



## SPECIAL MEETING OF COUNCIL

For the Purpose of Election of the Shire President & the Deputy Shire President 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, 22 OCTOBER 2013.

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## SWEARING IN OF NEW COUNCILLORS

Newly elected Councillors were sworn in by Mrs Claire Jacobs JP prior to the commencement of the meeting as follows;

	<b>Name</b>	<b>Ward</b>	<b>Term Expiring</b>
Elected unopposed:	Cr Dawn Pedro	(Scotsdale/Shadforth Ward)	October 2017
	Cr John Sampson	(Scotsdale/Shadforth Ward)	October 2017
	Cr Roger Seeney	(Kent/Nornalup)	October 2015
Elected:	Cr David Morrell	(Town Ward)	October 2017

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## Special Council Meeting

22 October 2013

### 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.

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**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

1.07pm – 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 Ross Thornton  
 Cr John Sampson  
 Cr Kelli Gillies  
 Cr Jan Lewis  
 Cr David Morrell  
 Cr Ian Osborne  
 Cr Dawn Pedro  
 Cr Belinda Rowland  
 Cr Roger Seeney

STAFF:

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

APOLOGIES:

Mrs Annette Harbron (Director of Planning & Sustainability)  
 Mr Rob Whooley (Director of Infrastructure Services)

ON LEAVE OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Mrs Claire Jacobs JP

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
Nil			

**3. ANNOUNCEMENT BY THE PERSON PRESIDING**

Mr Stewart welcomed Council's newly appointed Director of Finance & Administration, Mr Kim Dolzadelli.

#### 4. PUBLIC QUESTION TIME

##### 4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

##### 4.2 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

*There were no questions.*

##### 4.3 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

##### 4.4 PRESENTATIONS & DEPUTATIONS

Nil

#### 5. ELECTION OF SHIRE PRESIDENT & DEPUTY SHIRE PRESIDENT

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

##### **Declaration of President**

*Councillor Ross Thornton nominated himself for the position of Shire President.*

*There being no further nominations the Chief Executive Officer declared Cr Thornton elected. Cr Thornton was duly sworn into the Office of President, in the presence of Mrs Claire Jacobs JP, and assumed the chair as the Presiding Person.*

*The Shire President commenced Presiding over the Meeting*

## 5.2 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**

*Councillor John Sampson nominated himself for the position of Deputy Shire President.*

*There being no further nominations the Presiding Person declared Cr Sampson elected. Cr Sampson was duly sworn into the Office of Deputy President in the presence of Mrs Claire Jacobs JP.*

## 6. 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 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 Jan Lewis*

*Cr John Sampson*

*Cr Dawn Pedro*

*Cr Belinda Rowland*

*Cr Roger Seeney*

*Cr Ian Osborne*

*Cr David Morrell*

*Cr Kelli Gillies.*

*With the permission of the Presiding Person, Cr Rowland and Cr Seeney swapped positions, at the request of Cr Seeney.*

**7. 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 2014 is proposed for inclusion and deliberation on the November Council agenda.

<b>COUNCIL RESOLUTION &amp; OFFICER RECOMMENDATION</b>	ITEM 7.1
MOVED: CR SEENEY	SECONDED: CR MORRELL
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;	
<ul style="list-style-type: none"> <li>a) Every third Tuesday commencing 22 October 2013; and</li> <li>b) Commencing at 4pm; and</li> <li>c) At the Council Chambers, 953 South Coast Highway, Denmark; and</li> <li>d) Determine, by resolution, the meeting schedule for 2014 at its meeting scheduled for 12 November 2013.</li> </ul>	
CARRIED: 9/0	Res: 141013

<b>COUNCIL RESOLUTION</b>	
MOVED: CR SAMPSON	SECONDED: CR PEDRO
That Standing Orders be suspended.	
CARRIED: 9/0	Res: 151013

*2.27pm – Cr Morrell left the room and did not return.*

<b>COUNCIL RESOLUTION</b>	
MOVED: CR SEENEY	SECONDED: CR ROWLAND
That Standing Orders be resumed.	
CARRIED: 8/0	Res: 161013

## 8. APPOINTMENT OF COUNCIL COMMITTEES

Note well: Sections 5.8 – 5.25 (inclusive) of the Local Government Act 1995 relate to the appointment to 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 they see fit (subject to legislation).

### 8.1 AUDIT ADVISORY COMMITTEE

<b>File Ref:</b>	FIN.8
<b>Applicant / Proponent:</b>	Not applicable
<b>Subject Land / Locality:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	10 October 2013
<b>Author:</b>	Dale Stewart, Chief Executive Officer
<b>Authorising Officer:</b>	Dale Stewart, Chief Executive Officer
<b>Attachments:</b>	8.1 – Audit Advisory Committee Charter

#### Comment:

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).*

#### Comment

The Audit Advisory Committee is one of the few Committees of Council that is bound to establish.

<b>Number of Suggested Councillor Members</b>	All Councillors (minimum of 3)
<b>Usual meeting frequency</b>	Minimum requirement of once annually (as per Local Government Act 1995)
<b>Usual meeting duration</b>	1 – 2 hours

<b>Usual meeting day</b>	Tuesday
<b>Usual meeting time</b>	No set time
<b>Officer Secretariat</b>	Director of Finance & Administration or nominee

### Policy Implications

Previously there has been no requirement within the Committee Charters or Council Policy stipulating that the Chairperson of a Committee is to be Councillor. The Chief Executive Officer instigated an Organisation Wide Procedure (internal) a number of years ago in relation to Working Groups and Council has discussed initiating a similar Policy, in relation to Council Committees, at previous Strategic Briefing Forums.

The following draft Policy is therefore recommended to Council;

*"P040235 PRESIDING MEMBERS OF COUNCIL COMMITTEES*

#### Objectives

- *To maximise the adherence of Council Committees to adopted policies and procedures;*
- *To maximise the likelihood of Council Committees having continuity of a Presiding Person for the duration of its term; and*
- *To maximise the efficiency and effectiveness of Committees by ensuring that the Chairperson has the appropriate training and support.*

#### Policy

*Wherever there is one or more Elected Members appointed to a Council Committee, then it is Council Policy that the members of the Committee should elect one of those Elected Members to the role of Presiding Person of that Committee."*

3.07pm – Cr Lewis left the room.

<b>COUNCIL RESOLUTION &amp; OFFICER RECOMMENDATION</b>	ITEM 8.1 A
MOVED: CR ROWLAND	SECONDED: CR PEDRO
That Council adopt the following new Policy;	
<i>"P040235 <u>PRESIDING MEMBERS OF COUNCIL COMMITTEES</u></i>	
<u>Objectives</u>	
<ul style="list-style-type: none"> <li>• <i>To maximise the adherence of Council Committees to adopted policies and procedures;</i></li> <li>• <i>To maximise the likelihood of Council Committees having continuity of a Presiding Person for the duration of its term; and</i></li> <li>• <i>To maximise the efficiency and effectiveness of Committees by ensuring that the Chairperson has the appropriate training and support.</i></li> </ul>	
<u>Policy</u>	
<i>Wherever there is one or more Elected Members appointed to a Council Committee, then it is Council Policy that the members of the Committee should elect one of those Elected Members to the role of Presiding Person of that Committee."</i>	
CARRIED: 7/0	Res: 171013

<b>COUNCIL RESOLUTION &amp; OFFICER RECOMMENDATION</b>	ITEM 8.1 B
MOVED: CR ROWLAND	SECONDED: GILLIES
That the Audit Advisory Committee be continued and Council;	
<ol style="list-style-type: none"> <li>1. Adopt the Charter and Membership in accordance with Appendix 8.1 noting the change to reflect new Council Policy P040235 with respect to Presiding Persons; and</li> <li>2. Appoint all Councillors as members.</li> </ol>	
CARRIED BY AN ABSOLUTE MAJORITY: 7/0	Res: 181013



<b>8.2 BUSH FIRE ADVISORY COMMITTEE</b>
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<b>File Ref:</b>	FIRE.1A
<b>Applicant / Proponent:</b>	Not applicable
<b>Subject Land / Locality:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	10 October 2013
<b>Author:</b>	Dale Stewart, Chief Executive Officer
<b>Authorising Officer:</b>	Dale Stewart, Chief Executive Officer
<b>Attachments:</b>	8.2 – Bush Fire Advisory Committee Charter

A copy of the proposed 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 fulfill 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.*

### **Comment**

There are no major amendments proposed.

### **Policy Implications**

Policy P050107 - Volunteer Bush Fire Brigade Numbers & Advisory Committee Structure relates and reads as follows;

#### **"COUNCIL VOLUNTEER BUSH FIRE BRIGADES**

*(A total of 17 with Kordabup/Owingup and Shadforth/Scotsdale operating as combined brigades).*

- *Hazelvale*
- *Tingledale*
- *Mehniup*
- *Nornalup*
- *Peaceful Bay*
- *Kordabup/Owingup*
- *Somerset Hill*
- *Harewood*
- *Carmarthen*
- *Parryville*

- *Shadforth/Scotsdale*
- *Denmark East*
- *Mt Lindesay*
- *William Bay*
- *Ocean Beach*

#### **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 20 October 2011 (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.”*

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

**COUNCIL RESOLUTION & OFFICER RECOMMENDATION** ITEM 8.2  
 MOVED: CR PEDRO SECONDED: CR OSBORNE

That the Bush Fire Advisory Committee be continued and Council;

1. Adopt the Charter and Membership in accordance with Appendix 8.2; and
2. Appoint Cr Seeney to the Committee as a voting member; and
3. Appoint Cr Osborne as the deputy member; and
4. Invite member organisations to nominate their representative.

CARRIED BY AN ABSOLUTE MAJORITY: 7/0

Res: 191013

<b>8.3 CEMETERY ADVISORY COMMITTEE</b>
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<b>File Ref:</b>	A3212
<b>Applicant / Proponent:</b>	Not applicable
<b>Subject Land / Locality:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	10 October 2013
<b>Author:</b>	Dale Stewart, Chief Executive Officer
<b>Authorising Officer:</b>	Dale Stewart, Chief Executive Officer
<b>Attachments:</b>	8.3 – Cemetery Advisory Committee Charter

A copy of the proposed 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 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.*

#### **Comment**

At their meeting held on the 7 August 2013 the Cemetery Advisory Committee considered that for many years a representative of the Lions Club of Denmark had sat on the Committee as a Community Member. The Lions Club of Denmark currently have the maintenance contract for the Denmark Cemetery and it was deemed beneficial and appropriate to continue having a representative from that organisation on the Committee.

To ensure on-going representation from the Lions Club of Denmark the Cemetery Advisory Committee has made the following recommendation to Council;

That the Cemetery Advisory Committee recommends to Council that the Cemetery Advisory Committee Charter membership be amended to read as follows;

- 1 x Councillor appointed by Council from time to time;
- 3 x Community Representatives;
- 1 x Lions Club of Denmark Representative;
- 2 x Denmark Historical Society Representatives.

This will increase the Committee's membership from 6 to 7 members. The attached proposed Charter reflects this request.

<b>Number of Previous Councillor Members</b>	1 Councillor
<b>Usual meeting frequency</b>	Every 3 - 4 months
<b>Usual meeting duration</b>	1 – 2 hours
<b>Usual meeting day</b>	Wednesday
<b>Usual meeting time</b>	1.00pm
<b>Officer Secretariat</b>	Chief Executive Officer or nominee

<b>COUNCIL RESOLUTION &amp; OFFICER RECOMMENDATION</b>	ITEM 8.3
MOVED: CR SEENEY	SECONDED: CR PEDRO
That with respect to the Cemetery Advisory Committee, Council;	
1. Adopt the Charter and Membership in accordance with Appendix 8.3; and	
2. Appoint Cr Rowland to the Committee; and	
3. Advertise for Community Members to serve on the Committee for a term of two years, expiring in October 2015; and	
4. Invite member organisations to nominate their representative.	
CARRIED BY AN ABSOLUTE MAJORITY: 7/0	Res: 201013

*3.09pm - Cr Lewis returned to the room.*

*3.09pm – Cr Gillies left the room.*

<b>8.4 CLIMATE CHANGE ADVISORY COMMITTEE</b>
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<b>File Ref:</b>	ORG.54
<b>Applicant / Proponent:</b>	Not applicable
<b>Subject Land / Locality:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	10 October 2013
<b>Author:</b>	Dale Stewart, Chief Executive Officer
<b>Authorising Officer:</b>	Dale Stewart, Chief Executive Officer
<b>Attachments:</b>	8.4 – Climate Change Advisory Committee Charter

A copy of the proposed Climate Change Advisory Committee Charter is attached (if Council is inclined to continue it, contrary to the recommendation of the officer) 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 CO<sub>2</sub> emissions and the impacts of climate change.
- 6.3 To identify opportunities and seek funding for CO<sub>2</sub> 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.

#### Comment

<b>Number of Previous Councillor Members</b>	2 Councillors
<b>Usual meeting frequency</b>	Approximately every 2 months
<b>Usual meeting duration</b>	1 – 2 hours
<b>Usual meeting day</b>	Friday
<b>Usual meeting time</b>	9am
<b>Officer Secretariat</b>	Director of Planning & Sustainability or nominee (Sustainability Officer)

Councils' consideration to not continue with this Committee is suggested. It is the view of the officer that such matters referred to in the Charter can be readily referred to Council direct.

#### OFFICER RECOMMENDATION

ITEM 8.4

That the Climate Change Advisory Committee not be continued and the outgoing non elected members be acknowledged for their service.

#### COUNCIL RESOLUTION

ITEM 8.4

MOVED: CR LEWIS

SECONDED: CR ROWLAND

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

CARRIED: 7/0

Res: 211013

#### REASONS FOR CHANGE

Council wished to discuss the merits and structure of the Committee before making a decision on whether to re-establish the Committee and membership.

3.11pm – Cr Gillies returned to the room.

<b>8.5</b>	<b>COMMUNITY FINANCIAL ASSISTANCE GRANTS ADVISORY COMMITTEE</b>
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<b>File Ref:</b>	PBR.10A
<b>Applicant / Proponent:</b>	Not applicable
<b>Subject Land / Locality:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	10 October 2013
<b>Author:</b>	Dale Stewart, Chief Executive Officer
<b>Authorising Officer:</b>	Dale Stewart, Chief Executive Officer
<b>Attachments:</b>	8.5 – Community Financial Assistance Grants Advisory Committee Charter

A copy of the possible Community Financial Assistance Grants Advisory Committee Charter is attached (if Council is inclined to continue it, contrary to the recommendation of the officer) which includes the following Terms of Reference;

- 6.1 To assess and make recommendations to Council on funding applications for Council's "Community Financial Assistance Grants Program."
- 6.2 To ensure that the principles of the Community Financial Assistance Grants Program are met by the applicants.
- 6.3 To review the Shire of Denmark's Community Financial Assistance Grants guidelines, forms and policies from time to time.

#### **Comment**

The Author notes that, whilst the Committee could continue in its current form, it is suggested that the functions of the Committee could easily be performed by the Council as a whole, particularly given that the Committee traditionally only meets once per year and the task of advertising and initiating the grants is covered by policy and dealt with administratively.

#### Policy Implications

Policy P040125 - Community Financial Assistance Program relates and reads as follows;

#### Objectives

1. To provide financial assistance for organisations and/or projects which benefit the community.
2. To assist community based (not for profit) organisations to develop and maintain facilities.
3. To provide community based (not for profit), organisations with relief from Council imposed fees and charges.
4. To provide urgent or emergency financial assistance where required.
5. To provide guidelines for the consideration and approval, or otherwise, of financial assistance applications.
6. To minimise out of budget, ad hock requests.

#### Policy

That the Council at least annually advertise its intention to consider applications for financial assistance from community groups within the shire based on application forms and guidelines endorsed the Council's Community Financial Assistance Grants Committee.

Recommendations arising from such applications are to be made by this Committee to Council no later than May of each year for consideration by Council in the following financial year budget.

*Proponents requesting financial assistance from Council, that cannot be accommodated under staff delegations or which are not included in the Council's Budget or assessed under an advertised round, will be advised of Council's funding procedures and be requested to apply for the next round of the appropriate funding. Any such advice will be included in Council's monthly Information Bulletin.*

*Nothing in this policy prevents the CEO, where that officer deems appropriate, from referring a request for financial assistance to Council for determination.*

**Responsible Officer**

*The Director of Finance & Administration is the responsible officer for implementing this policy."*

<b>Number of Previous Councillor Members</b>	5 Councillors
<b>Usual meeting frequency</b>	Once annually
<b>Usual meeting duration</b>	1 – 2 hours
<b>Usual meeting day</b>	Varies
<b>Usual meeting time</b>	No set time
<b>Officer Secretariat</b>	Director of Finance & Administration or nominee

<b>COUNCIL RESOLUTION &amp; OFFICER RECOMMENDATION</b>	ITEM 8.5
MOVED: CR SEENEY	SECONDED: CR PEDRO
That the Community Financial Assistance Grant Advisory Committee be discontinued and the functions of the Committee be performed by the Council as part of its Ordinary Meeting cycle and the guiding Policy P040125 be changed to reflect this.	
CARRIED BY AN ABSOLUTE MAJORITY: 8/0	Res: 221013

<b>8.6</b>	<b>DISABILITY SERVICES ADVISORY COMMITTEE</b>
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<b>File Ref:</b>	ORG.25
<b>Applicant / Proponent:</b>	Not applicable
<b>Subject Land / Locality:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	10 October 2013
<b>Author:</b>	Dale Stewart, Chief Executive Officer
<b>Authorising Officer:</b>	Dale Stewart, Chief Executive Officer
<b>Attachments:</b>	8.6 – Disability Services Advisory Committee Charter

A copy of the proposed 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.*

#### **Comment**

Since the last review of the Charter two Policies which relate have been adopted by Council being P110709 (Recognition of People with Disability Policy) and P110710 (Disability Access & Inclusion Policy Statement). It is recommended that the Terms of Reference be amended to include references to these policies and an expectation that the Committee review the policies, as required.

The new Terms of Reference would read as follows;

- 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's Disability Access and Inclusion Plan and make recommendations to Council on matters relating to the Plan, which includes Council's Disability Access & Inclusion Policy Statement P110710.*
- 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.*

#### **Committee Membership**

The Officer recommends that the membership category of "1 x Community Member representing the category of Seniors" be amended to "1 x Denmark Over 50s Association Representative". For many years this has been the inference and the member who held this position up until today was in fact a member of the Denmark Over 50s Association and was requested by the then Chair to provide updates from that organisation.

The Author has given consideration to merging the Disability Services Advisory Committee with the Seniors Advisory Committee given his observation that many of the Agenda items and discussion points are often duplicated (car parking, ACROD bays, accessibility, footpath issues etc...). On balance, the Author is recommending retention of both Committees, at this point in time, given the recent receipt by Council of the Age Friendly Community Strategy and the fact that the Disability Services Advisory Committee is in the process of implementing the Council's adopted Disability Services, Access and Inclusion Plan.



There are no other amendments proposed other than specifying that the Advisory Committee shall meet not more frequently than every 2 months unless a specific project task is required which should be dealt with as a recommended Special Meeting of the Committee.

### **Policy Implications**

The following two policies relate:

#### *"P110709      RECOGNITION OF PEOPLE WITH DISABILITY*

##### Objective

*That Council ensure that the Shire of Denmark is an accessible and inclusive community for people with disabilities, their families and carers.*

##### Policy

1. *Council shall have a current Disability Access & Inclusion Plan (DAIP) which is reviewed, at least, every five (5) years, pursuant to the Disability Services Act 1993 & the Disability Services Regulations 2004. The Plan shall include an Access and Inclusion Policy Statement for people with disabilities, their families and carers.*
2. *Council annually host a function, activity or event for the community of Denmark which;*
  - a) *aims to;*
    - *Promote an understanding of people with disability;*
    - *Encourage support for their dignity, rights and well-being;*
    - *Increase awareness of the benefits of integration of people with disability in every aspect of political, social, economic and cultural life; and*
    - *Bring together individuals, businesses, community organisations and governments to celebrate and acknowledge the contributions, skills and achievements of people with disability.*
  - b) *Is held;*
    - *Held on or as close to the United Nations International Day for People with Disability each year;*
    - *Held in conjunction with local activities, functions or events organised by the Disability Services Commission or other relevant State agency or department, where possible;*
    - *Held in conjunction with local community organisations, where possible;*
  - c) *Is facilitated by the Council's Disability Services Advisory Committee.*

##### Responsibility for Implementation

*The Chief Executive Officer is responsible for the implementation of this Policy.*

*ADDED by Res: 160413 / 16 April 2013"*

#### *"P110710      DISABILITY ACCESS & INCLUSION POLICY STATEMENT*

*The Shire of Denmark is committed to ensuring that the community is an accessible and inclusive community for people with disabilities, their families and carers.*

*The Shire of Denmark interprets an accessible and inclusive community as one in which all Council functions, facilities and services (both in-house and contracted) are open, available and accessible to people with disabilities, providing them with the same opportunities, rights and responsibilities enjoyed by all other people in the community.*

*The Shire of Denmark recognises that people with disabilities are valued members of the community who make a variety of contributions to local social, economic and cultural life. The Shire believes that a community that recognises its diversity and supports the participation and inclusion of all of its members makes for a richer community life.*

*The Shire of Denmark believes that people with disabilities, their families and carers who live in country areas should be supported to remain in the community of their choice.*

ADDED by Res: 58/07 / 27 February 2007 – Date of 2007 Disability Access & Inclusion Plan (DAIP) Adoption

RE-ADOPTED with 2013-2018 DAIP Adoption by Res: 130713 / 9 July 2013”

<b>Number of Previous Councillor Members</b>	1 Councillor
<b>Usual meeting frequency</b>	Every month
<b>Usual meeting duration</b>	1 – 2 hours
<b>Usual meeting day</b>	The third Wednesday of every month
<b>Usual meeting time</b>	10.00am
<b>Officer Secretariat</b>	Director of Community & Regulatory Services or nominee

**COUNCIL RESOLUTION & OFFICER RECOMMENDATION** ITEM 8.6  
 MOVED: CR GILLIES SECONDED: CR PEDRO

That the Disability Services Advisory Committee be continued and Council;

1. Adopt the Charter & Membership, as attached;
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 2015; and
4. Invite member organisations to nominate their representative.

CARRIED BY AN ABSOLUTE MAJORITY: 8/0

Res: 231013

<b>8.7 LOCAL EMERGENCY MANAGEMENT COMMITTEE</b>
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<b>File Ref:</b>	ORG.20
<b>Applicant / Proponent:</b>	Not applicable
<b>Subject Land / Locality:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	10 October 2013
<b>Author:</b>	Dale Stewart, Chief Executive Officer
<b>Authorising Officer:</b>	Dale Stewart, Chief Executive Officer
<b>Attachments:</b>	8.7 – Local Emergency Management Committee

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.*

**Comment**

The Local Emergency Management Committee is one of the few Committees of Council that is bound to establish.

There are no major amendments proposed.

<b>Number of Required Councillor Members</b>	Shire President
<b>Usual meeting frequency</b>	Quarterly
<b>Usual meeting duration</b>	1 – 2 hours
<b>Usual meeting day</b>	first Tuesday (of the every 3 <sup>rd</sup> month)
<b>Usual meeting time</b>	4.00pm
<b>Officer Secretariat</b>	Director of Community & Regulatory Services or nominee

**COUNCIL RESOLUTION & OFFICER RECOMMENDATION**

ITEM 8.7

MOVED: CR ROWLAND

SECONDED: CR LEWIS

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

1. Adopt the Charter and Membership, as attached; and
2. Appoint the Shire President, Cr Thornton to the Committee; and
3. Appoint Cr Seeney as Deputy; and
4. Pursuant to Section 38(3) (a) of the Emergency Management Act 2005, appoint the Shire President as the Chairperson; and
5. Invite member organisations to nominate their representative.

CARRIED BY AN ABSOLUTE MAJORITY: 8/0

Res: 241013

<b>8.8 OCCUPATIONAL SAFETY &amp; HEALTH COMMITTEE</b>
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<b>File Ref:</b>	PER.17
<b>Applicant / Proponent:</b>	Not applicable
<b>Subject Land / Locality:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	10 October 2013
<b>Author:</b>	Dale Stewart, Chief Executive Officer
<b>Authorising Officer:</b>	Dale Stewart, Chief Executive Officer
<b>Attachments:</b>	8.8 – Occupational Safety & Health Committee Charter

A copy of the proposed 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).*

**Comment**

There are no major amendments proposed.

<b>Number of Previous Councillor Members</b>	None – the Committee is established by the CEO in accordance with obligations under the OS&H Act 1984
<b>Usual meeting frequency</b>	Quarterly
<b>Usual meeting duration</b>	1 – 2 hours
<b>Usual meeting day</b>	Every third Wednesday of every 3 months
<b>Usual meeting time</b>	2.00pm.
<b>Officer Secretariat</b>	Human Resources / Risk Management Officer
<b>Responsible Officer</b>	Director of Finance & Administration

<b>COUNCIL RESOLUTION &amp; OFFICER RECOMMENDATION</b>	ITEM 8.8
MOVED: CR SEENEY	SECONDED: CR GILLIES

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: 8/0

Res: 251013

**8.9 PATHS & TRAILS ADVISORY COMMITTEE**

<b>File Ref:</b>	ORG.29
<b>Applicant / Proponent:</b>	Not applicable
<b>Subject Land / Locality:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	10 October 2013
<b>Author:</b>	Dale Stewart, Chief Executive Officer
<b>Authorising Officer:</b>	Dale Stewart, Chief Executive Officer
<b>Attachments:</b>	8.9 – Paths and Trails Advisory Committee Charter

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 within the Shire.*
- 6.5 *Assist Council with the implementation, relevant to Trails, of its;*
  - *Strategic Community Plan;*
  - *Local Recreation Plan 2003;*
  - *Great Southern Regional Recreation Plan 2004;*
  - *Trails Master Plan 1999,*
  - *Cycleway Master Plan 1999 and;*
  - *Path Development Plan 2007.*
- 6.6 *Review and make recommendations to Council at reasonable intervals, relevant Trail plans and policies relating.*

**Comment**

There are no major amendments proposed.

<b>Number of Previous Councillor Members</b>	1 Councillor
<b>Usual meeting frequency</b>	Every 2 months
<b>Usual meeting duration</b>	1 – 2 hours
<b>Usual meeting day</b>	First Monday of every second month
<b>Usual meeting time</b>	1.00pm
<b>Officer Secretariat</b>	Director of Infrastructure Services or nominee

**COUNCIL RESOLUTION & OFFICER RECOMMENDATION** ITEM 8.9  
 MOVED: CR GILLIES SECONDED: CR THORNTON

That the Paths & Trails Advisory Committee be continued and Council;

1. Adopt the Charter & Membership, as attached; and
2. Appoint Cr Seeney to the Committee; and
3. Advertise for Community Members to serve on the Committee for a term of two years, expiring in October 2015; and
4. Invite member organisations to nominate their representative.

CARRIED BY AN ABSOLUTE MAJORITY: 8/0

Res: 261013

**8.10 ROADWISE ADVISORY COMMITTEE**

<b>File Ref:</b>	ORG.9
<b>Applicant / Proponent:</b>	Not applicable
<b>Subject Land / Locality:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	10 October 2013
<b>Author:</b>	Dale Stewart, Chief Executive Officer
<b>Authorising Officer:</b>	Dale Stewart, Chief Executive Officer
<b>Attachments:</b>	8.10 – Roadwise Advisory Committee Charter

**Comment:**

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

6.1 *To advise Council on matters relating to :*

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

**Comment**

Great Southern Population Health, a subsidiary of the WA Country Health Service wrote to Council in August 2013 requesting to withdraw from the Roadwise Advisory Committee membership given that the Denmark Health Service already is also represented. The Denmark Health Service is a part of the WA Country Health Service and for this reason the Officer recommends that the membership section of the Charter be amended to remove the words "1 x Population Health Great Southern Representative".

In the Officer's opinion and given that the Committee already consists of 10 members there should be no need to seek another member.

<b>Number of Previous Councillor Members</b>	1 Councillor
<b>Usual meeting frequency</b>	Every 2 months
<b>Usual meeting duration</b>	1 – 2 hours
<b>Usual meeting day</b>	Wednesday (third Wednesday of the month)
<b>Usual meeting time</b>	10.30am
<b>Officer Secretariat</b>	Director of Infrastructure Services or nominee

**COUNCIL RESOLUTION & OFFICER RECOMMENDATION** ITEM 8.10  
 MOVED: CR ROWLAND SECONDED: CR SEENEY

That the Roadwise Advisory Committee be continued and Council;

1. Adopt the Charter & Membership, as attached; and
2. Appoint Cr Morrell to the Committee; and
3. Invite member organisations to nominate their representative.

CARRIED BY AN ABSOLUTE MAJORITY: 8/0

Res: 271013

**8.11 SENIORS ADVISORY COMMITTEE**

<b>File Ref:</b>	SER.3
<b>Applicant / Proponent:</b>	Not applicable
<b>Subject Land / Locality:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	10 October 2013
<b>Author:</b>	Dale Stewart, Chief Executive Officer
<b>Authorising Officer:</b>	Dale Stewart, Chief Executive Officer
<b>Attachments:</b>	8.11 – Seniors Advisory Committee Charter

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.*

**Comment**

There are no major amendments proposed other than specifying that the Advisory Committee shall meet not more frequently than every 2 months unless a specific project task is required which should be dealt with as a recommended Special Meeting of the Committee.

<b>Number of Previous Councillor Members</b>	1 Councillor
<b>Usual meeting frequency</b>	Every month
<b>Usual meeting duration</b>	2 hours
<b>Usual meeting day</b>	The first Thursday of every month
<b>Usual meeting time</b>	1.00pm
<b>Officer Secretariat</b>	Chief Executive Officer or nominee

**COUNCIL RESOLUTION & OFFICER RECOMMENDATION** ITEM 8.11  
 MOVED: CR PEDRO SECONDED: CR GILLIES

That the Seniors Advisory Committee be continued and Council;

1. Adopt the Charter & Membership, as attached; 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 2015; and
4. Invite member organisations to nominate their representative.

CARRIED BY AN ABSOLUTE MAJORITY: 8/0

Res: 281013



**8.12 WASTE MANAGEMENT ADVISORY COMMITTEE**

<b>File Ref:</b>	WST.9
<b>Applicant / Proponent:</b>	Not applicable
<b>Subject Land / Locality:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	11 October 2011
<b>Author:</b>	Dale Stewart, Chief Executive Officer
<b>Authorising Officer:</b>	Dale Stewart, Chief Executive Officer
<b>Attachments:</b>	8.12 – Waste Management Advisory Committee Charter

A copy of the proposed Waste Management Advisory Committee Charter is attached which includes the following amended 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.*

**Comment**

There are no major amendments proposed other than;

- specifying that the Advisory Committee shall meet not more frequently than every 2 months unless a specific project task is required which should be dealt with as a recommended Special Meeting of the Committee;
- reducing the number of members from 5 to 4 given the reduction of Councillors from 12 to 9 and the principle that a Committee of Council comprising only Councillors should not have more than 50% of the numbers of Councillors as its membership, lest it effectively functions as though it were the Council.

<b>Number of Previous Councillor Members</b>	5 Councillors
<b>Usual meeting frequency</b>	Every 2 months
<b>Usual meeting duration</b>	1 – 2 hours
<b>Usual meeting day</b>	Thursday
<b>Usual meeting time</b>	9.30am
<b>Officer Secretariat</b>	Director of Infrastructure Services or nominee

**COUNCIL RESOLUTION & OFFICER RECOMMENDATION**

ITEM 8.12

MOVED: CR ROWLAND

SECONDED: CR SEENEY

That the Waste Management Advisory Committee be continued and Council;

1. Adopt the Charter & Membership, as attached; and
2. Appoint the following Councillors to the Committee;
  - a) Cr Osborne
  - b) Cr Lewis
  - c) Cr Pedro
  - d) Cr Gillies

CARRIED BY AN ABSOLUTE MAJORITY: 8/0

Res: 291013

**8.13 YOUTH ADVISORY COMMITTEE**

<b>File Ref:</b>	A3035.A
<b>Applicant / Proponent:</b>	Not applicable
<b>Subject Land / Locality:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	10 October 2013
<b>Author:</b>	Dale Stewart, Chief Executive Officer
<b>Authorising Officer:</b>	Dale Stewart, Chief Executive Officer
<b>Attachments:</b>	8.13 – Youth Advisory Committee Charter

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

- 6.1 *To support and facilitate the delivery of effective and appropriate youth services that meet the needs of youth in the community*
- 6.2 *To advise Council on matters relating to:*
- a. *Strategic policy, planning and direction;*
  - b. *Delivery of programs and activities for young people;*
  - c. *Raising the profile of the Youth Centre for all young people in the target group (12 – 17 years) in the community;*
  - d. *Networking with all local and regional government, non-government, community and church groups;*
  - e. *Acquisition of available funding to further enable youth related activities and events; and*
  - f. *Developing annual programs for the Youth Centre.*
- 6.3 *To promote and identify opportunities for active volunteer service and leadership opportunities for young people.*

**Comment**

It is recommended that the Terms of Reference be amended to include a part 6.4 which would read;

*“Review, at reasonable intervals, Council’s Provision of Youth Services Policy P080301 to ensure its ongoing accuracy and relevance.”*

<b>Number of Previous Councillor Members</b>	1 Councillor
<b>Usual meeting frequency</b>	Every 2 months
<b>Usual meeting duration</b>	1 – 2 hours
<b>Usual meeting day</b>	Friday
<b>Usual meeting time</b>	8.00am
<b>Officer Secretariat</b>	Director of Community & Regulatory Services or nominee

OFFICER RECOMMENDATION  
ROWLAND / SEENEY

ITEM 8.13

That the Denmark Youth Advisory Committee be continued and Council;

1. Adopt the Charter & Membership, as attached; 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 2015; and
4. Invite member organisations to nominate their representative.

CARRIED BY AN ABSOLUTE MAJORITY: 8/0

Res: 301013

## 9. APPOINTMENT OF COUNCIL WORKING GROUPS

The following Working Groups are proposed to be established to assist Council Officers with the implementation of Council priorities and projects.

### 9.1 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"> <li>• 2 x Denmark Chamber of Commerce representatives or Deputy.</li> <li>• 1 x Community representative or Deputy.</li> <li>• 1 x Shire of Denmark Disability Services Committee representative.</li> <li>• 1 x Denmark Arts Inc. Representative or Deputy.</li> <li>• 1 x Denmark Tourism Inc. Representative or Deputy.</li> </ul>
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**

Given community consultation and conceptual design has been substantially concluded with respect to the Strickland Street redevelopment and also the nearby Kwoorabup Community Park, together with the proximity of both projects, the Author recommends either the merging of the two Working Groups, with appropriate amendment to the membership or disbanding them.

The only matters outstanding from the previous adopted CBD streetscape plans and included in the current Budget, include the completion of the North Road Carpark, the design of which has been approved by the Working Group and Council.

#### OFFICER RECOMMENDATION

ITEM 9.1

That Council discontinue the CBD Streetscape Redevelopment Working Group due to the completion of the current stages under its terms of reference and the outgoing non elected members be acknowledged for their service.

3.15pm – Cr Sampson left the room.

3.17pm – Cr Rowland left the room.

3.18pm – Cr Rowland returned to the room.

3.20pm – Cr Seeney left the room & Cr Sampson returned to the room.

3.22pm – Cr Seeney returned to the room.

**COUNCIL RESOLUTION**

ITEM 9.1

MOVED: CR OSBORNE

SECONDED: CR LEWIS

That Council change the name of the working group to the CBD Development Working Group with the following terms of reference & membership;

Terms of Reference

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

- Planning for parking in and around the CBD;
- Planning for and 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 and the Denmark Visitor Centre.

Membership

- 2 x Councillors
- 1 x Denmark Chamber of Commerce representatives or Deputy.
- 1 x Community representative.
- 1 x Shire of Denmark Disability Services Committee representative.
- 1 x Denmark Arts Inc. Representative or Deputy.

CARRIED BY AN ABSOLUTE MAJORITY: 8/0

Res: 311013

REASONS FOR CHANGE

Council wanted to keep the Working Group but change its name, terms of reference and membership.

**9.2 KWOORABUP COMMUNITY PARK DEVELOPMENT WORKING GROUP**

The Community Park Development Working Group was established on the 16 October 2007 (Resolution No. 362/07) and the Terms of Reference amended on the 24 August 2010 (Resolution No. 320810). The role of the Community Park Working Group was to;

- To provide guidance to the Director of Infrastructure Services on matters as required in implementing the staged development of the Kwoorabup Community Park.

Number of Previous Members	3 Councillors (one of whom is to be elected Presiding Person)
Other Working Group Members	2 x Community representatives Council's Parks Supervisor 1 x Denmark Arts Representative 1 x Aboriginal Affairs Representative 1 x Denmark Environment Centre Inc. Representative
Usual meeting frequency	Every 3 months or as required
Usual meeting duration	1 – 2 hours
Usual meeting day	Thursday
Usual meeting time	10.00am
Officer Secretariat	Director of Finance & Administration or

	nominee
Quorum	Nil

Whilst there are outstanding stages from the adopted Kwoorabup Community Park Development Plans there are no further works budgeted in the current Budget, save the completion of the Barbeque Shelter which has been let and is nearing completion.

<b>COUNCIL RESOLUTION &amp; OFFICER RECOMMENDATION</b>	ITEM 9.2
MOVED: CR ROWLAND	SECONDED: CR SEENEY
That Council discontinue the Kwoorabup Community Park Development Working Group due to the completion of the current stages under its terms of reference, combined with the fact that no further funds exist in the current Budget to continue further works, and the outgoing non elected members be acknowledged for their service.	
CARRIED BY AN ABSOLUTE MAJORITY: 8/0	Res: 321013

**9.3 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.

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"> <li>• Chief Executive Officer</li> <li>• 1 x Denmark Community Resource Centre Representative</li> <li>• 1 x Denmark Arts Representative</li> <li>• 1 x Denmark Over 50s Association Representative</li> </ul>
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

The works for the project are about to be let with an anticipated 12 month construction phase. It is appropriate that the Working Group continue to oversee its construction and opening 'celebration'.

<b>COUNCIL RESOLUTION &amp; OFFICER RECOMMENDATION</b>	ITEM 9.3
MOVED: CR SEENEY	SECONDED: CR THORNTON
That Council continue the Morgan Richards Community Centre Refurbishment Working Group with its current terms of reference, membership and sunset clause.	
CARRIED BY AN ABSOLUTE MAJORITY: 8/0	Res: 331013

#### 9.4 MUNICIPAL HERITAGE INVENTORY REVIEW WORKING GROUP

The Municipal Heritage Inventory Review Working Group was established on the 27 April 2004 (Resolution 115/04). The Terms of Reference was reviewed and amended by Council on the 28 June 2011 (Resolution No. 170611);

##### Terms of Reference

The Working Group assists Council and administration in the following areas:

1. Ongoing update of the Municipal Heritage Inventory as and when required;
2. Continuing work and research on places referred to in the Review List;
3. The proposed Scheme Amendment as it relates to heritage and the preparation of a Heritage List;
4. The proposed Local Planning Policy on Heritage.

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"> <li>• 2 x Denmark Historical Society representatives</li> <li>• 1 x Department of Aboriginal Affairs representative</li> <li>• 1 x Nornalup Residents &amp; Ratepayers Association Representative</li> <li>• 1 x Peaceful Bay Progress Association Representative</li> </ul>
Usual meeting frequency	As required
Usual meeting duration	2 – 3 hours
Usual meeting day	Wednesday
Usual meeting time	9.30am
Officer Secretariat	Director of Planning & Sustainability or nominee
Quorum	Nil

Council on the 28 June 2011 (Resolution No. 150611) adopted the Shire of Denmark Municipal Heritage Inventory (MHI) (June 2011), which replaced the Council's 1999 Inventory. Pursuant to Section 45 of the Heritage of Western Australia Act 1990, an Inventory shall be reviewed every four years and updated, as required, annually.

The annual updates referred to would invariably be relatively minor matters associated with change of ownership of the listed properties (if any). However, if there were other more complex matters, then this may give rise to the need for confirmation of any such updates to be endorsed by, in the first instance, the Working Group and thereafter confirmed by consultation as required, and then referred to Council, if required.

It is this reference to "updated annually" which gives rise to the need for the Working Group to, in the opinion of the Officer; evolve into a Committee of Council, notwithstanding that the need for the Committee to meet will be relatively infrequent and/or as required.

The next required major review of the MHI is not until the year 2015 and should be a relatively simple task given the volume and quality of work produced in the 2011 document.

Given the above, the Officer recommends conversion of the Working Group to a Committee of Council with an appropriate Charter, as per the draft at Appendix 9.4a.

Councillors are also advised that the Denmark Historical Society Inc. have written to the Council in accordance with Attachment 9.4b seeking for continuation of the Working Group.

3.24pm – Cr Sampson left the room.

**OFFICER RECOMMENDATION**

ITEM 9.4

That the Municipal Heritage Inventory Review Working Group be established as a Council Advisory Committee and that Council;

1. Adopt the Charter & Membership as attached; and
2. Appoint Cr Osborne & Cr Seeney and
3. Invite member organisations to nominate their representative(s).

**COUNCIL RESOLUTION**

ITEM 9.4

MOVED: CR PEDRO

SECONDED: CR OSBORNE

That the Municipal Heritage Inventory Review Working Group be established as a Council Advisory Committee and that Council;

1. Adopt the Charter & Membership as attached; and
2. Appoint Cr Osborne & Cr Seeney and
3. Invite member organisations to nominate their representative(s).
4. Correct Section 8.3 of the Charter to read Municipal Heritage Inventory Advisory Committee instead of Cemetery Advisory Committee.

CARRIED BY AN ABSOLUTE MAJORITY: 7/0

Res: 341013

REASONS FOR CHANGE

Council added part 5.

**9.5 PEACEFUL BAY WORKING GROUP**

The Peaceful Bay Working Group was established by Council on 22 January 2013 (Resolution No. 110113) with the following Terms of Reference;

*Consider a discussion paper on the merits of converting the leasehold properties to strata or freehold for report to by end July 2013.*

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"> <li>• Chief Executive Officer</li> <li>• Peaceful Bay Progress Association Representatives</li> </ul>
Usual meeting frequency	Monthly
Usual meeting duration	1 – 2 hours
Usual meeting day	Monday
Usual meeting time	12noon
Officer Secretariat	Chief Executive Officer or nominee
Quorum	Nil

The works of the Working Group are concluded with the results of its efforts being referred to the Ordinary Council meeting of the 22 October 2013.

**COUNCIL RESOLUTION & OFFICER RECOMMENDATION**

ITEM 9.5

MOVED: CR SEENEY

SECONDED: CR PEDRO

That Council discontinue the Peaceful Bay Working Group due to the completion of its task under its terms of reference and the outgoing non elected members be acknowledged for their service.

CARRIED BY AN ABSOLUTE MAJORITY: 7/0

Res: 351013

3.25pm – Cr Sampson returned to the room.

## 10. APPOINTMENT OF ELECTED MEMBERS & OFFICERS TO EXTERNAL AGENCIES, ADVISORY GROUPS, ORGANISATIONS & 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 connections and 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 Committee Members and Delegates is attached which was current prior to the October 2013 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 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 Community Windfarm Inc. (DCW)
- 10.2 Lionsville Inc.
- 10.3 Local Drug Action Group (LDAG)
- 10.4 South Coast Power Working Group
- 10.5 WA College of Agriculture – Denmark Agricultural Advisory Committee
- 10.6 WA College of Agriculture – Denmark Decision Making Committee
- 10.7 Walpole & Districts Seniors Accommodation Association

Notwithstanding the above recommendation from the CEO, the Council decided to continue offering a delegate to the following Committees.

- 10.5 WA College of Agriculture – Denmark Agricultural Advisory Committee  
Cr Kelli Gillies

- 10.6 WA College of Agriculture – Denmark Decision Making Committee  
Cr Kelli Gillies

The CEO suggests that the following external committees be offered a Councillor delegate and, where appropriate, a Deputy Delegate.

- 10.8 A Smart Start Community Committee (1 Delegate)  
Council's Librarian
- 10.9 Denmark Aquatic Centre Advisory Committee (DACCI) (1 Delegate)  
Cr Jan Lewis  
Cr Kelli Gillies (Deputy)
- 10.10 Denmark Arts Inc. (1 Delegate)  
Cr Ian Osborne



- 10.11 Denmark Chamber Of Commerce Inc. (1 Delegate)**  
Cr Belinda Rowland
- 10.12 Denmark Community Resource Centre Inc. Committee (1 Delegate)**  
Cr John Sampson
- 10.13 Denmark Environmental Risk Assessment Reference Group (Water Corporation) (1 Delegate)**  
Cr Kelli Gillies
- 10.14 Denmark Health Hub (1 Delegate)**  
Cr Dawn Pedro
- 10.15 Denmark High School Oval Management Committee (Officer & 1 Delegate)**  
Manager of Recreation & Youth Services  
Cr Kelli Gillies
- 10.16 Denmark Historical Society (1 Delegate)**  
Cr Roger Seeney
- 10.17 Denmark Pony Club & Equestrian Club Working Group (1 Delegate)**  
Cr Jan Lewis
- 10.18 Denmark Riverside Project Team (Manager of Recreation & Youth Services & 1 Delegate)**  
The Manager of Recreation & Youth Services  
Cr Belinda Rowland  
Cr Ian Osborne (Deputy)
- 10.19 Denmark Tidy Towns Committee (1 Delegate)**  
Cr Belinda Rowland
- 10.20 Denmark Tourism Inc. Board (1 Delegate)**  
Cr Ross Thornton
- 10.21 Forest Industry Road Users Group – Great Southern (1 Delegate)**  
Cr Roger Seeney
- 10.22 Governmental Interagency – Human Services Group (1 Delegate)**  
The Chief Executive Officer
- 10.23 Governmental Interagency – Infrastructure Services Group (1 Delegate)**  
The Chief Executive Officer
- 10.24 Great Southern ANZAC Centenary Committee Group (1 Delegate)**  
Ms Justine Nagorski, CEO of Denmark Visitor Centre
- 10.25 Great Southern Recreation Advisory Group (Manager of Recreation Services & 1 Delegate)**  
Manager of Recreation & Youth Services  
Cr Jan Lewis

- 10.26 Great Southern Regional Road Group (Director of Infrastructure Services & 1 Delegate)**  
The Director of Infrastructure Services  
Cr Roger Seeney  
Cr Jan Lewis (Deputy)
- 10.27 Great Southern Regional Water Reference Advisory Group (1 Delegate)**  
The Chief Executive Officer or nominee
- 10.28 ICLEI Water Campaign (1 Delegate)**  
Cr Dawn Pedro
- 10.29 Interagency Weed Group (1 Delegate)**  
The Sustainability Officer
- 10.30 Lake Muir Denbarker Community Feral Pig Eradication Group (1 Delegate)**  
Cr Roger Seeney
- 10.31 Nornalup Ratepayers & Residents Association Inc. (1 Delegate)**  
Cr Kelli Gillies  
Cr Roger Seeney (Deputy)
- 10.32 Parrys Beach Voluntary Management Group Inc. (1 Delegate)**  
Cr Kelli Gillies
- 10.33 Peaceful Bay Progress Association Inc. (1 Delegate)**  
Cr Roger Seeney  
Cr Kelli Gillies (Deputy)
- 10.34 South Coast Management Group Inc. (CEO, 2 Delegates, 1 Deputy & 2 Community Members)**  
The Chief Executive Officer or nominee  
Cr Dawn Pedro  
Cr Kelli Gillies  
Community Member – *to be advertised*  
Community Member – *to be advertised*
- 10.35 South Coast Natural Resource Management Inc. – Project Dieback Reference Group (1 Delegate)**  
The Sustainability Officer
- 10.36 WA Local Government Association (WALGA) – Great Southern Zone (2 Delegates)**  
Cr Ross Thornton (Executive Delegate)  
Cr Dawn Pedro
- 10.37 Walpole Health Service Community Advisory Committee (1 Delegate)**  
Cr Kelli Gillies
- 10.38 Walpole-Tingledale Land Conservation District Committee (1 Delegate)**  
Note: Appointment is subject to the approval of the Minister for Agriculture (and gazettal).  
Cr Kelli Gillies

**10.39 Walpole Work Camp Committee (Department of Corrective Services) (1 Delegate)**

Cr Kelli Gillies

**10.40 Wilson Inlet Catchment Committee Inc. (WICC) (1 Delegate)**

Cr Dawn Pedro

**10.41 Wilson Inlet Management Strategy Management Group (Director of Planning & Sustainability & 1 Delegate)**

The Director of Planning &amp; Sustainability or nominee

Cr Dawn Pedro

**10.42 Great Southern Joint Development Assessment Panel (2 Members & 2 Alternate Members)**

*Note: Appointments are subject to the approval of the Minister for Planning with the current appointments nominated by Council in February 2013 (Resolution No. 080213 & 090213) and valid until April 2015, unless one of the members resigns.*

Cr Ross Thornton (Member)

Cr John Sampson (Member)

Cr Dawn Pedro (Alternate Member)

Cr Ian Osborne (Alternate Member)

**10.43 WALGA Fluoridation of Public Water Supplies Committee (1 Delegate)**

Cr Belinda Rowland

*Appointed by the WALGA***10.44 WALGA Local Health Authorities Analytical Committee (1 Delegate)**

Cr Belinda Rowland

*Appointed by the Minister for Health 4 July 2013*

## OFFICER RECOMMENDATION

ITEM 10 A

That Council;

1. No longer appoint Delegates & Deputy Delegates to the external Committees as specified under Items 10.1 to 10.7;
2. Update Council's Committees & Delegates List accordingly; and
3. Advise each organisation accordingly.

**COUNCIL RESOLUTION**

ITEM 10 A

MOVED: CR ROWLAND

SECONDED: CR GILLIES

That Council;

1. No longer appoint Delegates & Deputy Delegates to the external Committees as specified under Items 10.1 to 10.7, excluding 10.5 & 10.6;
2. Update Council's Committees & Delegates List accordingly; and
3. Advise each organisation accordingly.

CARRIED: 8/0

Res: 361013

REASONS FOR CHANGE

Council wished to keep a delegate on both of the WA College of Agriculture Committees.

**OFFICER RECOMMENDATION**

ITEM 10 B

That Council;

1. Appoint the above Delegates & Deputy Delegates as specified under Items 10.8 to 10.41 & 10.5 & 10.6.
2. Note the above previously appointed and continuing Delegates & Deputy Delegates as specified under Items 10.42 to 10.44;
3. Update Council's Committees & Delegates List accordingly; and
4. Advise each organisation of their appointed Council Delegate's name and contact details.

**COUNCIL RESOLUTION**

ITEM 10 B

MOVED: CR ROWLAND

SECONDED: CR SEENEY

That Council;

1. Appoint the above Delegates & Deputy Delegates as specified under Items 10.8 to 10.41 & 10.5 & 10.6.
2. Note the above previously appointed and continuing Delegates & Deputy Delegates as specified under Items 10.42 to 10.44;
3. Update Council's Committees & Delegates List accordingly; and
4. Advise each organisation of their appointed Council Delegate's name and contact details.

CARRIED: 8/0

Res: 371013

REASONS FOR CHANGE

Council wished to keep a delegate on both of the WA College of Agriculture Committees.

**11. CLOSURE OF MEETING**

3.35pm – *There being no further business to discuss the Presiding Person declared the meeting closed.*

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

Signed: \_\_\_\_\_

*Dale Stewart – Chief Executive Officer*

Date: \_\_\_\_\_

These minutes were confirmed at the meeting of the \_\_\_\_\_

Signed: \_\_\_\_\_

*(Presiding Person at the meeting at which the minutes were confirmed.)*