



Minutes

SPECIAL MEETING OF COUNCIL

For the Purpose of Election of the Shire President & the Deputy Shire President,
the establishment of Council Committees and the appointment of Elected Members to
Committees, Working Groups & External Organisations / Agencies.

HELD IN THE COUNCIL CHAMBERS, 953 SOUTH COAST HIGHWAY,
DENMARK ON TUESDAY, 20 OCTOBER 2015.

Contents

	Page No.
DISCLAIMER	2
1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	3
3. ELECTION OF PRESIDENT AND DEPUTY PRESIDENT	4
3.1 ELECTION OF PRESIDENT	4
3.2 ELECTION OF DEPUTY PRESIDENT	4
4. TABLE SEATING DRAW	5
5. COUNCIL TO DETERMINE MEETING SCHEDULE	5
6. ANNOUNCEMENT BY THE PERSON PRESIDING	7
7. PUBLIC QUESTION TIME	7
7.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	7
7.2 PUBLIC QUESTIONS	7
7.3 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	8
7.4 PRESENTATIONS & DEPUTATIONS	8
8. APPOINTMENT OF COUNCIL COMMITTEES	9
8.1 AUDIT ADVISORY COMMITTEE	9
8.2 BUSH FIRE ADVISORY COMMITTEE	11
8.3 CEMETERY ADVISORY COMMITTEE	14
8.4 CLIMATE CHANGE ADVISORY COMMITTEE	16
8.5 DISABILITY SERVICES ADVISORY COMMITTEE	18
8.6 LOCAL EMERGENCY MANAGEMENT COMMITTEE	20
8.7 MUNICIPAL HERITAGE INVENTORY ADVISORY COMMITTEE	22
8.8 PATHS & TRAILS ADVISORY COMMITTEE	24
8.9 ROADWISE ADVISORY COMMITTEE	27
8.10 SENIORS ADVISORY COMMITTEE	29
8.11 WASTE MANAGEMENT ADVISORY COMMITTEE	31
9. COUNCIL WORKING GROUPS	33
9.1 MORGAN RICHARDS COMMUNITY CENTRE REFURBISHMENT WORKING GROUP	33
9.2 CBD STREETScape REDEVELOPMENT WORKING GROUP	34
9.3 OCEAN BEACH AND PEACEFUL BAY FORESHORE CONCEPT PLAN WORKING GROUP	35
9.4 YOUTH ADVISORY COUNCIL	36
9.5 OCCUPATIONAL SAFETY & HEALTH ADVISORY COMMITTEE	37
9.6 MCLEAN PARK OVERFLOW CAMPING GROUND WORKING GROUP	38
9.7 MCLEAN PARK USER GROUP	39
10. APPOINTMENT OF ELECTED MEMBERS TO EXTERNAL AGENCIES, ADVISORY GROUPS, ORGANISATIONS AND COMMITTEES	40
11. CLOSURE	45

Special Council Meeting

20 October 2015

DISCLAIMER

These minutes and resolutions are subject to confirmation by Council and therefore prior to relying on them, one should refer to the subsequent meeting of Council with respect to their accuracy.

No responsibility whatsoever is implied or accepted by the Shire of Denmark for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff.

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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation or approval made by a member or officer of the Shire of Denmark during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Denmark. The Shire of Denmark warns that anyone who has an application lodged with the Shire of Denmark must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Denmark in respect of the application.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

1.06pm – Being the first meeting of the Council following the Local Government Elections, the Chief Executive Officer, Mr Dale Stewart, opened the meeting.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**MEMBERS:**

Cr Yasmin Bartlett
 Cr Ceinwen Gearon
 Cr Kelli Gillies
 Cr Jan Lewis
 Cr David Morrell
 Cr Dawn Pedro
 Cr John Sampson
 Cr Roger Seeney
 Cr Rob Whooley

STAFF:

Mr Dale Stewart (Chief Executive Officer)
 Mr Kim Dolzadelli (Director of Finance & Administration)
 Mrs Annette Harbron (Director of Planning & Sustainability)
 Mr Gregg Harwood (Director of Community & Regulatory Services)
 Ms Claire Thompson (Executive Assistant)

APOLOGIES:

Mr Martin Buczak (Acting Director of Infrastructure Services)

ON LEAVE OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Nil

DECLARATIONS OF INTEREST:

Councillors are reminded of the requirement to complete and lodge a Declaration of Interest Form should they believe that they have a financial, proximity or impartiality perceived interest in any item on this Agenda. A Declaration of Interest Form is available in the Councillors' Dropbox and/or by contacting Council's Executive Assistant.

Name	Item No	Interest	Nature
Cr Morrell	9.2	Proximity	Cr Morrell is a co-owner of a property in Strickland Street.
Cr Seeney	10.13	Impartiality	Cr Seeney is a member of the Denmark Historical Society.
Cr Lewis	10.14	Impartiality	Cr Lewis is a Committee Member of Riding for the Disabled Denmark which utilise the grounds
Cr Gearon	10.1	Impartiality	Cr Gearon is Vice President of the Denmark Aquatic Centre Committee Inc.
Cr Gearon	10.7	Impartiality	Cr Gearon's partner is employed by Denmark Arts.
Cr Gearon	10.11	Impartiality	Cr Gearon is a member of the Denmark Health Hub.

3. ELECTION OF SHIRE PRESIDENT & DEPUTY SHIRE PRESIDENT

3.1 ELECTION OF SHIRE PRESIDENT

A Nomination for the office of Shire President must be made in writing, on a Nomination of Shire President Form (Attachment 5.1), to the CEO at any time prior to the meeting or during the meeting up until the election. The Councillor nominated must advise the CEO, either orally or in writing that he or she is willing to be nominated for the office.

The process for determining the result of any election for the position (in the event of there being more than one accepted nomination) will be in accordance with Schedule 2.3 of the Local Government Act 1995. Voting for the position will be by secret ballot and all Councillors in attendance must vote.

The Councillor elected as the Shire President is to assume the role of Chair (Presiding Officer) upon being declared elected and having completed the Declaration of Office.

The Shire President, if so elected, is to commence Presiding over the Meeting.

Declaration of President

Cr Bartlett nominated Cr Gearon, in writing, who accepted the nomination.

Cr Gillies nominated Cr Morrell, in writing, who accepted the nomination.

There being two nominations for the position, the Chief Executive Officer conducted a secret ballot and the results were as follows;

CANDIDATE	NUMBER OF VOTES RECEIVED
Cr Ceinwen Gearon	4
Cr David Morrell	5

The Chief Executive Officer declared Cr Morrell elected as President of the Shire of Denmark until 15 October 2017.

Cr Morrell was duly sworn into the Office of President, in the presence of Mrs Claire Jacobs JP, and assumed the chair as the Presiding Person.

3.2 ELECTION OF DEPUTY SHIRE PRESIDENT

A Nomination for the office of Deputy Shire President must be made in writing, on a Nomination of Deputy Shire President Form (Attachment 5.2), to the CEO at any time prior to the meeting and during the meeting up until the election. The Councillor nominated must advise the CEO, either orally or in writing that he or she is willing to be nominated for the office.

The process for determining the result of any election for the position (in the event of there being more than one accepted nomination) will be in accordance with Schedule 2.3 of the Local Government Act 1995. Voting for the position will be by secret ballot and all Councillors in attendance must vote.

The Councillor elected as the Deputy Shire President is to assume the role upon being declared elected and having completed the Declaration of Office.

Declaration of Deputy President

Cr Sampson nominated Cr Gillies, in writing, who accepted the nomination.

Cr Morrell nominated Cr Gillies, in writing, who accepted the nomination.

Cr Gearon nominated Cr Whooley, in writing, who accepted the nomination.

There being two nominees for the position, the Chief Executive Officer conducted a secret ballot and the results were as follows;

CANDIDATE	NUMBER OF VOTES RECEIVED
Cr Kelli Gillies	6
Cr Rob Whooley	3

The Shire President declared Cr Gillies elected as Deputy President of the Shire of Denmark until 15 October 2017.

Cr Gillies was duly sworn into the Office of Deputy President, in the presence of Mrs Claire Jacobs JP.

The Shire President thanked Mrs Jacobs JP for her assistance.

4. TABLE SEATING DRAW

Pursuant to Clause 8.2 of the Shire of Denmark Standing Orders Local Law 2000, the names of Councillors, with the exception of the Shire President (who will sit at the top of the table), were drawn randomly by the Chief Executive Officer for the purpose of seating arrangements.

The Shire President noted that Cr Seeney had requested a particular position at the table due to potential hearing difficulties.

The seating order began at the north eastern side of the table and continued around to the north western side.

The Presiding Person drew the names of Councillors in the following order;

Cr Dawn Pedro

Cr Jan Lewis

Cr Yasmin Bartlett

Cr John Sampson

Cr Ceinwen Gearon

Cr Kelli Gillies

Cr Rob Whooley

Cr Seeney took his position at the north, eastern side of the table.

5. COUNCIL TO DETERMINE MEETING SCHEDULE

Pursuant to Clause 2.1 of the Shire of Denmark Standing Orders Local Law 2000, the Council shall determine, at the first meeting after each ordinary election;

- (a) The day or days in each month when an ordinary meeting is to be held; and
- (b) The hours during which an ordinary meeting is to be held; and
- (c) The place at which each ordinary meeting is to be held.

The Council may change this determination at a time thereafter, by resolution and the meeting schedule for 2016 is proposed for inclusion and deliberation on the December Council agenda.

COUNCIL RESOLUTION

ITEM 5

MOVED: CR BARTLETT

SECONDED: CR WHOOLEY

That pursuant to Clause 2.1 of the Shire of Denmark Standing Orders Local Law 2000, the Council determines that the Council will ordinarily meet as follows;

- a) Every third and fourth Tuesday commencing November 2015, being a discussion meeting on the third Tuesday and a decision making meeting on the fourth Tuesday; and
- b) Commencing at 4pm; and
- c) At the Council Chambers, 953 South Coast Highway, Denmark; and
- d) Determine, by resolution, the meeting schedule for 2016 at its meeting scheduled for 1 December 2015.

LOST: 1/8

Res: 011015

COUNCIL RESOLUTION & OFFICER RECOMMENDATION **ITEM 5**
MOVED: CR SAMPSON SECONDED: CR SEENEY

That pursuant to Clause 2.1 of the Shire of Denmark Standing Orders Local Law 2000, the Council determines that the Council will ordinarily meet as follows;

- a) Every third Tuesday commencing 20 October 2015; and
- b) Commencing at 4pm; and
- c) At the Council Chambers, 953 South Coast Highway, Denmark; and
- d) Determine, by resolution, the meeting schedule for 2016 at its meeting scheduled for 1 December 2015.

AMENDMENT

MOVED: CR GEARON

SECONDED: CR GILLIES

That part b) be amended from "4pm" to "5pm".

CARRIED: 6/3

Res: 021015

AMENDMENT

MOVED: CR GEARON

SECONDED: CR WHOOLEY

That a part e) be added to state as follows; "That the Agenda for the meeting be made available at least 14 days prior to the meeting".

CARRIED: 7/2

Res: 031015

AMENDED MOTION

That pursuant to Clause 2.1 of the Shire of Denmark Standing Orders Local Law 2000, the Council determines that the Council will ordinarily meet as follows;

- a) Every third Tuesday commencing 20 October 2015; and
- b) Commencing at 5pm; and
- c) At the Council Chambers, 953 South Coast Highway, Denmark; and
- d) Determine, by resolution, the meeting schedule for 2016 at its meeting scheduled for 1 December 2015.
- e) That the Agenda for the meeting be made available at least 14 days prior to the meeting.

THE AMENDED MOTION BECAME THE SUBSTANTIVE MOTION WHICH WAS PUT AND LOST: 4/5 Res: 041015

COUNCIL RESOLUTION

ITEM 5

MOVED: CR SAMPSON

SECONDED: CR SEENEY

That pursuant to Clause 2.1 of the Shire of Denmark Standing Orders Local Law 2000, the Council determines that the Council will ordinarily meet as follows;

- a) Every third Tuesday commencing 20 October 2015; and
- b) Commencing at 5pm; and
- c) At the Council Chambers, 953 South Coast Highway, Denmark; and
- d) Determine, by resolution, the meeting schedule for 2016 at its meeting scheduled for 1 December 2015.

AMENDMENT

MOVED: CR LEWIS

SECONDED: CR WHOOLEY

That a part e) be added to read as follows, "That the Agenda for the meeting be made available at least 10 days prior to the meeting."

CARRIED: 8/1

Res: 051015

AMENDED MOTION

That pursuant to Clause 2.1 of the Shire of Denmark Standing Orders Local Law 2000, the Council determines that the Council will ordinarily meet as follows;

- a) Every third Tuesday commencing 20 October 2015; and
- b) Commencing at 5pm; and
- c) At the Council Chambers, 953 South Coast Highway, Denmark; and
- d) Determine, by resolution, the meeting schedule for 2016 at its meeting scheduled for 1 December 2015.
- e) That the Agenda for the meeting be made available at least 10 days prior to the meeting.

THE AMENDED MOTION BECAME THE SUBSTANTIVE MOTION WHICH WAS PUT AND CARRIED: 8/1

Res: 061015

6. ANNOUNCEMENT BY THE PERSON PRESIDING

The Shire President thanked Councillors for their support in elected him Shire President and noted that he was intending to involve the Deputy Shire President, Cr Gillies, with some of the public relations and civic duties associated with the role.

7. PUBLIC QUESTION TIME**7.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

7.2 PUBLIC QUESTIONS

In accordance with Section 5.24 of the Local Government Act 1995, Council conducts a public question time to enable members of the public to address Council or ask questions of Council.

For a Special Meeting of Council, such as this, they must however relate to the item(s) on the Agenda.

Questions from the public are invited and welcomed at this point of the Agenda.

Should you wish to address Council please note that the Presiding Person (the Shire President) may have to limit the time of individual speakers in order to allow sufficient time for all speakers present at the meeting to address Council. The rules of this process and the time allocated will be determined by the Presiding Person at the Meeting dependent upon the indicative number of speakers.

Questions from the Public

2.14pm – *The Director of Planning & Sustainability left the room.*

7.2.1 Dr Cyril Edwards – Item 8.4 (Climate Change Advisory Committee)

Dr Edwards congratulated Cr Morrell in his new role and referred to Item 8.4 on the Agenda and urged Council to keep the Committee on the books.

2.18pm – *The Director of Finance & Administration left the room.*

7.2.2 Mrs Gail Guthrie – Item 8.2 (Bush Fire Advisory Committee)

Mrs Guthrie, Secretary of the Mehinup Bush Fire Brigade, requested that Council continue to allow proxy delegates on the Committee.

2.21pm – *The Director of Planning & Sustainability returned to the room.*

2.21pm – *The Director of Finance and Administration returned to the room.*

7.2.3 Mr John Schindler – Item 8.4 (Climate Change Advisory Committee)

Mr Schindler noted that the risk table within the report referred to the Cemetery Advisory Committee and suggested that this could be an error.

The Chief Executive Officer noted that it was an error and that it would be corrected in the Minutes.

7.2.4 Mr Geoff Bowley – Item 10.15 (Denmark Riverside Project Team)

Mr Bowley, Team Leader of the Riverside Project Team, noted that the Agenda called for Councillors to appoint a delegate to the Team. Mr Bowley provided Councillors with some background to the project and a report on the progress of the development. Mr Bowley noted that they had documented the retention of heritage materials from the building, which had been stored and advised that they had offered to present the Denmark Historical Society with a photographic record of the process.

Mr Bowley congratulated all Councillors elected and the Shire President and Deputy Shire President on their appointments.

7.2.5 Mrs Fiona Ross – Item 5 (Council to Determine Meeting Schedule)

Mrs Ross referred to the amended motions in Item 5 and sought clarification on the commencement time of the Ordinary Meeting scheduled after the Special Meeting.

The Shire President advised that the Ordinary Meeting scheduled for today would commence at 4.00pm.

7.3 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

7.4 PRESENTATIONS & DEPUTATIONS

Nil

8. APPOINTMENT OF COUNCIL ADVISORY COMMITTEES

Note well: Sections 5.8 – 5.25 (inclusive) of the Local Government Act 1995 relate to the establishment of Committees of Council (refer Attachment 8a). A list of the Council's current Committees and Committee & Organisation Delegates is attached (refer Attachment 8b).

Following an Ordinary Local Government Election for a Council, all positions on Council Committees and Delegates to external organisations become vacant. Council has therefore the prerogative to establish the same Committees or amend them or create new ones as it sees fit (subject to legislation).

8.1 AUDIT ADVISORY COMMITTEE

File Ref:	FIN.8
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	12 October 2015
Author:	Dale Stewart, Chief Executive Officer
Authorising Officer:	Dale Stewart, Chief Executive Officer
Attachments:	8.1 – Audit Advisory Committee Charter

Summary:

This report recommends that Council re-establish the Audit Advisory Committee and adopt the attached Committee Charter.

Background:

Nil

Consultation:

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

Statutory Obligations:

Division 1A, Section 7.1A of the Local Government Act 1995, The Local Government (Audit) Regulations 1996 and Local Government (Financial Management) Regulations 1996 relate.

Policy Implications:

There are no policy implications.

Budget / Financial Implications:

There are no known financial implications upon either the Council's current Budget or Long Term Financial Plan.

Strategic Implications:

The report and officer recommendation is consistent with Council's adopted Mission and Vision.

Sustainability Implications:**➤ Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

➤ Environmental:

There are no known significant environmental implications relating to the report or officer recommendation.

➤ **Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not establish an Audit Committee.	Rare (1)	Major (4)	Moderate (5-9)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

Comment/Conclusion:

A copy of the proposed amended Audit Committee Charter is attached which includes the following Terms of Reference (pursuant to the Local Government Act 1995);

An audit committee —

- 6.1 *Is to provide guidance and assistance to the local government —*
- i. as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and*
 - ii. as to the development of a process to be used to select and appoint a person to be an auditor.*
- 6.2 *May provide guidance and assistance to the local government as to —*
- i. matters to be audited; and*
 - ii. the scope of audits; and*
 - iii. its functions under Part 6 of the Act; and*
 - iv. the carrying out of its functions relating to other audits and other matters related to financial management (LG (Audit) Regulations, Regulation 16).*
- 6.3 *Is to review a report given to it by the CEO under Regulation 17.3 (the Regulations) and is to —*
- i. Report to the Council the results of that review; and*
 - ii. Give a copy of the CEO's report to the Council.*
- 6.4 *Is to meet with the auditor at least once in every year (Section 7.12A of the Act).*
- 6.5 *Is to review the annual Department of Local Government Compliance Audit Return and report to Council the results of that review (Regulation R14 (3A)) of the Regulations).*

The Audit Advisory Committee is one of the few Committees of Council that local governments are bound to establish, pursuant to Division 1A, Section 7.1A of the Local Government Act 1995.

Number of Suggested Councillor Members	All Councillors (minimum of 3)
Usual meeting frequency	Minimum requirement of once annually (as per Local Government Act 1995)
Usual meeting duration	1 – 2 hours
Usual meeting day	Tuesday
Usual meeting time	No set time
Officer Secretariat	Director of Finance & Administration or nominee

Voting Requirements:

Absolute majority.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 8.1
MOVED: CR PEDRO	SECONDED: CR SEENEY
That the Audit Advisory Committee be re-established and Council;	
1. Adopt the Charter and Membership in accordance with Appendix 8.1; and	
2. Appoint all Councillors as members.	
CARRIED UNANIMOUSLY AND BY AN ABSOLUTE MAJORITY: 9/0	Res: 071015

8.2 BUSH FIRE ADVISORY COMMITTEE

File Ref:	FIRE.1A
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	12 October 2015
Author:	Dale Stewart, Chief Executive Officer
Authorising Officer:	Dale Stewart, Chief Executive Officer
Attachments:	8.2 – Bush Fire Advisory Committee Charter

Summary:

This report recommends that Council re-establish the Bush Fire Advisory Committee and adopt the attached Committee Charter, as amended.

Background:

Nil

Consultation:

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

Statutory Obligations:

Section 67 of the Bush Fires Act 1954 and the Local Government Act 1995 relate.

Policy Implications:

Policy P050107 relates and reads as follows;

"VOLUNTEER BUSH FIRE BRIGADE NUMBERS & ADVISORY COMMITTEE STRUCTURE

COUNCIL VOLUNTEER BUSH FIRE BRIGADES

- Carmarthen
- Denmark East
- Harewood
- Hazelvale/Tingledale
- Kordabup/Owingup
- Mehniup
- Mt Lindesay
- Normalup
- Ocean Beach
- Parryville
- Peaceful Bay
- Shadforth/Scotsdale
- Somerset Hill
- William Bay

BUSH FIRE ADVISORY COMMITTEE

The Charter of the Bush Fire Advisory Committee is as per the version adopted by Council at its meeting held on the 22 October 2013 (as amended).

Members not eligible for election as Chairman or Deputy Chairman:-

- Department of Parks & Wildlife (DPW) representative
- Department of Fire and Emergency Services (DFES) representative.”

The Officer recommends that should Council re-establish the Committee, Policy P050107 be amended to update that date that the Charter was adopted from “22 October 2013” to “20 October 2015”.

Budget / Financial Implications:

There are no known financial implications upon either the Council’s current Budget or Long Term Financial Plan.

Strategic Implications:

The report and officer recommendation is consistent with Council’s adopted Mission and Vision.

Sustainability Implications:

➤ **Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

➤ **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

➤ **Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not establish a Bush Fire Advisory Committee.	Rare (1)	Minor (2)	Low (1-4)	Inadequate Engagement - Community / Stakeholders / Crs	Accept Officer Recommendation

Comment/Conclusion:

A copy of the proposed amended Bush Fire Advisory Committee Charter is attached which includes the following Terms of Reference;

- 6.1 To recommend and regularly review Councils Policies relating to the delivery of fire prevention, preparedness, response and recovery.
- 6.2 To provide support and guidance to all Bush Fire Brigades within the Shire of Denmark and to assist those Brigades to fulfil their objectives.
- 6.3 To 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.
- 6.4 To ensure co-operation and co-ordination between all Fire Brigades within the Shire of Denmark and between all other Fire Brigades and stakeholders in their efforts and activities.

- 6.5 To advise Council regarding all matters relating to prosecutions for breaches of the Bush Fires Act 1954.
- 6.6 To advise Regional Officers in the area and any other relevant person or organization on matters referred to the committee.
- 6.7 To report to Council on matters referred to the committee by Council.
- 6.8 To perform any other function assigned to the Committee under section 67 of the Bush Fires Act, regulations or Council policy.

The Charter has been amended as follows;

- Noting that proxy delegates are proposed to no longer be permitted;
- To reflect that whilst the Chief Bush Fire Brigade Officer and the Deputy Chief Bush Fire Brigade Officer are appointed also as Fire Control Officers, they are only entitled to one vote not one vote for each position held; and
- The flow chart on the last page has been corrected to reflect the number of existing brigades, being 14, and notes that the three 'combined' Brigades are entitled to nominate two Fire Control Officers each.

Number of Suggested Councillor Members	1 Councillor and 1 Deputy
Usual meeting frequency	Quarterly
Usual meeting duration	3 hours
Usual meeting day	Thursday
Usual meeting time	7.00pm
Officer Secretariat	Director of Community & Regulatory Services or Nominee

Voting Requirements:

Absolute majority.

OFFICER RECOMMENDATION

ITEM 8.2

That the Bush Fire Advisory Committee be re-established and Council;

1. Adopt the Charter and Membership, as amended, in accordance with Appendix 8.2; and
2. Appoint Cr Seeney to the Committee as a voting member; and
3. Appoint Cr Sampson to the Committee as the deputy member; and
4. Update Council Policy P050107 by replacing the words "22 October 2013" with the words "20 October 2015"; and
5. Reaffirms that all currently appointed Fire Control Officers continue as members; and
6. Invite member organisations to nominate their representative.

COUNCIL RESOLUTION

ITEM 8.2

MOVED: CR PEDRO

SECONDED: CR BARTLETT

That the Bush Fire Advisory Committee be re-established and Council;

1. Adopt the Charter and Membership, as amended, in accordance with Appendix 8.2; and
2. Appoint Cr Seeney to the Committee as a voting member; and
3. Appoint Cr Sampson to the Committee as the deputy member; and
4. Update Council Policy P050107 by replacing the words "22 October 2013" with the words "20 October 2015"; and
5. Reaffirms that all currently appointed Fire Control Officers continue as members; and
6. Invite member organisations to nominate their representative.
7. That the Charter permit the appointment of proxy delegates to Fire Control Officer positions for the purpose of discussion and voting at Committee meetings, subject to it being provided in writing signed by the delegate and submitted to the Presiding Person prior to the meeting."

CARRIED UNANIMOUSLY AND BY AN ABSOLUTE MAJORITY: 9/0

Res: 081015

REASONS FOR CHANGE

Council wished to amend the draft Charter so that Brigades could send proxy delegates to meetings.

8.3 CEMETERY ADVISORY COMMITTEE
--

File Ref:	COMM.CAC
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	12 October 2015
Author:	Dale Stewart, Chief Executive Officer
Authorising Officer:	Dale Stewart, Chief Executive Officer
Attachments:	8.3 – Cemetery Advisory Committee Charter

Summary:

This report recommends that Council re-establish the Cemetery Advisory Committee and adopt the attached Committee Charter, as amended.

Background:

Nil

Consultation:

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

Statutory Obligations:

The Local Government Act 1995 relates.

Policy Implications:

There are no policy implications.

Budget / Financial Implications:

There are no known financial implications upon either the Council's current Budget or Long Term Financial Plan.

Strategic Implications:

The report and officer recommendation is consistent with Council's adopted Mission and Vision.

Sustainability Implications:➤ **Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

➤ **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

➤ **Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not establish a Cemetery Advisory Committee.	Rare (1)	Minor (2)	Low (1-4)	Inadequate Engagement - Community / Stakeholders / Crs	Accept Officer Recommendation

Comment/Conclusion:

A copy of the draft Cemetery Advisory Committee Charter is attached which includes the following Terms of Reference;

6.1 *To advise Council on matters relating to cemeteries, lonely graves, niche facilities, memorialisation and the Denmark Cemetery (Reserve 11655) Local Law generally, including but not limited to;*

- *Fees and charges;*
- *Maintenance quality, practices and procedures;*
- *Infrastructure requirements;*
- *Design elements;*
- *Relevant and required Policies;*
- *Availability of supply and;*
- *Trends in cemetery management and community expectations and needs.*

6.2 *To promote and identify opportunities for development and enhancement of cemeteries, remembrance gardens and niche facilities.*

The Charter has been amended as follows;

- Include the word “memorialisation” in the Terms of Reference.

Number of Suggested Councillor Members	1 Councillor
Usual meeting frequency	Every 3 – 4 months
Usual meeting duration	1-2 hours
Usual meeting day	Tuesday
Usual meeting time	2.00pm
Officer Secretariat	Chief Executive Officer or nominee

Voting Requirements:

Absolute majority.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 8.3
MOVED: CR LEWIS	SECONDED: CR SEENEY
That the Cemetery Advisory Committee be re-established and Council;	
1. Adopt the Charter and Membership, as amended, in accordance with Appendix 8.3; and	
2. Appoint Cr Gillies to the Committee; and	
3. Advertise for Community Members to serve on the Committee for a term of two years, expiring in October 2017; and	
4. Invite member organisations to nominate their representative.	
CARRIED UNANIMOUSLY AND BY AN ABSOLUTE MAJORITY: 9/0	Res: 091015

8.4 CLIMATE CHANGE ADVISORY COMMITTEE
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File Ref:	COMM.CCAC
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	12 October 2015
Author:	Dale Stewart, Chief Executive Officer
Authorising Officer:	Dale Stewart, Chief Executive Officer
Attachments:	8.4 – Climate Change Advisory Committee

Summary:

This report recommends that Council disband the Climate Change Advisory Committee.

Background:

Nil

Consultation:

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

Statutory Obligations:

The Local Government Act 1995 relates.

Policy Implications:

There are no policy implications.

Budget / Financial Implications:

There are no known financial implications upon either the Council's current Budget or Long Term Financial Plan.

Strategic Implications:

The report and officer recommendation is consistent with Council's adopted Mission and Vision.

Sustainability Implications:➤ **Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

➤ **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

➤ **Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not establish a Climate Change Advisory Committee.	Rare (1)	Minor (2)	Low (1-4)	Inadequate Engagement - Community / Stakeholders / Crs	Accept Officer Recommendation

Comment/Conclusion:

The Committee has not met since 2013. A copy of the former Charter of the Climate Change Advisory Committee is attached which includes the following Terms of Reference;

- 6.1 To advise Council on matters relating to climate change.
- 6.2 To promote achievable and practical activities for Council and the Denmark community, which are effective in reducing CO₂ emissions and the impacts of climate change.
- 6.3 To identify opportunities and seek funding for CO₂ emissions reduction projects, energy efficiency and other practical climate change response initiatives, for Council and the Denmark community.
- 6.4 To oversee the development of a Shire of Denmark Climate Change Action Plan, with measurable milestones for Council and the Denmark community.
- 6.5 To review the Climate Change Action Plan annually to identify high priority actions and ensure they are incorporated into the annual budgetary process.
- 6.6 To extend the Environmental Planning and Management section of the Shire's Strategic Planning document to ensure linkages to the Climate Change Action Plan.
- 6.7 To seek to develop partnerships with state and local governments and agencies, regarding Climate Change action initiatives, education and awareness-raising, and general funding resources and opportunities.

At the Special Meeting following the 2013 local government election held on 22 October 2013, Council resolved as follows with respect to the Climate Change Advisory Committee;

Resolution No. 211013

“That the item be adjourned until it can be discussed at a Briefing Session of Council.”

Subsequent to this the Councillors discussed the matter at two Briefings and consensus was arrived at that they agreed with the Chief Executive Officer’s suggestion that the Committee not be re-established.

Voting Requirements:

Simple majority.

OFFICER RECOMMENDATION

ITEM 8.4

That Council not re-establish the Climate Change Advisory Committee noting that the Committee has not met since 2013.

COUNCIL RESOLUTION

ITEM 8.4

MOVED: CR GILLIES

SECONDED: CR SEENEY

That Council not re-establish the Climate Change Advisory Committee noting that the Committee has not met since 2013 but that it be retained as a Committee in recess without current membership.

CARRIED UNANIMOUSLY: 9/0

Res: 101015

REASONS FOR CHANGE

Council wished to retain the Committee in recess without current membership so that it could be re-established, if and when required, at a future date.

8.5 DISABILITY SERVICES ADVISORY COMMITTEE

File Ref:	COMM.DSC
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	12 October 2015
Author:	Dale Stewart, Chief Executive Officer
Authorising Officer:	Dale Stewart, Chief Executive Officer
Attachments:	8.5 – Disability Services Advisory Committee Charter

Summary:

This report recommends that Council re-establish the Disability Services Advisory Committee and adopt the attached Committee Charter.

Background:

Nil

Consultation:

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

Statutory Obligations:

The Local Government Act 1995 relates.

Policy Implications:

There are no policy implications.

Budget / Financial Implications:

There are no known financial implications upon either the Council's current Budget or Long Term Financial Plan.

Strategic Implications:

The report and officer recommendation is consistent with Council's adopted Mission and Vision.

Sustainability Implications:

➤ **Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

➤ **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

➤ **Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not establish a Disability Services Advisory Committee.	Rare (1)	Minor (2)	Low (1-4)	Inadequate Engagement - Community / Stakeholders / Crs	Accept Officer Recommendation

Comment/Conclusion:

A copy of the draft Disability Services Advisory Committee Charter is attached which includes the following Terms of Reference;

- 6.1 *To support and recommend to Council, action and policies relating to the provision of services to persons with disabilities in the Denmark community.*
- 6.2 *To advise Council on matters effecting persons with disabilities generally.*
- 6.3 *To oversee the implementation, regular reviews and evaluation of the Shire of Denmark Disability Access and Inclusion Plan and make recommendations to Council on matters relating to the Plan.*
- 6.4 *Assist Council with the implementation of Recognition of People with Disability Policy P110709 and review the Policy at regular intervals to ensure its ongoing accuracy and relevance.*

Number of Suggested Councillor Members	1 Councillor
Usual meeting frequency	Every 3 – 4 months
Usual meeting duration	1-2 hours
Usual meeting day	Thursday
Usual meeting time	10.00am
Officer Secretariat	Chief Executive Officer or nominee

Voting Requirements:

Absolute majority.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 8.5
MOVED: CR SEENEY / SECONDED: CR LEWIS	
That the Disability Services Advisory Committee be re-established and Council;	
1. Adopt the Charter and Membership in accordance with Appendix 8.5; and	
2. Appoint Cr Morrell to the Committee; and	
3. Advertise for Community Members to serve on the Committee for a term of two years, expiring in October 2017; and	
4. Invite member organisations to nominate their representative.	
CARRIED UNANIMOUSLY AND BY AN ABSOLUTE MAJORITY: 9/0	Res: 111015

8.6 LOCAL EMERGENCY MANAGEMENT COMMITTEE

File Ref:	COMM.LEMC
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	12 October 2015
Author:	Dale Stewart, Chief Executive Officer
Authorising Officer:	Dale Stewart, Chief Executive Officer
Attachments:	8.6 – Local Emergency Management Committee Charter

Summary:

This report recommends that Council re-establish the Local Emergency Services Committee and adopt the attached Committee Charter.

Background:

Nil

Consultation:

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

Statutory Obligations:

The Emergency Management Act 2001, the Local Government Act 1995 and the State Emergency Management Policy No. 2.5 relates.

Policy Implications:

There are no policy implications.

Budget / Financial Implications:

There are no known financial implications upon either the Council's current Budget or Long Term Financial Plan.

Strategic Implications:

The report and officer recommendation is consistent with Council's adopted Mission and Vision.

Sustainability Implications:➤ **Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

➤ **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

➤ **Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not establish a Local Emergency Management Committee.	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

Comment/Conclusion:

A copy of the proposed Local Emergency Management Committee Charter is attached which includes the following Terms of Reference;

To implement the objectives of the Western Australian Emergency Management Arrangements Public Statement number 7, that is;

- 6.1 *To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;*
- 6.2 *To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- 6.3 *To carry out other emergency management activities as directed by the SEMC or prescribed by the Emergency Management Act or Regulations.*
- 6.4 *Prepare an annual report on Committee activities for submission to the District Emergency Management Committee.*
- 6.5 *The local emergency management arrangements are to set out —*
 - a. *the local government's policies for emergency management;*
 - b. *the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;*
 - c. *provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);*
 - d. *a description of emergencies that are likely to occur in the local government district;*
 - e. *strategies and priorities for emergency management in the local government district;*
 - f. *other matters about emergency management in the local government district prescribed by the regulations; and*
 - g. *other matters about emergency management in the local government district the local government considers appropriate.*
 - h. *Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.*
 - i. *Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.*

Number of Suggested Councillor Members	Shire President
Usual meeting frequency	Quarterly
Usual meeting duration	1-2 hours
Usual meeting day	First Tuesday of every 3 rd month
Usual meeting time	4.00pm
Officer Secretariat	Director of Community & Regulatory Services or nominee

The Local Emergency Management Committee is one of the few Committees of Council that local governments are bound to establish, pursuant to Section 38 (1) of the Emergency Management Act 2005.

Voting Requirements:

Absolute majority.

OFFICER RECOMMENDATION

ITEM 8.6

That pursuant to Section 38 (1) of the Emergency Management Act 2005, the Local Emergency Management Committee be re-established and Council;

1. Adopt the Charter and Membership in accordance with Appendix 8.6; and
2. Appoint the Shire President, Cr _____ to the Committee; and
3. Pursuant to Section 38(3) (a) of the Emergency Management Act 2005, appoint the Shire President as the Chairperson; and
4. Invite member organisations to nominate their representative.

COUNCIL RESOLUTION

ITEM 8.6

MOVED: CR SEENEY

SECONDED: CR LEWIS

That pursuant to Section 38 (1) of the Emergency Management Act 2005, the Local Emergency Management Committee be re-established and Council;

1. Adopt the Charter and Membership in accordance with Appendix 8.6, subject to the addition of a second Councillor Delegate; and
2. Appoint the Shire President, Cr Morrell to the Committee and Cr Seeneey as the Council's second Delegate to the Committee; and
3. Pursuant to Section 38(3) (a) of the Emergency Management Act 2005, appoint the Shire President as the Chairperson; and
4. Invite member organisations to nominate their representative.

CARRIED UNANIMOUSLY AND BY AN ABSOLUTE MAJORITY: 9/0

Res: 121015

REASONS FOR CHANGE

Council added an additional delegate to the Committee.

8.7 MUNICIPAL HERITAGE INVENTORY ADVISORY COMMITTEE

File Ref:	COMM.MHIAC
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	12 October 2015
Author:	Dale Stewart, Chief Executive Officer
Authorising Officer:	Dale Stewart, Chief Executive Officer
Attachments:	8.7 – Municipal Heritage Inventory Advisory Committee Charter

Summary:

This report recommends that Council re-establish the Municipal Heritage Inventory Advisory Committee and adopt the attached Committee Charter.

Background:

Nil

Consultation:

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

Statutory Obligations:

The Local Government Act 1995.

Policy Implications:

There are no policy implications.

Budget / Financial Implications:

There are no known financial implications upon either the Council's current Budget or Long Term Financial Plan.

Strategic Implications:

The report and officer recommendation is consistent with Council's adopted Mission and Vision.

Sustainability Implications:➤ **Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

➤ **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

➤ **Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not establish a Municipal Heritage Inventory Advisory Committee.	Rare (1)	Minor (2)	Low (1-4)	Inadequate Engagement - Community / Stakeholders / Crs	Accept Officer Recommendation

Comment/Conclusion:

A copy of the proposed Municipal Heritage Inventory Advisory Committee Charter is attached which includes the following Terms of Reference;

- 6.1 *Recommendation to Council on updates required to the Municipal Heritage Inventory as and when required and in accordance with the law;*
- 6.2 *Continuing work and research on places referred to in the Review List of the MHI;*
- 6.3 *Review of the Council's MHI as required by Section 45 of the Heritage of WA Act 1990;*
- 6.4 *Make administrative, matter of fact and minor updates to the MHI that, in the opinion of the Committee and the Officer, do not require community consultation to be undertaken.*

Number of Suggested Councillor Members	2 x Councillors
Usual meeting frequency	Every 6 months
Usual meeting duration	1-2 hours
Usual meeting day	First Tuesday of every 3 rd month
Usual meeting time	4.00pm
Officer Secretariat	Director of Planning & Sustainability Services or nominee

Voting Requirements:

Absolute majority.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 8.7
MOVED: CR PEDRO	SECONDED: CR SEENEY
That the Municipal Heritage Inventory Advisory Committee be re-established and Council;	
1. Adopt the Charter and Membership in accordance with Appendix 8.7; and	
2. Appoint Cr Pedro and Cr Seeneey to the Committee; and	
3. Invite member organisations to nominate their representative.	
CARRIED UNANIMOUSLY AND BY AN ABSOLUTE MAJORITY: 9/0	Res: 131015

8.8 PATHS & TRAILS ADVISORY COMMITTEE

File Ref:	COMM.PATC
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	12 October 2015
Author:	Dale Stewart, Chief Executive Officer
Authorising Officer:	Dale Stewart, Chief Executive Officer
Attachments:	8.8 – Paths & Trails Advisory Committee Charter

Summary:

This report recommends that Council re-establish the Paths & Trails Advisory Committee and adopt the attached Committee Charter, as amended.

Background:

Nil

Consultation:

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

Statutory Obligations:

The Local Government Act 1995.

Policy Implications:

There are no policy implications.

Budget / Financial Implications:

There are no known financial implications upon either the Council's current Budget or Long Term Financial Plan.

Strategic Implications:

The report and officer recommendation is consistent with Council's adopted Mission and Vision.

Sustainability Implications:

➤ Governance:

There are no known significant governance considerations relating to the report or officer recommendation.

➤ Environmental:

There are no known significant environmental implications relating to the report or officer recommendation.

➤ **Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not establish a Paths & Trails Advisory Committee.	Rare (1)	Minor (2)	Low (1-4)	Inadequate Engagement - Community / Stakeholders / Crs	Accept Officer Recommendation

Comment/Conclusion:

A copy of the proposed Paths & Trails Advisory Committee Charter is attached which includes the following Terms of Reference;

- 6.1 *Recreational Trails for the purpose of this Committee are defined as paths, cycleways, dual use paths and trails within the Shire of Denmark.*
- 6.2 *To provide Council with information and advice regarding the ongoing construction, maintenance, planning and funding for paths, cycleways, dual use paths and trails within the Shire of Denmark.*
- 6.3 *To help ensure paths, cycleways, dual use paths and trails within the Shire of Denmark are, as a matter of principle and where practical;*
 - *Coherent*
 - *Direct*
 - *Safe*
 - *Comfortable*
 - *Attractive*
 - *Have appropriate infrastructure*
 - *Informative and;*
 - *Have equity of access.*
- 6.4 *To encourage & promote community participation, use and awareness of trails, paths, dual use paths and cycleways within the Shire.*
- 6.5 *Assist Council with the ongoing review and implementation, relevant to Trails, of its;*
 - *Strategic Community Plan;*
 - *Local Recreation Plan 2003;*
 - *Great Southern Regional Recreation Plan 2004;*
 - *Path Development Plan 2007;*
 - *Bike Plan 2014;*
 - *Trails Hub Assessment 2014*
- 6.6 *Review and make recommendations to Council at reasonable intervals, relevant Trail plans and policies relating.*

The Charter has been amended as follows;

- Part 6.4 of the Terms of Reference – included the words “paths, dual use paths and cycleways”;
- Part 6.5 of the Terms of Reference
 - Corrected the title from “Community Strategic Plan” to “Strategic Community Plan”;

- Deleted “Trails Master Plan 1999” and “Cycleway Master Plan 1999” as these documents have both been superseded;
- Added “Bike Plan 2014” – this is currently being recommended to Council;
- Added “Trails Hub Assessment” – this is currently being recommended to Council.
- Added 1 x Denmark Agricultural College representative to the membership section and increased the number of members from 10 to 11.

Number of Suggested Councillor Members	1 Councillor
Usual meeting frequency	Every 2 months
Usual meeting duration	1-2 hours
Usual meeting day	First Monday of every 2 nd month
Usual meeting time	1.00pm
Officer Secretariat	Director of Infrastructure Services or nominee

Voting Requirements:

Absolute majority.

OFFICER RECOMMENDATION

ITEM 8.8

That the Paths & Trails Advisory Committee be re-established and Council;

1. Adopt the Charter and Membership, as amended, in accordance with Appendix 8.9; and
2. Appoint Cr Lewis to the Committee; and
3. Advertise for Community Members to serve on the Committee for a term of two years, expiring in October 2017; and
4. Invite member organisations to nominate their representative.

COUNCIL RESOLUTION

ITEM 8.8

MOVED: CR SEENEY

SECONDED: CR LEWIS

That the Paths & Trails Advisory Committee be re-established and Council;

1. Adopt the Charter and Membership, as amended, in accordance with Appendix 8.9; and
2. Appoint Cr Lewis to the Committee and Cr Seeney as a proxy delegate; and
3. Advertise for Community Members to serve on the Committee for a term of two years, expiring in October 2017; and
4. Invite member organisations to nominate their representative.

CARRIED UNANIMOUSLY AND BY AN ABSOLUTE MAJORITY: 9/0

Res: 141015

REASONS FOR CHANGE*Council added Cr Seeney as a proxy delegate to the Committee.*

8.9 ROADWISE ADVISORY COMMITTEE
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File Ref:	COMM.RWAC
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	12 October 2015
Author:	Dale Stewart, Chief Executive Officer
Authorising Officer:	Dale Stewart, Chief Executive Officer
Attachments:	8.10 – Roadwise Advisory Committee Charter

Summary:

This report recommends that Council re-establish the Roadwise Advisory Committee and adopt the attached Committee Charter.

Background:

Nil

Consultation:

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

Statutory Obligations:

The Local Government Act 1995.

Policy Implications:

There are no policy implications.

Budget / Financial Implications:

There are no known financial implications upon either the Council's current Budget or Long Term Financial Plan.

Strategic Implications:

The report and officer recommendation is consistent with Council's adopted Mission and Vision.

Sustainability Implications:

➤ **Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

➤ **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

➤ **Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not establish a Roadwise Advisory Committee.	Rare (1)	Minor (2)	Low (1-4)	Inadequate Engagement - Community / Stakeholders / Crs	Accept Officer Recommendation

Comment/Conclusion:

A copy of the proposed Roadwise Advisory Committee Charter is attached which includes the following Terms of Reference;

To advise Council on matters relating to:

- Road Safety Objectives
- State Road Safety Strategy
- Local Road Safety Action Plan
- Community Road Safety Committee
- Community Road Safety Grants Program

At its meeting held on 1 September 2015, the Roadwise Advisory Committee recommended that the membership of the Committee include an Agricultural College representative given that there was already a representative from the High School and the Primary School. The draft Charter attached has been amended to reflect this request.

The Charter has been amended as follows;

- Added 1 x Denmark Agricultural College representative to the membership section and increased the number of members from 10 to 11.

Number of Suggested Councillor Members	1 Councillor
Usual meeting frequency	Every 2 months
Usual meeting duration	1-2 hours
Usual meeting day	3 rd Wednesday of every 2 nd month
Usual meeting time	10.30am
Officer Secretariat	Director of Infrastructure Services or nominee

Voting Requirements:

Absolute majority.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 8.9
MOVED: CR MORRELL	SECONDED: CR SAMPSON
That the Roadwise Advisory Committee be re-established and Council;	
1. Adopt the Charter and Membership, as amended, in accordance with Appendix 8.10; and	
2. Appoint Cr Morrell to the Committee; and	
3. Invite member organisations to nominate their representative.	
CARRIED UNANIMOUSLY AND BY AN ABSOLUTE MAJORITY: 9/0	Res: 151015

8.10 SENIORS ADVISORY COMMITTEE
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File Ref:	COMM.SAC
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	12 October 2015
Author:	Dale Stewart, Chief Executive Officer
Authorising Officer:	Dale Stewart, Chief Executive Officer
Attachments:	8.10 – Seniors Advisory Committee Charter

Summary:

This report recommends that Council re-establish the Seniors Advisory Committee and adopt the attached Committee Charter.

Background:

Nil

Consultation:

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

Statutory Obligations:

The Local Government Act 1995.

Policy Implications:

There are no policy implications.

Budget / Financial Implications:

There are no known financial implications upon either the Council's current Budget or Long Term Financial Plan.

Strategic Implications:

The report and officer recommendation is consistent with Council's adopted Mission and Vision.

Sustainability Implications:➤ **Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

➤ **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

➤ **Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not establish a Seniors Advisory Committee.	Rare (1)	Minor (2)	Low (1-4)	Inadequate Engagement - Community / Stakeholders / Crs	Accept Officer Recommendation

Comment/Conclusion:

A copy of the proposed Seniors Advisory Committee Charter is attached which includes the following Terms of Reference;

- 6.1 Provide Council with information and advice regarding ongoing needs of seniors.
- 6.2 Encourage seniors to participate actively in community ventures and projects.
- 6.3 Assist Council with the implementation of Senior Policy P080601.
- 6.4 Review, at reasonable intervals, Seniors' Policy P080601 to ensure its ongoing accuracy and relevance.
- 6.5 Implementation & review of the Council's adopted Age Friendly Community Study 2011.

The Charter has been amended as follows;

- Include the words "and review" in part 6.5 of the Terms of Reference.

Number of Suggested Councillor Members	1 Councillor
Usual meeting frequency	Every 2 months
Usual meeting duration	1-2 hours
Usual meeting day	Thursday
Usual meeting time	1.00pm
Officer Secretariat	Chief Executive Officer or nominee

Voting Requirements:

Absolute majority.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 8.10
MOVED: CR GILLIES	SECONDED: CR LEWIS
That the Seniors Advisory Committee be re-established and Council;	
1. Adopt the Charter and Membership, as amended, in accordance with Appendix 8.11; and	
2. Appoint Cr Gillies to the Committee; and	
3. Advertise for Community Members to serve on the Committee for a term of two years, expiring in October 2017; and	
4. Invite member organisations to nominate their representative.	
CARRIED UNANIMOUSLY AND BY AN ABSOLUTE MAJORITY: 9/0	Res: 161015

8.11 WASTE MANAGEMENT ADVISORY COMMITTEE

File Ref:	COMM.WMAC
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	12 October 2015
Author:	Dale Stewart, Chief Executive Officer
Authorising Officer:	Dale Stewart, Chief Executive Officer
Attachments:	8.11 – Waste Management Advisory Committee Charter

Summary:

This report recommends that Council not re-establish the Waste Management Advisory Committee.

Background:

Nil

Consultation:

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

Statutory Obligations:

The Local Government Act 1995.

Policy Implications:

There are no policy implications.

Budget / Financial Implications:

There are no known financial implications upon either the Council's current Budget or Long Term Financial Plan.

Strategic Implications:

The report and officer recommendation is consistent with Council's adopted Mission and Vision.

Sustainability Implications:➤ **Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

➤ **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

➤ **Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not establish a Waste Management Advisory Committee.	Rare (1)	Minor (2)	Low (1-4)	Inadequate Engagement - Community / Stakeholders / Crs	Accept Officer Recommendation

Comment/Conclusion:

A copy of the current Waste Management Advisory Committee Charter is attached which includes the following Terms of Reference;

Subject to the constraints of Council’s Budget, Policies and Procedures and compliance with the Local Government Act 1995 and associated Regulations;

- 6.1 *Implementing the Strategic Waste Minimisation Plan 2008-2013.*
- 6.2 *Establishing our communities Landfill Waste options now and into the future with specific recommendations.*
- 6.3 *Investigating the future waste need of Denmark, Nornalup, Bow Bridge and Peaceful Bay villages and associated communities and whether this can be accommodated through the regional participation with the Shires of Cranbrook, Plantagenet, Manjimup and/or the City of Albany or with its own locally based suitable site.*
- 6.4 *Provide advice on operational matters pertaining to waste or recycling if requested by Council or Shire Officers.*
- 6.5 *Oversight of compliance with the licencing requirements of the Peaceful Bay and Denmark waste sites.*

Number of previous Councillor Members	4 Councillors
Usual meeting frequency	Every 2 months
Usual meeting duration	1-2 hours
Usual meeting day	Thursday
Usual meeting time	1.00pm
Officer Secretariat	Director of Director of Infrastructure Services or nominee

The Chief Executive Officer is of the opinion that the Waste Management Advisory Committee should not be re-established and the very important matter for deliberation, such as the proposed new Landfill Facility, be dealt with by Council as a whole.

Voting Requirements:

Absolute majority.

OFFICER RECOMMENDATION

ITEM 8.11

That Council not re-establish the Waste Management Advisory Committee.

COUNCIL RESOLUTION

ITEM 8.12

MOVED: CR GILLIES

SECONDED: CR LEWIS

That the Waste Management Advisory Committee be re-established and Council;

- 1. Adopt the Charter and Membership, as amended, in accordance with Appendix 8.12; and
- 2. Appoint the following Councillors to the Committee;
Cr Lewis, Cr Bartlett, Cr Gillies and Cr Gearon.

CARRIED UNANIMOUSLY AND BY AN ABSOLUTE MAJORITY: 9/0

Res: 171015

REASONS FOR CHANGE

Council wanted to re-establish the Committee.

9. APPOINTMENT OF COUNCIL WORKING GROUPS

9.1 MORGAN RICHARDS COMMUNITY CENTRE REFURBISHMENT WORKING GROUP

The Morgan Richards Community Centre Refurbishment Working Group was established by Council on 3 July 2012 (Resolution No. 060712) with the following Terms of Reference and Sunset Clause:

Terms of Reference

The Morgan Richards Community Centre Refurbishment Working Group’s Terms of Reference were adopted by Council on 3 July 2012 (Resolution No. 060712).

- *To source and appoint a suitably qualified Architect to advise the Working Group and to assist with the project, in a professional capacity; and*
- *To oversee the efficient and effective administration of the grant, and other relevant project funds for the construction and refurbishment of the Morgan Richards Community Centre (on Reserves 18587 & 45623) in accordance with the principles of the adopted Adaptive Reuse Study (dated April 2011).*

Sunset Clause

The Working Group will cease to exist following completion of the refurbishment project, acquittal of the relevant grants and facilitation of a celebratory opening function.

The Officer recommends that the Working Group be disbanded as the works of the Working Group have been substantially concluded and the Morgan Richards Community Centre was officially opened for use on Friday, 9 October 2015.

Number of Previous Members	2 Councillors (one of whom is to be elected Presiding Person)
Other Working Group Members	<ul style="list-style-type: none"> • Chief Executive Officer • 1 x Denmark Community Resource Centre Representative • 1 x Denmark Arts Representative • 1 x Denmark Over 50s Association Representative
Usual meeting frequency	Every 3 months or as required
Usual meeting duration	1 – 2 hours
Usual meeting day	No set day
Usual meeting time	10.00am
Officer Secretariat	Chief Executive Officer or nominee
Quorum	Nil

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 9.1
MOVED: CR SEENEY	SECONDED: CR LEWIS
That Council not re-establish the Morgan Richards Community Centre Refurbishment Working Group due to the completion of the project under its terms of reference and the outgoing members be acknowledged for their contribution and service.	
CARRIED UNANIMOUSLY: 9/0	Res: 181015

Prior to consideration of Item 9.2 the Chief Executive Officer, through the Presiding Person, brought to the attention of the meeting the following disclosure(s) of interest:

Cr Morrell declares a proximity interest on the basis that he is the co-owner of property in Strickland Street.

2.55pm - Cr Morrell requested the Deputy Shire President, Cr Gillies to assume the Chair, left the room and did not participate in discussion or vote on the matter.

Cr Gillies assumed the Chair as the Presiding Person.

9.2 CBD STREETScape REDEVELOPMENT WORKING GROUP

The CBD Streetscape Redevelopment Working Group was established on the 28 June 2005 (Resolution No. 166/05) and the Terms of Reference were reviewed and amended on the 22 February 2011 (Resolution No. 260211).

Terms of Reference

The objective of the Working Group was to provide comment and recommendations to Council on the following issues in relation to the Denmark CBD;

- Parking in and around the CBD;
- Staging of any proposed construction or redevelopment works; and
- Monitoring expenditure of each stage.

For the purpose of the Working Group the Denmark CBD is that area as defined in the Local Planning Policy No. 31 – Commercial Strategy.

Number of Previous Councillor Members	2 Councillors (one of whom is to be elected Presiding Person)
Other Working Group Members	<ul style="list-style-type: none"> • 2 x Denmark Chamber of Commerce representatives or Deputy. • 1 x Community representative or Deputy. • 1 x Shire of Denmark Disability Services Committee representative. • 1 x Denmark Arts Inc. Representative or Deputy. • 1 x Denmark Tourism Inc. Representative or Deputy.
Usual meeting frequency	Every 3 months or as required
Usual meeting duration	1 – 2 hours
Usual meeting day	No set day
Usual meeting time	No set time
Officer Secretariat	Director of Infrastructure Services or nominee
Quorum	Nil

Comment

The Officer recommends that the Working Group be disbanded as the works of the Working Group have been concluded.

2.56pm – Cr Whooley left the room.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 9.1
MOVED: CR SEENEY	SECONDED: CR PEDRO
That Council not re-establish the CBD Streetscape Redevelopment Working Group due to the completion of the project under its terms of reference and the outgoing members be acknowledged for their contribution and service.	
CARRIED UNANIMOUSLY: 7/0	Res: 191015

2.59pm – Cr Morell returned to the room and resumed the Chair as the Presiding Person.

9.3 OCEAN BEACH AND PEACEFUL BAY FORESHORE CONCEPT PLAN WORKING GROUP

The Ocean Beach and Peaceful Bay Foreshore Concept Plan Working Group is proposed to be established noting the inclusion of funds in the 2015/16 Budget for Coastal Hazard Risk Management and Adaptation Planning.

Terms of Reference

To develop concept plans, taking into account coastal adaptation planning factors, for the Ocean Beach and Peaceful Bay Foreshore areas to guide the future development of these key recreational nodes.

Number of Proposed Councillor Members	2 Councillors (one of whom is to be elected Presiding Person)
Other Working Group Members	<ul style="list-style-type: none"> • 1 x Denmark Surf Life Saving Club Representative • 1 x Peaceful Bay Progress Association Representative • 1 x South Coast Natural Resource Management Representative • 2 x Community Members • Director of Planning & Sustainability • Director of Infrastructure Services • Sustainability Officer
Proposed meeting frequency	As required
Proposed meeting duration	1 – 2 hours
Proposed meeting day	To be determined
Proposed meeting time	To be determined
Officer Secretariat	Director of Planning & Sustainability or nominee
Quorum	Nil

COUNCIL RESOLUTION & OFFICER RECOMMENDATION ITEM 9.3 MOVED: CR PEDRO SECONDED: CR SAMPSON

That Council establish the Ocean Beach and Peaceful Bay Foreshore Concept Plan Working Group with the following Terms of Reference and membership;

Terms of Reference

To develop concept plans, taking into account coastal adaptation planning factors, for the Ocean Beach and Peaceful Bay Foreshore areas to guide the future development of these key recreational nodes.

Membership

- 2 x Councillors (one of whom is to be elected as the Presiding Person), being Councillors Pedro and Sampson;
- 1 x Denmark Surf Life Saving Club Representative;
- 1 x Peaceful Bay Progress Association Representative;
- 1 x South Coast Natural Resource Management Representative;
- 2 x Community Members;
- Director of Planning & Sustainability;
- Director of Infrastructure Services; and
- Sustainability Officer

Officer Secretariat

Director of Planning & Sustainability

CARRIED UNANIMOUSLY: 8/0

Res: 201015

9.4 YOUTH ADVISORY COUNCIL

A Youth Advisory Council is proposed to be established with an amended membership and Terms of Reference from the previous Youth Advisory Committee that existed. This is supported by the outgoing Committee. A copy of the former Committee Charter is attached (refer Attachment 9.4).

At its meeting held on 12 October 2015, the Youth Advisory Committee made the following recommendation to Council;

“The Denmark Youth Advisory Committee recommends to Council that the Committee once convened after the 17 October 2015 Council Elections is to comprise of a Councillor, Council’s Supervisor of Youth Services and seven (7) under the age of 25 representatives, with the Chairperson to not necessarily be a Councillor.”

Terms of Reference

The Youth Advisory Council (YAC) is a group of young people who are interested in the issues facing young people today - and want to do something about them.

The YAC is responsible to:

- Advise the local government on a wide range of youth issues and initiatives;
- Advise the State Government on matters important to youth;
- Assist in deciding funding priorities for youth facilities, events and services;
- Assist to distribute information to young people and the wider community;
- Develop and organise activities and events for local young people;
- Encourage greater participation of young people in a range of community initiatives, including volunteer service and leadership opportunities;
- Initiate and develop local grant proposals;
- Develop initiatives to assist raise the profile of the Denmark Youth Centre for all young people in the target group (12 to 17 years of age, inclusive) in the community;
- Review, at reasonable intervals, Council’s Provision of Youth Services Policy P080301 to ensure its ongoing accuracy and relevance.

Number of Proposed Councillor Members	1 Councillor (whom is to be elected Presiding Person with the Manager of Recreation & Youth Services, or the Youth Services Co-ordinator, as Deputy Presiding Person)
Other Working Group Members	<ul style="list-style-type: none"> • 7 x Young Persons aged between the ages of 12 and 25, inclusive (noting that for those young people under 18 years of age, parental approval and support is encouraged)
Proposed meeting frequency	As required
Proposed meeting duration	To be determined
Proposed meeting day	To be determined
Proposed meeting time	To be determined
Officer Secretariat	Director of Community & Regulatory or nominee
Quorum	Nil

3.00pm – Cr Whooley returned to the room.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 9.4
MOVED: CR SEENEY	SECONDED: CR LEWIS
That Council establish Youth Advisory Council with the following Terms of Reference and membership;	
<u>Terms of Reference</u>	
<i>The Youth Advisory Council (YAC) is a group of young people who are interested in the issues facing young people today - and want to do something about them.</i>	
<i>The YAC is responsible to:</i>	
<ul style="list-style-type: none"> • Advise the local government on a wide range of youth issues and initiatives; • Advise the State Government on matters important to youth; • Assist in deciding funding priorities for youth facilities, events and services; • Assist to distribute information to young people and the wider community; • Develop and organise activities and events for local young people; • Encourage greater participation of young people in a range of community initiatives, including volunteer service and leadership opportunities; • Initiate and develop local grant proposals; • Develop initiatives to assist raise the profile of the Denmark Youth Centre for all young people in the target group (12 to 17 years of age, inclusive) in the community; • Review, at reasonable intervals, Council's Provision of Youth Services Policy P080301 to ensure its ongoing accuracy and relevance. 	
<u>Membership</u>	
<ul style="list-style-type: none"> • 1 Councillor being Cr Lewis whom is to be elected Presiding Person with the Manager of Recreation & Youth Services, or the Youth Services Co-ordinator, as Deputy Presiding Person; • 7 x Young Persons aged between the ages of 12 and 25, inclusive (noting that for those young people under 18 years of age, parental approval and support is encouraged) 	
<u>Officer Secretariat</u>	
Director of Community & Regulatory Services or Nominee	
CARRIED UNANIMOUSLY: 9/0	Res: 211015

9.5 OCCUPATIONAL SAFETY & HEALTH COMMITTEE

The Occupational Safety & Health Committee is a Committee which an employer is bound to establish, either at the discretion of the employer or if employees require it, pursuant to the Occupational Safety & Health Act 1984.

A copy of the current Occupational Safety & Health Committee Charter is attached which includes the following Terms of Reference;

- 6.1 Enable and assist consultation and cooperation between the employer and employees;
- 6.2 Help to initiate, develop, implement and review safety and health measures including;
 - (1) Policy Development;
 - (2) Emergency procedures;
 - (3) Training and supervision;
 - (4) Accident and illness reports,
 - (5) Resolution of safety and health issues;
 - (6) Risk Management.

- 6.3 *Keep itself informed about safety and health standards in similar workplaces;*
 6.4 *Make recommendations on safety and health rules, programs, measures and procedures at the workplace(s);*
 6.5 *Ensure information on hazards is kept where it is readily accessible;*
 6.6 *Consider and make recommendations about changes that may affect the safety and health of employees;*
 6.7 *Consider matters referred to it by safety and health representatives; and*
 6.8 *Perform other functions prescribed by Regulations or assigned to it by the employer (with the Committee's consent and in keeping with the Committee's vision).*

Number of Suggested Councillor Members	None – the Committee is established by the Chief Executive Officer in accordance with legislation and comprising employees
Usual meeting frequency	Quarterly
Usual meeting duration	1-2 hours
Usual meeting day	Every 3 rd Wednesday of every 3 rd month
Usual meeting time	2.00pm
Officer Secretariat	Human Resources / Risk Management Officer
Responsible Officer	Director of Finance & Administration

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 9.5
MOVED: CR SAMPSON	SECONDED: CR PEDRO
That the Council note that CEO has established an Occupational Safety & Health Committee pursuant to Section 39B of the Occupational Safety and Health Act 1984 with Charter and Membership in accordance with Appendix 8.8.	
CARRIED UNANIMOUSLY: 9/0	Res: 221015

9.6 **MCLEAN PARK OVERFLOW CAMPING GROUND WORKING GROUP**

Established, 8 September 2015 (Resolution No. 030915) pursuant to the McLean Park Overflow & Emergency Evacuation Facility Management Plan to provide guidance to the Director of Community & Regulatory Services regarding opening and closing dates for the facility, the setting of fees for each class of site, moving on and 'close down' policies, park rules and the general management of the site.

Number of Councillor Members	1 Councillor
Other Working Group Members	<ul style="list-style-type: none"> The Director of Community & Regulatory Services The Principal Environmental Health Officer 2 x Caravan Industry representatives
Proposed meeting frequency	As required
Proposed meeting duration	To be determined
Proposed meeting day	To be determined
Proposed meeting time	To be determined
Officer Secretariat	Director of Community & Regulatory or nominee
Quorum	Nil

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 9.6
MOVED: CR GEARON	SECONDED: CR GILLIES
That Council note the previous establishment of the McLean Park Overflow Camping Ground Working Group, pursuant to Council Resolution No. 030915, and appoint Cr Gearon as a member.	
CARRIED UNANIMOUSLY: 9/0	Res: 231015

9.7 MCLEAN PARK USER GROUP

The McLean Park User Group has been developed by the Manager of Recreation & Youth Services to assist with managing the McLean Park Recreational Reserve – this group is operational only and meets as required.

Number of Councillor Members	None - the Committee is established by the Manager of Recreation & Youth Services
Other Working Group Members	<ul style="list-style-type: none"> • Club Development Officer • Youth Centre Co-ordinator • 1 x Denmark Walpole Football Club Representative • 1 x Denmark Walpole Junior Football Club Representative • 1 x Denmark Cricket Club Representative • 1 x Denmark Little Athletics Club Representative • 1 x Denmark Soccer Club Representative • 1 x Muckrakers Cricket Club Representative • 1 x Representative each from any other future user group
Proposed meeting frequency	As required but no greater than bimonthly
Proposed meeting duration	To be determined
Proposed meeting day	To be determined
Proposed meeting time	To be determined
Officer Secretariat	Manager of Recreation & Youth Services
Quorum	Nil

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 9.7
MOVED: CR GEARON	SECONDED: CR SAMPSON
That Council note the establishment of the McLean Park User Group.	
CARRIED UNANIMOUSLY: 9/0	Res: 241015

Prior to consideration of Item 10 the Chief Executive Officer, through the Presiding Person, brought to the attention of the meeting the following disclosure(s) of interest:

Cr Seeney is a member of the Denmark Historical Society and as a consequence there may be a perception that his impartiality on item 10.13 may be affected. Cr Seeney declares that he will consider Item 10.13 on its merits and vote accordingly.

Cr Lewis is a member of the Riding for the Disabled Denmark and as a consequence there may be a perception that her impartiality on Item 10.14 may be affected. Cr Lewis declares that she will consider Item 10.14 on its merits and vote accordingly.

Cr Gearon is Vice President of the Denmark Aquatic Centre Committee Inc., her partner is employed by Denmark Arts and is a member of the Denmark Health Hub and as a consequence there may be a perception that her impartiality on Items 10.1, 10.7 and 10.11 may be affected. Cr Gearon declares that she will consider Item 10.1, 10.7 and 10.11 on its merits and vote accordingly.

3.07pm – Cr Bartlett left the room.

10. APPOINTMENT OF ELECTED MEMBERS AND OFFICERS TO EXTERNAL AGENCIES, ADVISORY GROUPS, ORGANISATIONS AND COMMITTEES

Note: The Delegates appointed may or may not be eligible to vote depending upon the organisation's Constitution, Terms of Reference or Charter.

The following appointments are requested to ensure ongoing two way communication between Council and the identified Community Groups or Organisations. The groups or organisations listed have either requested a Council representative or the Chief Executive Officer believes a Council representative should be provided.

A list of current Committee Members and Delegates is attached which was current prior to the October 2015 Local Government Election.

Most of the attendances are required on a monthly basis; however additional information on frequency of meetings, location of meetings and the like is included under Appendix 10.

The CEO suggests that the following external Committees no longer be offered a Council delegate due to either the expiration or cessation of the Committee and/or in the opinion of the CEO, there is no longer a current need to maintain a regular Councillor point of contact;

- 10.1 Denmark Aquatic Centre Committee Inc. (DACCI)**
- 10.2 Governmental Interagency – Human Services Group**
- 10.3 Great Southern ANZAC Centenary Committee**
- 10.4 ICLEI Water Campaign**
- 10.5 Walpole-Tingledale Land Conservation District**

The CEO suggests that the following external committees be offered (where appropriate) an Officer delegate, a Councillor delegate and/or a Deputy Delegate.

10.6 A Smart Start Community Committee

The Council's Librarian

10.7 Denmark Arts Inc.

Cr Bartlett

10.8 Denmark Chamber Of Commerce Inc.

Cr Whooley

10.9 Denmark Community Resource Centre Inc. Committee

Cr Lewis

10.10 Denmark Environmental Risk Assessment Reference Group (Water Corporation)

Cr Gillies

10.11 Denmark Health Hub

Cr Gearon

3.10pm – Cr Bartlett returned to the room.

10.12 Denmark High School Oval Management Committee

The Manager of Recreation & Youth Services

Cr Lewis

10.13 Denmark Historical Society Inc.

Cr Seeney

10.14 Denmark Pony Club & Equestrian Club Working Group

Cr Morrell

10.15 Denmark Riverside Project Team

The Manager of Recreation & Youth Services

Cr Gillies

Cr Lewis (Deputy)

10.16 Denmark Tidy Towns Inc.

Cr Bartlett

10.17 Denmark Tourism Inc.

Cr Sampson

10.18 Forest Industry Road Users Group – Great Southern

The Director of Infrastructure Services

Cr Seeney

10.19 Great Southern Recreation Advisory Group

The Manager of Recreation & Youth Services

Cr Bartlett

10.20 Great Southern Regional Road Group

The Director of Infrastructure Services

Cr Seeney

Cr Whooley (Deputy)

10.21 Great Southern Regional Water Reference Advisory Group

The Chief Executive Officer or Nominee

10.22 Interagency Weed Management Group

The Sustainability Officer

3.22pm – Cr Bartlett left the room.

10.23 Kwoorabup Community Park Public Art Plan – Art Selection Panel

Cr Morrell

Mr Ross Thornton

10.24 Lake Muir / Denbarker Community Feral Pig Eradication Group

Cr Gillies

10.25 Nornalup Ratepayers & Residents Association Inc.

Cr Gillies

Cr Seeney (Deputy)

10.26 Nornalup Foreshore Community Working Group

The Director of Planning & Sustainability

The Sustainability Officer

10.27 Parrys Beach Voluntary Management Group Inc.

Cr Seeney

10.28 Peaceful Bay Progress Association Inc.

Cr Gillies

Cr Seeney (Deputy)

10.29 South Coast Management Group

Nominations for the two Community Representative positions will be advertised and any nominations will be referred to Council for formal appointment via Resolution.

The Sustainability Officer

Cr Pedro

Vacant

_____ (Community Representative)

_____ (Community Representative)

10.30 South Coast Natural Resource Management Inc. – Project Dieback Reference Group West

The Sustainability Officer

3.29pm – Cr Bartlett returned to the meeting.

10.31 Southern Joint Development Assessment Panel

Note: Appointment is subject to the approval of the Minister for Planning with the current appointments nominated by Council in February 2015 (Resolution No. 070215) and valid until April 2017, unless one of the Members resign.

Councillors should note that there is a training requirement for Councillors that seek to nominate for the Assessment Panel and it is recommended that the existing incumbent Councillors be retained as the two members with Cr Osborne, if re-elected, retained as either a member or alternate member and that the Council appoint an additional Elected Member to fill the remaining Alternate Member vacancy.

Officer suggested approach;

Cr John Sampson (Member)

And, select one of the following to be the Member with the other to be an Alternate Member

Cr Dawn Pedro (Member)

And, select an additional Councillor to be an Alternate Member

Cr Morrell (Alternate Member)

Cr Whooley (Alternate Member)

10.32 WA Agricultural College – Denmark Agricultural Advisory Committee

Cr Morrell

- 10.33 WA Agricultural College – Denmark Decision Making Committee**
Cr Seeney
- 10.34 WA Local Government Association (WALGA) – Great Southern Zone**
Cr Morrell (Executive Delegate)
Cr Pedro
- 10.35 Walpole Health Service Community Advisory Committee**
Cr Gillies
- 10.36 Walpole Work Camp Committee (Department of Corrective Services)**
Cr Seeney
- 10.37 Wilson Inlet Catchment Committee Inc.**
Cr Pedro
- 10.38 Wilson Inlet Management Strategy Management Group**
The Director of Planning & Sustainability or Nominee
Cr Pedro

The CEO suggests that Council note the following continuing appointments of Councillors and/or Council Officers. These appointments have either been made internally or by external organisations / agencies and therefore are not appointed by the Council.

- 10.39 Department of Planning – Lower Great Southern Strategy**
Chief Executive Officer (Working Group)
Director of Planning & Sustainability (Consultation Group)
- 10.40 Governmental Interagency – Infrastructure Services Group**
The Chief Executive Officer
- 10.41 Great Southern Group of Councils - Strategic Waste Minimisation Committee Meeting**
Gregg Harwood, Director of Community & Regulatory Services
- 10.42 WALGA Fluoridation of Public Water Supplies Committee**
Appointed By WALGA
Cr Belinda Rowland has been appointed by WALGA on this Committee. Should Cr Rowland not be re-elected at the 2015 local government elections, WALGA will be notified accordingly.
- 10.43 WALGA Great Southern Zone – South Coast Natural Resource Management**
Elected at the WALGA Great Southern Zone Meeting on 29 November 2013.
Cr Dawn Pedro
- 10.44 WALGA Great Southern Zone – District Emergency Management Committee**
Elected at the WALGA Great Southern Zone Meeting on 29 November 2013.
Cr Rogers Seeney has been appointed by WALGA on this Committee. Should Cr Seeney not be re-elected at the 2015 local government elections, WALGA will be notified accordingly.

10.45 WALGA Local Government Emergency Management Advisory Group*Appointed By WALGA*

Mr Gregg Harwood, Director of Community & Regulatory Services

10.46 WALGA Local Health Authorities Analytical Committee*Appointed by the Minister for Health, 4 July 2013*

Cr Belinda Rowland has been appointed by WALGA on this Committee. Should Cr Rowland not be re-elected at the 2015 local government elections, WALGA will be notified accordingly.

10.47 WALGA Rural Landfill Working Group (1 Delegate)*Appointed by WALGA*

Gregg Harwood, Director of Community & Regulatory Services

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 10
MOVED: CR LEWIS	SECONDED: CR GEARON
That Council;	
1. Not appoint Delegates & Deputy Delegates to the external Committees as specified under Items 10.1 to 10.5;	
2. Appoint the above Delegates & Deputy Delegates as specified under Items 10.6 to 10.38;	
3. Note the above previously appointed and continuing or non-continuing (if applicable) Delegates and Deputy Delegates as specified under Items 10.39 to 10.47;	
4. Update Council's Committees & Delegates List accordingly; and	
5. Advise each organisation accordingly.	
CARRIED UNANIMOUSLY: 9/0	Res: 251015

11. CLOSURE OF MEETING

The Shire President stated that he wished to extend his thanks to the former Shire President, Cr Thornton and former Councillors, Belinda ~~Ross~~ Rowland and Ian Osborne. Cr Morrell noted that each of the former Councillors had put a lot of time and effort into their roles on Council and requested that a formal letter of thanks be sent to each.

CORRECTION TO MINUTES.
Pursuant to Council Resolution No. 011115

3.42pm – There being no further business to discuss the Shire President, Cr Morrell, declared the meeting closed.

The Chief Executive Officer recommends the endorsement of these minutes at the next meeting.

Signed: _____
Dale Stewart – Chief Executive Officer

These minutes were confirmed at a meeting on the _____.

Signed: _____
(Presiding Person at the meeting at which the minutes were confirmed.)