and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.

6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding can cast a second vote.

### 7.0 Quorum

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

### 8.0 Delegated Powers

Nil.

The Busselton Jetty Advisory Committee has been established as an Advisory Committee only as does not have any delegated powers.

### 9.0 Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995; and
- b) At the direction of Council, not exceeding 17 October, 2009.

### 10.0 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

### 11.0 Committee Recommendations

Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.

### 3.3 SHIRE OF BUSSELTON AUDIT COMMITTEE

- \* Constituted by Council on 12 December, 2007.

#### 1.0 Introduction

The Council of the Shire of Busselton (the Council) hereby establishes a committee under the powers given in Part 7 of the Local Government Act 1995 (the Act), such committee to be known as the Shire of Busselton Audit Committee (the Committee).

The Committee is established to fulfil the requirements of Local Government (Audit) Regulation 16. It is to provide an independent oversight of the financial systems of the local government on behalf of the Council. As such, the Committee will operate to assist Council to fulfil its corporate governance, stewardship, leadership and control responsibilities in relation to financial reporting and audit.

The Committee is to provide guidance and assistance to the local government as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act and as to the development of a process to be used to select and appoint a person to be an auditor.

The Council appoints to the Committee those persons whose names appear in section 5.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on 17 October, 2009, after which time the Council may appoint members for a further term.

The Committee shall act in accordance with the provisions of the Local Government Act 1995, local laws and policies of the Shire of Busselton and this Instrument. Where there is inconsistency between local law or policy provisions and the Act or Regulations, the Act or Regulations shall prevail.

#### 2.0 Name

The name of the Committee shall be the Shire of Busselton Audit Committee.

#### 3.0 Objectives

3.1 To be responsible for the annual external audit and to liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

3.2 To ensure openness in the local government's financial reporting and to liaise with the Chief Executive Officer (or his representative) to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

3.3 To facilitate:

- \* the enhancement of the credibility and objectivity of external financial reporting;
- \* compliance with laws and regulations as well as use of best practice guidelines relative to auditing;

- \* the provision of an effective means of communication between the external auditor, the Chief Executive Officer (or his representative) and the Council.

#### 4.0 Specific Duties and Responsibilities

The following specific duties and responsibilities have been given to the Committee in order to facilitate the achievement of its objectives.

- 4.1 To provide guidance and assistance to Council as to the carrying out of the functions of the local government in relation to audits.
- 4.2 To develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
- 4.3 To develop and recommend to Council a list of those financial matters to be audited and the scope of the financial audit to be undertaken.
- 4.4 To recommend to Council the person or persons to be appointed as auditor (*when required*).
- 4.5 To develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include the objectives of the audit, the scope of the audit, a plan of the audit, details of the remuneration and expenses to be paid to the auditor and the method to be used by the local government to communicate with and supply information to the auditor (*when required*).
- 4.6 To liaise with the Chief Executive Officer (or his representative) 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 Act, and to ensure that audits are conducted successfully and expeditiously.
- 4.7 To examine the reports of the auditor after receiving a report from the Chief Executive Officer on the matters, and determine if any matters raised require action to be taken by the local government and to ensure that appropriate action is taken in respect to those matters.
- 4.8 To review the report prepared by the Chief Executive Officer on any actions taken in respect of any matters raised in the report of the auditor and to present the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest time.
- 4.9 To review the scope of the audit plan and program and its effectiveness.
- 4.10 To seek information or obtain expert advice through the Chief Executive Officer on matters of concern within the scope of the Committee's Instrument of Appointment following authorisation from the Council.

## 5.0 Membership

The Shire President shall be appointed to the Committee.

The Deputy Shire President shall be appointed to the Committee.

3 other Elected Members shall be appointed to the Committee.

Elected Members –Shire President (Cr Wes Hartley), Deputy Shire President (Cr John Triplett), Cr Anne Ryan, Cr Bev Clarke, Cr Rod Wheeler.

## 6.0 Presiding Member

The Committee shall appoint 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 the Shire of Busselton Standing Orders Local Law.

## 7.0 Meetings

The Committee shall meet at least four times annually, and shall report to Council summarising its activities on an annual basis as a minimum. Recommendations of the Committee shall be presented to the next practicable Ordinary Meeting of the Council. The Chief Executive Officer and/or his nominated representative will attend all meetings to provide advice and guidance to the Committee.

7.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.

7.2 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, who will appoint a replacement for the balance of the Committee's term of appointment.

7.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the format identified in the Shire of Busselton Standing Orders local law and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.

7.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding can cast a second vote.

## 8.0 Quorum

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

### 9.0 Delegated Powers

The Committee does not have any delegated powers. It is established to report to Council and provide appropriate advice and recommendations on matters relevant to its objectives, duties and responsibilities. This is in order to facilitate informed decision-making by Council in relation to the identified legislative functions and duties of the local government that have not been delegated to the Chief Executive Officer.

### 10.0 Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995; and
- b) At the direction of Council, not exceeding 17 October, 2009.

### 11.0 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

### 12.0 Committee Recommendations

Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.

4. **EXTERNAL ORGANISATIONS AND REPRESENTATION**

4.1 **COUNCILLOR APPOINTMENTS TO EXTERNAL ORGANISATIONS**

**Appointments Requiring Ministerial Ratification**

**All nominations currently pending Ministerial Ratification**

**Yallingup Land Conservation District Committee**

Council Representative (nominee): Councillor Don Hanran-Smith

**Vasse-Wonnerup Land Conservation District Committee**

Council Representative (nominee): Councillor Bethwyn Hastie

**Leeuwin Naturaliste National Park Advisory Committee**

Council Representative (nominee): Councillor Don Hanran-Smith

**Appointments Requiring Council Ratification**

**Geographe Community Centre**

Council Representative: Councillor Rod Wheeler

**Citizens' Advice Bureau**

Council Representative: Councillor Tom Tuffin

**Shire of Busselton Sister City Association**

Council Representatives: Councillor Bev Clarke, Councillor Alan MacGregor

**GeoCatch**

Council Representative: Councillor Bethwyn Hastie (representing Shire President)

**Keep Busselton Beautiful Committee**

Council Representative: Councillor Anne Ryan

**Local Organising Committee Ironman Western Australia**

Council Representative: Councillor John Triplett, Councillor Rob Underdown

**Busselton Wetlands Interpretive Centre Project Team**

Council Representatives: Councillor Alan MacGregor, Councillor Tom Tuffin

**Port Geographe Working Group convened by Hon Adele Farina MLC**

Council Representative: Councillor Ian Stubbs

**Busselton Senior Citizens' Centre Board of Management**

Council Representative: Councillor John Triplett

**Geographe Bay Tourism Association**

Council Representative: Councillor Ross Bromell

**Rural Roads Convention**

Council Representatives: Councillor Bev Clarke, Councillor Anne Ryan

**Which Water Resources Management Committee**

Council Representative: Councillor Rob Underdown

**Busselton Historical Society**

Council Representative: Councillor Bethwyn Hastie

**Busselton and Dunsborough Historians**

Council Representatives: Councillor Bethwyn Hastie, Councillor Rod Wheeler

