

# Shire of Denmark Charter



## AUDIT ADVISORY COMMITTEE

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Audit Committee, established by Council pursuant to Division 1A, Section 7.1A of the Local Government Act 1995 (the Act) and the Local Government (Audit) Regulations 1996 (the Regulations).

### 1.0 NAME

The name of the Committee shall be the Shire of Denmark Audit Advisory Committee, hereinafter referred to in its abbreviated form as the Committee (established 12 May 2005).

### 2.0 ESTABLISHMENT

The Committee is established pursuant to Section 7.1(A) of the Act.

### 3.0 DISTRICT

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

### 4.0 GUIDING PRINCIPLES

This Committee is established with the guiding principles in accordance with Division 1A, Section 7.1A of the Local Government Act 1995, the Local Government (Audit) Regulations 1996 and the Local Government (Financial Management) Regulations 1996.

### 5.0 VISION

~~Our vision is to~~ for the Shire of Denmark to have consistently clear audits and accurate, meaningful and easy to read Annual Financial Statements.

### 6.0 TERMS OF REFERENCE

An audit committee —

- a) ~~6.1~~ — Is to provide guidance and assistance to the local government —
  - i. ~~(i)~~ — as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
  - ii. ~~(ii)~~ — as to the development of a process to be used to select and appoint a person to be an auditor.

and

~~6.2~~

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- b) ~~May provide guidance and assistance to the local government as to —~~
  - ~~i. (i) matters to be audited; and~~
  - ~~ii. (ii) the scope of audits; and~~
  - ~~iii. (iii) its functions under Part 6 (Financial Management) of the Act; and~~
  - ~~iv. (iv) the carrying out of its functions relating to other audits and other matters related to financial management (LG (Audit) Regulations, Regulation 16) related to financial management.~~
- c) ~~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.~~
- d) ~~Is to review the annual Compliance Audit Return and report to Council the results of that review (Regulation R14 (3A)) of the Regulations).~~
- ~~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).~~

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**7.0 MEMBERSHIP**

Membership of the Committee will be appointed by an absolute majority decision of Council and can include non-elected members, must include at least 3 Councillors and Councillors must comprise the majority of the Committee.

Neither the Chief Executive Officer nor any other employee of the Local Government can be a member of the ~~Audit~~ Committee.

Membership of the Committee will comprise a total of 9 members consisting of:

- 6 x Councillors
- 3 x Community Members

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Vacancies for community representatives will be advertised in a local newspaper circulating within the district, with selection and appointment being made by Council upon recommendation of the Committee.

Representation is valid for two years until the next Ordinary Local Government Election Day or until the person resigns or the Committee is disbanded, whichever happens first. Nothing prevents a previous member re-nominating.

~~The Shire of Denmark has appointed 9 Councillors to be members of the Audit Advisory Committee.~~

## 8.0 MEETINGS

### 8.1 Annual General Meeting:

Nil

### 8.2 Committee Meetings:

Meetings shall be held ~~not more frequently than every 6 months, as required unless a special meeting of the Committee is called by specific resolution of the Committee for the specified purpose(s) but not less than annually.~~

### 8.3 Quorum:

The quorum for any meeting of the Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not.

### 8.4 Voting:

Shall be in accordance with Sections 5.21 and 7.1C of the Act, with all members of the Committee entitled and required to vote (subject to financial and proximity interest provisions of the Act).

**8.5 Minutes:**

Shall be in accordance with the Act, Section 5.22.

**8.116 Presiding Person**

The members will appointelect the Presiding Person and if required, Deputy of the Committee pursuant to the Act, Section 5.12.

**8.67 Who acts if no presiding member?**

Shall be in accordance with the Act, Section 5.14.

**8.78.8 Meetings**

Meetings are not open to the public pursuant to the Act, Section 5.23 of the Act as the Committee has no delegated power or duty.

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**8.89 Public Question Time**

Nil

**8.109 Members Conduct**

Members of the Committee are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995;
- Shire of Denmark Standing Orders Local Law 2000;
- Shire of Denmark Code of Conduct (amended from time to time);
- Rules of Conduct Legislation Local Government (Rules of Conduct) Regulations 2007 (Elected Members only); and
- Clause 34C of the Local Government (Administration Regulations) 1996;

with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, to the extent stated, dependent upon whether they are a Councillor, Employee of Local Government or a Community Member (community members are not bound to declare impartiality interests, unlike Councillors and Employees of Local Government nor are they bound by the Rules of Conduct Legislation).

**8.101 Secretary**

The Director of Finance & Administration or that Officer's nominee will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes.

**8.11 Presiding Person**

The members will appoint the Presiding Person and if required, Deputy of the Committee pursuant to the Act, Section 5.12.

**8.12 Meeting Attendance Fees**

Nil.

**9.0 DELEGATED AUTHORITY OF THE COMMITTEE**

Nil

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**10.0 STRATEGIC ALIGNMENT**

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The specific tasks and actions undertaken by this committee will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan:

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**L5.0 Our Local Government**

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ASPIRATION: The Shire of Denmark is recognised as a transparent, well governed and effectively management Local Government.

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L5.1 To be high functioning, open, transparent, ethical and responsive.

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L5.4 To be fiscally responsible.

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**9.0**

Nil.

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Adopted by Council ~~20 October 2015~~ 21 November 2017 / Resolution No. **971015XXX**

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# Shire of Denmark Charter



## BUSH FIRE ADVISORY COMMITTEE

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Bushfire Advisory Committee, established by Council pursuant to Section 67 of the Bush Fires Act 1954.

### 1.0 NAME

The name of the Committee shall be the Shire of Denmark Bush Fire Advisory Committee, hereinafter referred to in its abbreviated form as the Committee.

### 2.0 ESTABLISHMENT

The Committee is established pursuant to Section 67 of the Bush Fires Act 1954.

### 3.0 DISTRICT

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

### 4.0 GUIDING PRINCIPLES

This Committee is established with the guiding principles in accordance with the Local Government Act 1995, sections 5.8 through to 5.25 and the Bushfires Act 1954.

The Committee will provide recommendations in accordance with Section 67 of the Bush Fires Act 1954 to Council on Policy, Standards and Procedures on all matters of fire protection within the Council area.

### 5.0 VISION

~~Our vision is to~~ To make the Shire of Denmark a safe community by managing the risk of fire through the delivery and implementation of fire prevention, preparedness, response and recovery strategies.

### 6.0 TERMS OF REFERENCE

- 6.1 To recommend and regularly review Council's 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.

## 7.0 MEMBERSHIP

Membership of the Committee will comprise of a total of 23 voting members.

### Voting Members:

- ~~Shire-1 x~~ Councillor Delegate ~~or and~~ Deputy
- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer
- Fire Weather Officer
- All current and incoming FCOs, or Proxy FCOs representative\*, from each Volunteer Bush Fire Brigade (*17 Brigades*)
- *\* Proxy FCO representatives, for the purpose of discussion and voting at Committee meetings, must be appointed in writing signed by the delegate (FCO) and submitted to the Presiding Person prior to the meeting.*
- Denmark Volunteer Fire & Rescue Service Captain
- Denmark Volunteer Fire & Rescue Service FCO

### Attendees (Non-Voting):

- ~~Director of Community & Regulatory Services or the~~ Community Emergency Services Manager (~~non voting~~ Secretary)
- ~~Bushfire Risk Planning Coordinator~~
- Department of Fire & Emergency Services (DFES) representative or Proxy (~~non voting~~)
- Department of ~~Parks & Wildlife (DPW)~~ ~~Biodiversity Conservation and Attractions~~ representative or Proxy (~~non voting~~)
- Other Agencies and strategic organisations or businesses such as major tree plantations as required.

The Chief Bush Fire Control Officer (CBFCO) and the Deputy Chief Fire Control Officer (DBFCO) are selected from the appointed Fire Control Officers, however the CBFCO and DCFCO are only entitled to one vote each, not one for each position held.

## 8.0 MEETINGS

### 8.1 Annual General Meeting:

The Annual General Meeting is to be held on the first week in June. Elections for: Chief Bush Fire Control Officer; Deputy Chief Bushfire Control Officer; Fire Weather Officer; Brigade Fire Control Officers; and one of their voting members to be Chairperson, to be held at the Annual General Meeting recommended to Council for appointment.

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**8.2 Committee Meetings:**

The Committee shall meet as often as its Presiding Person and/or the Council decides, but no less than two times per year, once in October and once in February not including the Annual General Meeting.

**8.3 Quorum:**

The quorum for any meeting of the Bush Fire Advisory Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not.

**8.4 Voting:**

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

**8.5 Minutes:**

Shall be in accordance with the Local Government Act, Section 5.22.

**8.611 Presiding Person**

The Presiding Person and Deputy Presiding Person are to be elected annually at the Annual General Meeting of the Bush Fire Advisory Committee pursuant to Council Policy P050107 and pursuant to Council Policy P040235 the Committee should elect an Elected Member to the role of Presiding Person.

**8.67 Who acts if no presiding member?**

Shall be in accordance with the Local Government Act, Section 5.14.

**8.8 Meetings**

~~Meetings are not open to the public pursuant to Section 5.23 of the Act as the Committee has no delegated power or duty.~~

~~8.9 Meetings shall be generally open to the public pursuant to the Local Government Act, Section 5.23.~~

**8.89 Public Question Time**

~~The Committee if empowered with any delegated powers will allow for Public Question Time at the start of its Meetings in accordance with the Local Government Act, Section 5.24. Nil.~~

**8.910 Members Conduct**

Members of the Committee are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995;
- Shire of Denmark Standing Orders Local Law 2000;
- Shire of Denmark Code of Conduct (amended from time to time);
- ~~Rules of Conduct Legislation~~Local Government (Rules of Conduct) Regulations 2007 (Elected Members only); and
- Clause 34C of the Local Government (Administration Regulations) 1996;

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with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, to the extent stated, dependent upon whether they are a Councillor, Employee of Local Government or a Community Member (community members are not bound to declare impartiality interests, unlike Councillors and Employees of Local Government nor are they bound by the Rules of Conduct Legislation).

**8.10~~1~~ Secretary**

The ~~Director of Community & Regulatory Services or nominee~~ (Community Emergency Services Manager) will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes.

~~**8.11 Presiding Person**~~

~~The Presiding Person and Deputy Presiding Person are to be elected annually at the Annual General Meeting of the Bush Fire Advisory Committee pursuant to Council Policy P050107 and pursuant to Council Policy P040235 the Committee should elect an Elected Member to the role of Presiding Person.~~

**8.12 Standing Ex-Officio Members**

The Committee is authorised to co-opt standing ex-officio members not listed under the general membership as non voting members.

**8.13 Meeting Attendance Fees**

Nil.

**9.0 DELEGATED AUTHORITY OF THE COMMITTEE**

Nil

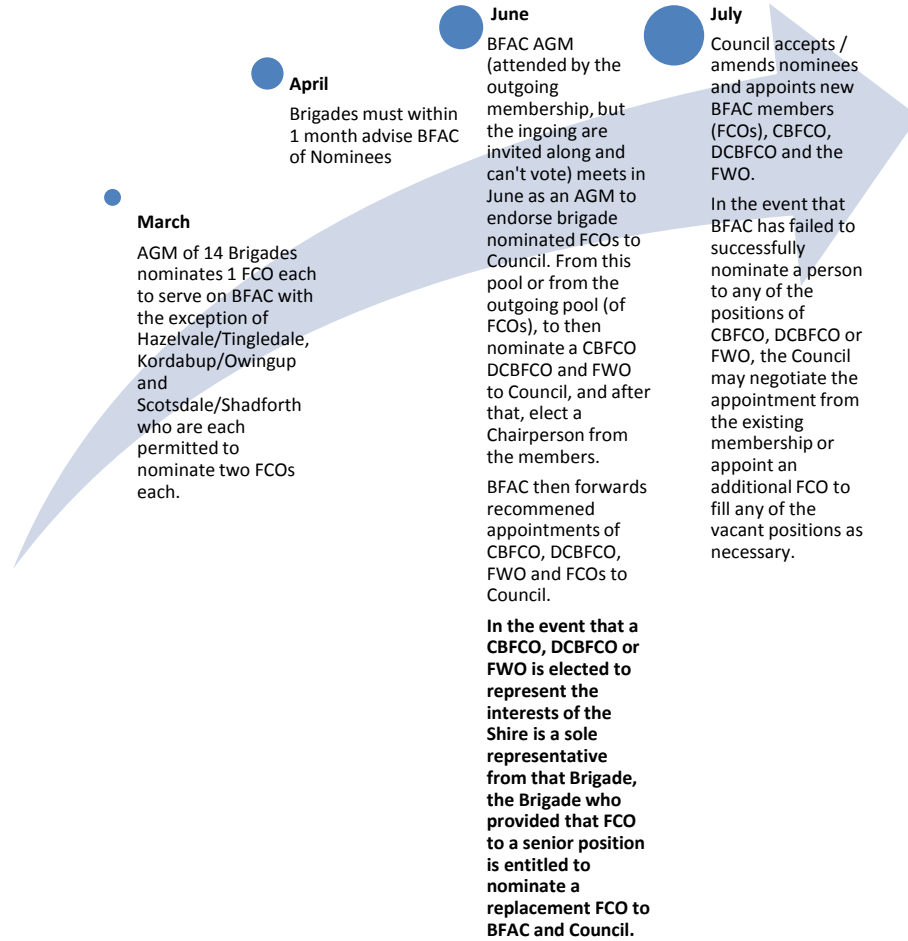
**10.0 STRATEGIC ALIGNMENT**

The specific tasks and actions undertaken by this committee will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan;

C4.0 Our Community

ASPIRATION: We live in a happy, healthy, diverse and safe community with services that support a vibrant lifestyle and foster community spirit.

C4.1 To have services that foster a happy, healthy, vibrant and safe community.



Adopted by Council ~~20 October 2015~~ 21 November 2017 / Resolution No. ~~081015XXX~~

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# Shire of Denmark Charter



## CEMETERY ADVISORY COMMITTEE

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Cemetery Advisory Committee, established by Council pursuant to Section 5.8 of the Local Government Act 1995.

### 1.0 NAME

The name of the Committee shall be the Shire of Denmark Cemetery Advisory Committee, hereinafter referred to in its abbreviated form as the Committee.

### 2.0 ESTABLISHMENT

The Committee is established pursuant to Section 5.8 of the Local Government Act 1995.

### 3.0 DISTRICT

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

### 4.0 GUIDING PRINCIPLES

This Committee is established with the guiding principles in accordance with the Local Government Act 1995, sections 5.8 through to 5.25.

### 5.0 VISION

~~Our vision is for~~For the Shire of Denmark to have well planned, respectful, maintained and cared for cemeteries, remembrance gardens and niche facilities for the interment of loved ones ashes and remains.

### 6.0 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.

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

## 7.0 MEMBERSHIP

Membership of the Committee will comprise of a total of 7 members consisting of;

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

Vacancies for Community representatives will be advertised in a local newspaper circulating within the district, with selection and appointment being made by Council upon recommendation of the Committee.

~~Community r~~Representation is valid for two years until ~~the person resigns, the Committee is disbanded or at the next ordinary Election Day, whichever happens first. Nothing prevents an existing member from re-nominating the next Ordinary Local Government Election Day or until the person resigns or the Committee is disbanded, whichever happens first. Nothing prevents a previous member re-nominating.~~

To encourage ongoing freshness of approach and ideas Council encourages organisations to nominate a different member representative of their group every 2 years.

## 8.0 MEETINGS

### 8.1 Annual General Meeting:

Nil

### 8.2 Committee Meetings:

Meetings shall be held not more frequently than every ~~32~~ months, unless a special meeting of the Committee is called by specific resolution of the Committee for the specified purpose(s).

### 8.3 Quorum:

The quorum for any meeting of the ~~Cemetery Advisory~~ Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not.

### 8.4 Voting:

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

### 8.5 Minutes:

Shall be in accordance with the Local Government Act, Section 5.22.

**8.116 Presiding Person**

The members will appointelect the Presiding Person and if required Deputy of the Committee pursuant to the Local Government Act 1995, Section 5.12 and pursuant to Council Policy P040235 the Committee should elect an Elected Member to the role of Presiding Person.

**8.76 Who acts if no presiding member?**

Shall be in accordance with the Local Government Act, Section 5.14.

**8.78.8 Meetings**

~~Meetings shall be generally open to the public pursuant to the Local Government Act, Section 5.23 are not open to the public pursuant to Section 5.23 of the Act as the Committee has no delegated power or duty.~~

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**8.98 Public Question Time**

~~The Committee if empowered with any delegated powers will allow for Public Question Time at the start of its Meetings in accordance with the Local Government Act, Section 5.24. Nil.~~

**8.109 Members Conduct**

Members of the Committee are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995;
- Shire of Denmark Standing Orders Local Law 2000;
- Shire of Denmark Code of Conduct (amended from time to time);
- Local Government (Rules of Conduct) Regulations 2007 (Elected Members only) Legislation; and
- Clause 34C of the Local Government (Administration Regulations) 1996;

with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, to the extent stated, dependent upon whether they are a Councillor, Employee of Local Government or a Community Member (community members are not bound to declare impartiality interests, unlike Councillors and Employees of Local Government nor are they bound by the Rules of Conduct Legislation).

**8.101 Secretary**

The Chief Executive Officer or that Officer’s nominee will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of Agendas and Minutes.

~~**8.11 Presiding Person**~~

~~The members will appoint the Presiding Person and if required Deputy of the Committee pursuant to the Local Government Act 1995, Section 5.12 and pursuant to Council Policy P040235 the Committee should elect an Elected Member to the role of Presiding Person.~~

#### 8.12 Meeting Attendance Fees

Nil.

#### 9.0 DELEGATED AUTHORITY OF THE COMMITTEE

Nil.

#### 10.0 STRATEGIC ALIGNMENT

The specific tasks and actions undertaken by this committee will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan:

##### B3.0 Our Built Environment

ASPIRATION: We have a functional built environment that reflects our village character and supports a connected, creative and active community.

B3.1 To have public spaces and infrastructure that are accessible and appropriate for our community.

B3.2 To have community assets that are flexible, adaptable and of high quality to meet the purpose and needs of multiple users.

B3.4 To manage assets in a consistent and sustainable manner.

##### C4.0 Our Community

ASPIRATION: We live in a happy, healthy, diverse and safe community with services that support a vibrant lifestyle and foster community spirit.

C4.1 To have services that are inclusive, promote cohesiveness and reflect our creative nature.

C4.4 To recognise and respect our local heritage and Indigenous history.

Adopted by Council ~~20 October 2015~~ 21 November 2017 / Resolution No. 091015XXX

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# Shire of Denmark Charter



## DISABILITY SERVICES ADVISORY COMMITTEE

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Disability Services Advisory Committee, established by Council pursuant to Section 5.8 of the Local Government Act 1995.

### 1.0 NAME

The name of the Committee shall be the Shire of Denmark Disability Services Advisory Committee, hereinafter referred to in its abbreviated form as the Committee.

### 2.0 ESTABLISHMENT

The Committee is established pursuant to Section 5.8 of the Local Government Act 1995.

### 3.0 DISTRICT

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

### 4.0 GUIDING PRINCIPLES

This Committee is established with the guiding principles in accordance with the Local Government Act 1995, sections 5.8 through to 5.25.

### 5.0 VISION

~~Our vision is for~~ the Shire of Denmark to be ~~a community that recognises and values the participation of persons with disabilities~~ an accessible and inclusive community for people with disability, their families and carers.

### 6.0 TERMS OF REFERENCE

- 6.1 To support and recommend to Council, action and policies relating to the provision of services ~~to~~ for persons with disabilities ~~people with disability~~ in the Denmark community.
- 6.2 To advise Council on matters effecting people with disability ~~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.

### 7.0 MEMBERSHIP

Membership of the Committee will comprise of a total of 9 members consisting of;

- 1 x Councillor
- 1 x Denmark Health Service Representative

- 1 x Disability Services Commission (Albany Region) Representative
- 1 x Community Professional (Private Sector)
- 1 x Denmark Over 50s Association Representative
- 4 x Community Members

Vacancies for Community representatives will be advertised in a local newspaper circulating within the district, with selection and appointment being made by Council upon recommendation of the Committee.

Representation is valid for two years until the next Ordinary Local Government Election Day or until the person resigns or the Committee is disbanded, whichever happens first. Nothing prevents a previous member re-nominating.

~~Community representation is valid for two years until the person resigns, the Committee is disbanded or at the next ordinary Election Day, whichever happens first. Nothing prevents an existing member from re-nominating.~~

To encourage ongoing freshness of approach and ideas Council encourages organisations to nominate a different member representative of their group every 2 years.

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## 8.0 MEETINGS

### 8.1 Annual General Meeting:

Nil

### 8.2 Committee Meetings:

Meetings shall be held not more frequently than every 2 months, unless a special meeting of the Committee is called by specific resolution of the Committee for the specified purpose(s).

### 8.3 Quorum:

The quorum for any meeting of the Disability Services Advisory Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not.

### 8.4 Voting:

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

### 8.5 Minutes:

Shall be in accordance with the Local Government Act, Section 5.22.

### 8.6 Presiding Person

The members will elect the Presiding Person and Deputy of the Committee pursuant to the Local Government Act 1995, Section 5.12 and pursuant to Council Policy P040235 the Committee should elect an Elected Member to the role of Presiding Person.

### 8.67 Who acts if no presiding member?

Shall be in accordance with the Local Government Act, Section 5.14.

### 8.8 Meetings



~~Meetings are not open to the public pursuant to Section 5.23 of the Act as the Committee has no delegated power or duty. Meetings shall be generally open to the public pursuant to the Local Government Act, Section 5.23.~~

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#### **8.89 Public Question Time**

~~The Committee if empowered with any delegated powers will allow for Public Question Time at the start of its Meetings in accordance with the Local Government Act, Section 5.24. Nil.~~

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#### **8.910 Members Conduct**

Members of the Committee are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995;
  - Shire of Denmark Standing Orders Local Law 2000;
  - Shire of Denmark Code of Conduct (amended from time to time);
  - Local Government (Rules of Conduct) Regulations 2007 (Elected Members only) Legislation; and
  - Clause 34C of the Local Government (Administration Regulations) 1996;
- with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, to the extent stated, dependent upon whether they are a Councillor, Employee of Local Government or a Community Member (community members are not bound to declare impartiality interests, unlike Councillors and Employees of Local Government nor are they bound by the Rules of Conduct Legislation).

#### **8.101 Secretary**

The Chief Executive Officer or that Officer's appointed nominee will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes.

#### **8.11 Presiding Person**

~~The members will elect the Presiding Person and Deputy of the Committee pursuant to the Local Government Act 1995, Section 5.12 and pursuant to Council Policy P040235 the Committee should elect an Elected Member to the role of Presiding Person.~~

#### **8.12 Meeting Attendance Fees**

Nil.

### **9.0 DELEGATED AUTHORITY OF THE COMMITTEE**

Nil.

### **10.0 STRATEGIC ALIGNMENT**

~~The specific tasks and actions undertaken by this committee will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan:~~

#### **B3.0 Our Built Environment**

~~ASPIRATION: We have a functional built environment that reflects our village character and supports a connected, creative and active community.~~

B3.1 To have public spaces and infrastructure that are accessible and appropriate for our community.

B3.2 To have community assets that are flexible, adaptable and of high quality to meet the purpose and needs of multiple users.

C4.0 Our Community

ASPIRATION: We live in a happy, healthy, diverse and safe community with services that support a vibrant lifestyle and foster community spirit.

C4.1 To have services that are inclusive, promote cohesiveness and reflect our creative nature.

Adopted by Council ~~20 October 2015~~ 21 November 2017 / Resolution No. 11015XXX

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Shire of Denmark

# Charter



## LOCAL EMERGENCY MANAGEMENT COMMITTEE

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Local Emergency Management Committee, established by Council pursuant to Section 38 (1) of the Emergency Management Act 2005.

### 1.0 NAME

The name of the Committee shall be the Shire of Denmark Local Emergency Management Committee (LEMC) hereinafter referred to in its abbreviated form as the Committee.

### 2.0 ESTABLISHMENT

The Committee is established pursuant to Section 38(1) of the Emergency Management Act 2005.

### 3.0 DISTRICT

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

### 4.0 GUIDING PRINCIPLES

This committee is established with the guiding principles in accordance with the Local Government Act 1995, the Emergency Management Act 2005 and the State Emergency Management Policy No. 2.5.

### 5.0 VISION

~~Our vision is for~~ or the Shire of Denmark's residents, ratepayers and businesses to be adequately protected, risks are minimised and recovery operations coordinated swiftly and efficiently.

### 6.0 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 State Emergency Management Committee (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.

**7.0 MEMBERSHIP**

**7.1 Tenure of Membership:**

~~Shall be in accordance with the Local Government Act, section 5.11.~~

That in accord with section 38 ~~(+3)~~ (a) of the Emergency Management Act 2005, membership of the Committee be as follows Council appoint the following members:

POSITION .....	ORGANISATION
<i>Voting Members</i>	
Shire President / Chairperson .....	Shire of Denmark
Councillor .....	Shire of Denmark
Officer in Charge.....	Denmark Police Service
Officer in Charge.....	Walpole Police Service
Chief Bush Fire Control Officer .....	Bushfire Advisory Committee
Director of Nursing .....	Denmark District Hospital
Centre Manager.....	Walpole Silver Chain
Unit Manager .....	Denmark State Emergency Service
Unit Manager .....	Walpole State Emergency Service
Officer in Charge.....	Denmark St John Ambulance
Officer in Charge.....	Walpole St John Ambulance
Commander.....	Denmark Volunteer Marine Sea Rescue
Commander.....	Peaceful Bay Vol. Marine Sea Rescue
Commander.....	Walpole Volunteer Marine Sea Rescue
Captain.....	Denmark Fire & Rescue Service
District Operations Officer .....	Dept. of <del>Parks &amp; Wildlife</del> <u>Biodiversity, Conservation &amp; Attractions</u> <u>(Parks and Wildlife Service)</u>
District Officer .....	Dept. of <del>Child Protection</del> <u>Communities</u>

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.....(Child Protection and Family Support)

President ..... Denmark Surf Life Saving Club

Non Voting Members

Community Emergency Services Manager ..... Shire of Denmark / DFES

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With the exception of the Shire President (as this is covered by the Local Government Act 1995), each position holder is entitled to nominate a Deputy Delegate from their organisation for any individual meeting.

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Representation is valid for two years until the next Ordinary Local Government Election Day or until the person resigns or the Committee is disbanded, whichever happens first. Nothing prevents a previous member re-nominating.

**8.0 MEETINGS**

**8.1 Annual General Meeting:**

Nil.

**8.2 Committee Meetings:**

Meetings shall be held at least four times per year or more often as determined by the Committee and shall follow the minimum procedures as set out in State Emergency Management Policy 2.5 (Flowcharts Appendix 1 and 2 attached).

~~Meetings shall be generally open to the public pursuant to section 5.23 of the Local Government Act 1995.~~

**8.3 Quorum:**

The quorum for any meeting of the Local Emergency Management Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not.

**8.4 Voting:**

Shall be in accordance with the Local Government Act, Section 5.21 with all members of the Committee entitled and required to vote (subject to financial and proximity interest provisions of the LGA).

**8.5 Minutes:**

Shall be in accordance with the Local Government Act, Section 5.22.

**8.116 Chairperson**

The Chairperson of the Committee is appointed by the Local Government pursuant to Section 38(3) (a) of the Emergency Management Act 2005. Where Council has failed to nominate a Chairperson, the default Chair will be the current serving Shire President of the Council.

**8.67 Who acts if no ~~presiding member~~Chairperson?**

Shall be in accordance with the Local Government Act, Section 5.14.

**8.8 Meetings**

~~Meetings are not open to the public pursuant to Section 5.23 of the Act as the Committee has no delegated power or duty.~~

~~8.9 Meetings shall be generally open to the public pursuant to the Local Government Act, Section 5.23.~~

**8.98 Public Question Time**

~~The Committee if empowered with any delegated powers will allow for Public Question Time at the start of its Meetings in accordance with the Local Government Act, Section 5.24. Nil.~~

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**8.910 Members Conduct**

Members of the Committee are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995;
- Shire of Denmark Standing Orders Local Law 2000;
- Shire of Denmark Code of Conduct (amended from time to time);
- Local Government (Rules of Conduct) Regulations 2007 (Elected Members only) Legislation; and
- Clause 34C of the Local Government (Administration Regulations) 1996;

with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, to the extent stated, dependent upon whether they are a Councillor, Employee of Local Government or a Community Member (community members are not bound to declare impartiality interests, unlike Councillors and Employees of Local Government nor are they bound by the Rules of Conduct Legislation).

**8.101 Secretary**

The ~~Director of Community & Regulatory Services or nominee~~ (Community Emergency Services Manager) will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes.

**~~8.11 Chairperson~~**

~~The Chairperson of the Committee is appointed by the Local Government pursuant to Section 38(3) (a) of the Emergency Management Act 2005. Where Council has failed to nominate a Chairperson, the default Chair will be the current serving Shire President of the Council.~~

**8.12 Standing Ex-Officio Members**

The Committee is authorised to co-opt standing ex-officio members not listed under the general membership as nonvoting members.

**8.13 Meeting Attendance Fees**

Nil.

**9.0 DELEGATED AUTHORITY OF THE COMMITTEE**

Nil.

**10.0 STRATEGIC ALIGNMENT**

The specific tasks and actions undertaken by this committee will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan;

**C4.0 Our Community**

ASPIRATION: We live in a happy, healthy, diverse and safe community with services that support a vibrant lifestyle and foster community spirit.

C4.1 To have services that foster a happy, healthy, vibrant and safe community.

Adopted by Council ~~20 October 2015~~21 November 2017 / Resolution No. ~~121015XXX~~

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## ROADWISE ADVISORY COMMITTEE

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Roadwise Advisory Committee, established by Council pursuant to Section 5.8 of the Local Government Act 1995.

### 1.0 NAME

The name of the Committee shall be the Shire of Denmark Roadwise Advisory Committee, hereinafter referred to in its abbreviated form as the Committee.

### 2.0 ESTABLISHMENT

The Committee is established pursuant to Section 5.8 of the Local Government Act 1995.

### 3.0 DISTRICT

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

### 4.0 GUIDING PRINCIPLES

This Committee is established with the guiding principles in accordance with the Local Government Act 1995, sections 5.8 through to 5.25.

### 5.0 VISION

~~Our vision is to~~ To contribute to a coordinated approach to reduce the amount of road deaths and road related serious injuries in the Shire of Denmark.

### 6.0 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

### 7.0 MEMBERSHIP

Membership of the Committee will comprise of a total of 11 members consisting of;

- 1 x Councillor ~~and Deputy~~
- 1 x Denmark Police Representative
- 1 x Denmark Health Service Representative
- 1 x WALGA Roadwise Representative
- 1 x Denmark Primary School P & C Association Representative
- 1 x Denmark High School Representative
- 1 x St John Ambulance Representative
- 1 x Main Roads WA – Great Southern Representative
- 1 x Department of Transport Representative

- 1 x Denmark Over 50's Association Representative
- 1 x Denmark Agricultural College Representative

Vacancies for Community representatives will be advertised in a local newspaper circulating within the district, with selection and appointment being made by Council upon recommendation of the Committee.

Representation is valid for two years until the next Ordinary Local Government Election Day or until the person resigns or the Committee is disbanded, whichever happens first. Nothing prevents a previous member re-nominating.

To encourage ongoing freshness of approach and ideas Council encourages organisations to nominate a different member representative of their group every 2 years.

## 8.0 MEETINGS

### 8.1 Annual General Meeting:

Nil

### 8.2 Committee Meetings:

Meetings shall be held not more frequently than every 2 months, unless a special meeting of the Committee is called by specific resolution of the Committee for the specified purpose(s).

### 8.3 Quorum:

The quorum for any meeting of the Roadwise Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not.

### 8.4 Voting:

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

### 8.5 Minutes:

Shall be in accordance with the Local Government Act, Section 5.22.

### 8.6 Presiding Person

The members will ~~appoint~~elect the Presiding Person and if required Deputy of the Committee pursuant to the Local Government Act 1995, Section 5.12 and pursuant to Council Policy P040235 the Committee should elect an Elected Member to the role of Presiding Person.

### 8.7 Who acts if no presiding member?

Shall be in accordance with the Local Government Act, Section 5.14.

### 8.8 Meetings

Meetings are not open to the public pursuant to Section 5.23 of the Act as the Committee has no delegated power or duty.

**8.9 Public Question Time**

Nil.

**8.9 Members Conduct**

Members of the Committee are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995;
- Shire of Denmark Standing Orders Local Law 2000;
- Shire of Denmark Code of Conduct (amended from time to time);
- Local Government (Rules of Conduct) Regulations 2007 (Elected Members only); and
- Clause 34C of the Local Government (Administration Regulations) 1996;

with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, to the extent stated, dependent upon whether they are a Councillor, Employee of Local Government or a Community Member (community members are not bound to declare impartiality interests, unlike Councillors and Employees of Local Government nor are they bound by the Rules of Conduct Legislation).

**8.10 Secretary**

The Director of Infrastructure Services or that Officer's nominee will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes.

**8.12 Meeting Attendance Fees**

Nil.

**9.0 DELEGATED AUTHORITY OF THE COMMITTEE**

Nil.

**10.0 STRATEGIC ALIGNMENT**

The specific tasks and actions undertaken by this committee will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan;

**B3.0 Our Built Environment**

ASPIRATION: We have a functional built environment that reflects our village character and supports a connected, creative and active community.

B3.1 To have public spaces and infrastructure that are accessible and appropriate for our community.

B3.2 To have community assets that are flexible, adaptable and of high quality to meet the purpose and needs of multiple users.

**C4.0 Our Community**

ASPIRATION: We live in a happy, healthy, diverse and safe community with services that support a vibrant lifestyle and foster community spirit.

C4.1 To have services that are inclusive, promote cohesiveness and reflect our creative nature.

Adopted by Council 21 November 2017 / Resolution No. **XXX**



## LIGHTS BEACH CONCEPT PLAN WORKING GROUP

### TERMS OF REFERENCE

---

#### 1.0 NAME

The name of the Working Group shall be the Lights Beach Concept Plan Working Group, hereinafter referred to in its abbreviated form as the Working Group.

#### 2.0 ESTABLISHMENT

The Working Group was established 21 November 2017 (Resolution No. XXX).

#### 3.0 OBJECTIVE

To develop a Concept Plan to provide detail on upgrade of existing and provision of new facilities in the proposed Light Beach area such that the project is “shovel-ready” for funding consideration by Council and/or external funding bodies.

#### 4.0 MEMBERSHIP

Membership of the Working Group will comprise of a total of 9 members consisting of;

- 2 x Councillors;
- 1 x Department of Biodiversity Conservation and Attractions representative;
- 2 x Community members;
- Director of Infrastructure Services;
- Engineering Technical Officer;
- Sustainability Officer;
- Manager of Recreation & Youth Services.

Vacancies for Community representatives will be advertised in a local newspaper circulating within the district, with selection and appointment being made by Council.

#### 5.0 MEETINGS

##### 5.1 Meetings:

Meetings shall be held as required and can be called by the Presiding Person and/or the Secretary.

##### 5.2 Meeting Notes:

Outcomes and decisions of Working Groups are to be recorded and retained on the relevant file(s).

### **5.3 Presiding Person**

The members will elect a Presiding Person and if required a Deputy of the Working Group using the same method as detailed in the Local Government Act 1995, Section 5.12.

Pursuant to Council Policy P040235 the Committee should elect an Elected Member to the role of Presiding Person.

### **5.4 Who acts if no presiding member?**

The Working Group members present at the meeting are to choose one of themselves to preside at the meeting.

### **5.5 Public Question Time**

Nil.

### **5.6 Members Conduct**

Members of the Working Group are bound by the Shire of Denmark Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007 (Elected Members only).

### **5.7 Secretary**

The Director of Infrastructure Services or that Officer's nominee will fulfil the role of secretary who will also be responsible for preparation and distribution of Agendas and any Notes.

### **5.8 Meeting Attendance Fees**

Nil.

## **6.0 STRATEGIC ALIGNMENT**

The specific tasks and actions undertaken by this committee will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan;

#### **E1.0 Our Economy**

ASPIRATION: We are an attractive location to live, invest, study, visit and work.

E1.2 To be a vibrant and unique tourist destination, that celebrates our natural assets.

#### **N2.0 Our Natural Environment**

ASPIRATION: Our natural environment is highly valued and carefully managed to meet the needs of our community, now and in the future.

N2.2 To promote and encourage responsible development.

#### **B3.0 Our Built Environment**

ASPIRATION: We have a functional built environment that reflects our village character and supports a connected creative and active community.

- B3.1 To have public spaces and infrastructure that are accessible and appropriate for our community.
- B3.2 To have community assets that are flexible, adaptable and of high quality to meet the purpose and needs of multiple users.

## **7.0 SUNSET CLAUSE**

The Working Group will cease to exist following completion of a final Lights Beach Concept Plan approved by Council.

Adopted by Council 21 November 2017 / Resolution No. **XXX**

# Shire of Denmark



## MCLEAN PARK OVERFLOW CAMPING GROUND WORKING GROUP

### TERMS OF REFERENCE

---

#### **1.0 NAME**

The name of the Working Group shall be the McLean Park Overflow Camping Ground Working Group, hereinafter referred to in its abbreviated form as the Working Group.

#### **2.0 ESTABLISHMENT**

The Working Group was established 8 September 2015 (Resolution No. 030915), pursuant to the McLean Park Overflow & Emergency Evacuation Facility Management Plan (adopted by Council 8 September 2015 / Resolution No. 030915).

#### **3.0 OBJECTIVE**

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.

#### **4.0 MEMBERSHIP**

Membership of the Working Group will comprise of a total of 5 members consisting of;

- 1 x Councillor;
- 2 x Caravan Industry representatives (determined as required);
- Director of Community & Regulatory Services
- Principal Environmental health Officer

#### **5.0 MEETINGS**

##### **5.1 Meetings:**

Meetings shall be held as required and can be called by the Presiding Person and/or the Secretary.

##### **5.2 Meeting Notes:**

Outcomes and decisions of Working Groups are to be recorded and retained on the relevant file(s).

##### **5.3 Presiding Person**

Nil.



**5.4 Who acts if no presiding member?**

Not applicable.

**5.5 Public Question Time**

Nil.

**5.6 Members Conduct**

Members of the Working Group are bound by the Shire of Denmark Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007 (Elected Members only).

**5.7 Secretary**

The Director of Community & Regulatory Services or that Officer's nominee will fulfil the role of secretary who will also be responsible for preparation and distribution of Agendas and any Notes.

**5.8 Meeting Attendance Fees**

Nil.

**6.0 STRATEGIC ALIGNMENT**

The specific tasks and actions undertaken by this committee will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan;

E1.0 Our Economy

ASPIRATION: We are an attractive location to live, invest, study, visit and work.

N2.1 To preserve and protect the natural environment.

N2.2 To promote and encourage responsible development.

B3.0 Our Built Environment

ASPIRATION: We have a functional built environment that reflects our village character and supports a connected creative and active community.

B3.2 To have community assets that are flexible, adaptable and of high quality to meet the purpose and needs of multiple users.

B3.4 To manage assets in a consistent and sustainable manner.

**7.0 SUNSET CLAUSE**

Nil.

Adopted by Council 8 September 2015 / Resolution No. 030915  
Continuation of Working Group, pursuant to the adopted Management Plan, endorsed by Council 21  
November 2017 / Resolution No. XXX



**OCEAN BEACH AND PEACEFUL BAY  
FORESHORE CONCEPT PLAN  
WORKING GROUP**

**TERMS OF REFERENCE**

---

**1.0 NAME**

The name of the Working Group shall be the Ocean Beach and Peaceful Bay Foreshore Concept Plan Working Group, hereinafter referred to in its abbreviated form as the Working Group.

**2.0 ESTABLISHMENT**

The Plan Working Group was established 20 October 2015 (Resolution No. 201015).

**3.0 OBJECTIVE**

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.

**4.0 MEMBERSHIP**

Membership of the Working Group will comprise of a total of 10 members consisting of;

- 2 x Councillors;
- 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

Vacancies for Community representatives will be advertised in a local newspaper circulating within the district, with selection and appointment being made by Council.

**5.0 MEETINGS**

**5.1 Meetings:**

Meetings shall be held as required and can be called by the Presiding Person and/or the Secretary.

**5.2 Meeting Notes:**

Outcomes and decisions of Working Groups are to be recorded and retained on the relevant file(s).

**5.3 Presiding Person**

The members will elect a Presiding Person and if required a Deputy of the Working Group using the same method as detailed in the Local Government Act 1995, Section 5.12.

Pursuant to Council Policy P040235 the Committee should elect an Elected Member to the role of Presiding Person.

**5.4 Who acts if no presiding member?**

The Working Group members present at the meeting are to choose one of themselves to preside at the meeting.

**5.5 Public Question Time**

Nil

**5.6 Members Conduct**

Members of the Working Group are bound by the Shire of Denmark Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007 (Elected Members only).

**5.7 Secretary**

The Director of Planning & Sustainability or that Officer's nominee will fulfil the role of secretary who will also be responsible for preparation and distribution of Agendas and any Notes.

**5.8 Meeting Attendance Fees**

Nil.

**6.0 STRATEGIC ALIGNMENT**

The specific tasks and actions undertaken by this committee will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan;

**B3.0 Our Natural Environment**

ASPIRATION: Our Natural Environment is highly valued and carefully managed to meet the needs of our community, now and in the future.

N2.1 To preserve and protect the natural environment.

N2.2 To promote and encourage responsible development.

**B3.0 Our Built Environment**

ASPIRATION: We have a functional built environment that reflects our village character and supports a connected creative and active community.

- B3.1 To have public spaces and infrastructure that are accessible and appropriate for our community.
- B3.2 To have community assets that are flexible, adaptable and of high quality to meet the purpose and needs of multiple users.
- B3.3 To have a planning framework that is visionary, supports connectivity and enables participation.
- B3.4 To manage assets in a consistent and sustainable manner.

## **7.0 SUNSET CLAUSE**

The Working Group will cease to exist following the completion of a final Ocean Beach and Peaceful Bay Foreshore Concept Plan, adopted by Council.

Adopted by Council 20 October 2015 / Resolution No. 201015  
Continuation of Working Group Endorsed by Council 21 November 2017 / Resolution No. **XXX**

# Shire of Denmark



## **PATHS & TRAILS DEVELOPMENT PLAN WORKING GROUP**

### TERMS OF REFERENCE

---

#### **1.0 NAME**

The name of the Working Group shall be the Shire of Denmark Paths & Trails Development Plan Working Group, hereinafter referred to in its abbreviated form as the Working Group.

#### **2.0 ESTABLISHMENT**

The Working Group was established 21 November 2017 (Resolution No. XXX).

#### **3.0 OBJECTIVE**

To develop a Paths and Trails Development Plan consistent with the Transport and Recreation Asset Management Plans such that projects are prioritised for funding consideration by Council and/or external funding bodies.

#### **4.0 MEMBERSHIP**

Membership of the Working Group will comprise of a total of 8 members consisting of;

- 2 x Councillors;
- 1 x Disability Services Advisory Committee representative;
- 2 x Community representatives;
- Director of Infrastructure Services;
- Engineering Technical Officer;
- Manager of Recreation & Youth Services.

Vacancies for Community representatives will be advertised in a local newspaper circulating within the district, with selection and appointment being made by Council.

#### **5.0 MEETINGS**

##### **5.1 Meetings:**

Meetings shall be held as required and can be called by the Presiding Person and/or the Secretary.

##### **5.2 Meeting Notes:**

Outcomes and decisions of Working Groups are to be recorded and retained on the relevant file(s).

### **5.3 Presiding Person**

The members will elect a Presiding Person and if required a Deputy of the Working Group using the same method as detailed in the Local Government Act 1995, Section 5.12.

Pursuant to Council Policy P040235 the Committee should elect an Elected Member to the role of Presiding Person.

### **5.4 Who acts if no presiding member?**

The Working Group members present at the meeting are to choose one of themselves to preside at the meeting.

### **5.5 Public Question Time**

Nil

### **5.6 Members Conduct**

Members of the Working Group are bound by the Shire of Denmark Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007 (Elected Members only).

### **5.7 Secretary**

The Director of Infrastructure Services or that Officer's nominee will fulfil the role of secretary who will also be responsible for preparation and distribution of Agendas and any Notes.

### **5.8 Meeting Attendance Fees**

Nil.

## **6.0 STRATEGIC ALIGNMENT**

The specific tasks and actions undertaken by this committee will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan;

### **N2.0 Our Natural Environment**

**ASPIRATION:** Our natural environment is highly valued and carefully managed to meet the needs of our community, now and in the future.

**N2.2** To promote and encourage responsible development.

### **B3.0 Our Built Environment**

**ASPIRATION:** We have a functional built environment that reflects our village character and supports a connected creative and active community.

**B3.1** To have public spaces and infrastructure that are accessible and appropriate for our community.

**B3.4** To manage assets in a consistent and sustainable manner.

## **7.0 SUNSET CLAUSE**

The Working Group will cease to exist following completion of a final Paths and Trails Development Plan adopted by Council.

Adopted by Council 21 November 2017 / Resolution No. XXX

# Shire of Denmark



## PEACEFUL BAY WASTE FACILITY DEVELOPMENT PLAN WORKING GROUP

### TERMS OF REFERENCE

---

#### 1.0 NAME

The name of the Working Group shall be the Shire of Denmark Peaceful Bay Waste Facility Development Plan Working Group, hereinafter referred to in its abbreviated form as the Working Group.

#### 2.0 ESTABLISHMENT

The Working Group was established 21 November 2017 (Resolution No. **XXX**).

#### 3.0 OBJECTIVE

To develop a Development Plan for the Peaceful Bay Waste Management Facility to guide future site works, operations and management in compliance with existing and potential upcoming regulatory requirements.

#### 4.0 MEMBERSHIP

Membership of the Working Group will comprise of a total of 10 members consisting of;

- 2 x Councillors;
- 1 x Peaceful Bay Progress Association representative
- 1 x Normalup Residents and Ratepayers Association
- 1 x Peaceful bay Volunteer Bush Fire Brigade representative;
- 1 x Department of Biodiversity Conservation and Attractions representative;
- 1 x Community representative;
- Director of Infrastructure Services;
- Waste Compliance Officer.

Vacancies for Community representatives will be advertised in a local newspaper circulating within the district, with selection and appointment being made by Council.

#### 5.0 MEETINGS

##### 5.1 Meetings:

Meetings shall be held as required and can be called by the Presiding Person and/or the Secretary.



**5.2 Meeting Notes:**

Outcomes and decisions of Working Groups are to be recorded and retained on the relevant file(s).

**5.3 Presiding Person**

The members will elect a Presiding Person and if required a Deputy of the Working Group using the same method as detailed in the Local Government Act 1995, Section 5.12.

Pursuant to Council Policy P040235 the Committee should elect an Elected Member to the role of Presiding Person.

**5.4 Who acts if no presiding member?**

The Working Group members present at the meeting are to choose one of themselves to preside at the meeting.

**5.5 Public Question Time**

Nil.

**5.6 Members Conduct**

Members of the Working Group are bound by the Shire of Denmark Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007 (Elected Members only).

**5.7 Secretary**

The Director of Infrastructure Services or that Officer's nominee will fulfil the role of secretary who will also be responsible for preparation and distribution of Agendas and any Notes.

**5.8 Meeting Attendance Fees**

Nil.

**6.0 STRATEGIC ALIGNMENT**

The specific tasks and actions undertaken by this committee will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan;

E1.0 Our Economy

ASPIRATION: We are an attractive location to live, invest, study, visit and work.

E1.2 To be a vibrant and unique tourist destination, that celebrates our natural assets.

N2.0 Our Natural Environment

ASPIRATION: Our natural environment is highly valued and carefully managed to meet the needs of our community, now and in the future.

N2.2 To promote and encourage responsible development.

B3.0 Our Built Environment

**ASPIRATION:** We have a functional built environment that reflects our village character and supports a connected creative and active community.

- B3.1 To have public spaces and infrastructure that are accessible and appropriate for our community.
- B3.2 To have community assets that are flexible, adaptable and of high quality to meet the purpose and needs of multiple users.

## **7.0 SUNSET CLAUSE**

The Working Group will cease to exist following completion of a final Concept Plan adopted by Council.

Adopted by Council 21 November 2017 / Resolution No. **XXX**

# Shire of Denmark



## RIVERMOUTH PRECINCT DEVELOPMENT CONCEPT PLAN WORKING GROUP

### TERMS OF REFERENCE

---

#### 1.0 NAME

The name of the Working Group shall be the Rivermouth Precinct Development Concept Plan Working Group, hereinafter referred to in its abbreviated form as the Working Group.

#### 2.0 ESTABLISHMENT

The Working Group was established in August 2016 (Resolution No. 090816).

#### 3.0 OBJECTIVE

The Rivermouth Precinct Development Concept Plan (RPDCP) is to cover the area as defined in the attached map (refer “Rivermouth Precinct Development Concept Plan Area”) and has the following objectives:

1. A Development Concept Plan that will guide the future usage and development of the RPDCP area by:
  - a) Providing for a development form (public and/or commercial) that provides for a sustainable development through function, usability and/or design;
  - b) Recognising the tourist, recreation and social importance of the Rivermouth Precinct (including the Rivermouth Caravan Park) to the community and visitors alike;
  - c) Considering the Rivermouth Caravan Park lessee’s proposed strategic direction, coupled with comments from the Caravan Industry Association WA in relation to caravan park industry trends and their associated recommendations, in context of the overall Rivermouth Precinct area and the Shire’s tourism direction.
2. A Development Concept Plan that will meet present and future needs of the Shire of Denmark (as the Management Body for Reserve 46241 – being the Rivermouth Caravan Park landholding), Jenbrook Nominees Pty Ltd (being the current lessee of the Rivermouth Caravan Park) and the broader community.
3. A Development Concept Plan that is adopted by Council following engagement with key stakeholders and the community.
4. A Development Concept Plan that forms a basis for new lease discussions in relation to the Rivermouth Caravan Park (being Reserve 46241).

#### 4.0 MEMBERSHIP

Membership of the Working Group will comprise of a total of 8 members consisting of;

2 x Councillors;

4 x Community members;  
Director of Planning & Sustainability  
Director of Community & Regulatory Services

Vacancies for Community representatives will be advertised in a local newspaper circulating within the district, with selection and appointment being made by Council.

## **5.0 MEETINGS**

### **5.1 Meetings:**

Meetings shall be held as required and can be called by the Presiding Person and/or the Secretary.

### **5.2 Meeting Notes:**

Outcomes and decisions of Working Groups are to be recorded and retained on the relevant file(s).

### **5.3 Presiding Person**

The members will elect a Presiding Person and if required a Deputy of the Working Group using the same method as detailed in the Local Government Act 1995, Section 5.12.

Pursuant to Council Policy P040235 the Committee should elect an Elected Member to the role of Presiding Person.

### **5.4 Who acts if no presiding member?**

The Working Group members present at the meeting are to choose one of themselves to preside at the meeting.

### **5.5 Public Question Time**

Nil

### **5.6 Members Conduct**

Members of the Working Group are bound by the Shire of Denmark Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007 (Elected Members only).

### **5.7 Secretary**

The Director of Community & Regulatory Services or that Officer's nominee will fulfil the role of secretary who will also be responsible for preparation and distribution of Agendas and any Notes.

### **5.8 Meeting Attendance Fees**

Nil.

## 6.0 STRATEGIC ALIGNMENT

The specific tasks and actions undertaken by this committee will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan;

### E1.0 Our Economy

ASPIRATION: We are an attractive location to live, invest, study, visit and work.

E1.2 To be a vibrant and unique tourist destination, that celebrates our natural assets.

### N2.0 Our Natural Environment

ASPIRATION: Our natural environment is highly valued and carefully managed to meet the needs of our community, now and in the future.

N2.1 To preserve and protect the natural environment.

N2.2 To promote and encourage responsible development.

### B3.0 Our Built Environment

ASPIRATION: We have a functional built environment that reflects our village character and supports a connected creative and active community.

B3.1 To have public spaces and infrastructure that are accessible and appropriate for our community.

B3.2 To have community assets that are flexible, adaptable and of high quality to meet the purpose and needs of multiple users.

B3.3 To have a planning framework that is visionary, supports connectivity and enables participation.

B3.4 To manage assets in a consistent and sustainable manner.

## 7.0 SUNSET CLAUSE

The Working Group will cease to exist following the completion of a final Rivermouth Precinct Development Concept Plan, adopted by Council.

Adopted by Council 20 October 2015 / Resolution No. 201015  
Continuation of Working Group endorsed by Council 21 November 2017 / Resolution No. XXX

# Shire of Denmark



## SPORT AND RECREATION PLAN WORKING GROUP

### TERMS OF REFERENCE

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#### 1.0 NAME

The name of the Working Group shall be the Sport and Recreation Plan Working Group, hereinafter referred to in its abbreviated form as the Working Group.

#### 2.0 ESTABLISHMENT

The Working Group was established 21 February 2017 (Resolution No. 090217).

#### 3.0 OBJECTIVE

To develop a Sport and Recreation Plan including a Master Plan of the McLean Park Precinct (whole of Reserve No. 15513) and High School Oval Precinct.

The Sport and Recreation Plan will provide:

- An audit of existing sport, recreation and leisure facilities and services available in the Shire of Denmark.
- Specific recommendations in relation to proposed future sport, recreation and leisure facility and service developments and trends for the next 15 - 20 years.
- Prioritised recommendations in relation to meeting existing and future community sport and recreation needs.
- An Implementation Plan including indicative costs, key responsibilities and timelines for integration into the Long Term Financial Plan.
- A focus on colocation, asset utilisation and maximising occupancy.

The Master Plan for the McLean Park Precinct will address:

- An assessment of the current playing field carrying capacity.
- Development of the Youth Precinct.
- Identifying options for the location of an aquatic facility.
- Review of Recreation Centre facilities.
- Identifying the usage, possible development and optimal location of a Gymnastic facility.
- Potential development of the entire reserve to accommodate emerging trends.

The Master Plan for the High School Oval Precinct will address:

- Potential shared use facilities.
- Optimal position and access to associated infrastructure.
- Requirements of Department of Education.
- Identification of potential activities to utilise the playing field.

#### **4.0 MEMBERSHIP**

Membership of the Working Group will comprise of a total of 11 members consisting of;

2 x Councillors;  
1 x McLean Park User Group representative;  
1 x Department of Education representative;  
3 x Community representatives;  
Director of Finance and Administration  
Manager of Recreation and Youth Services

Consultant (no voting rights)  
Department of Sport & Recreation representative (no voting rights)

Vacancies for Community representatives will be advertised in a local newspaper circulating within the district, with selection and appointment being made by Council.

#### **5.0 MEETINGS**

##### **5.1 Meetings:**

Meetings shall be held as required and can be called by the Presiding Person and/or the Secretary.

##### **5.2 Meeting Notes:**

Outcomes and decisions of Working Groups are to be recorded and retained on the relevant file(s).

##### **5.3 Presiding Person**

The members will elect a Presiding Person and if required a Deputy of the Working Group using the same method as detailed in the Local Government Act 1995, Section 5.12.

Pursuant to Council Policy P040235 the Committee should elect an Elected Member to the role of Presiding Person.

##### **5.4 Who acts if no presiding member?**

The Working Group members present at the meeting are to choose one of themselves to preside at the meeting.

##### **5.5 Public Question Time**

Nil

##### **5.6 Members Conduct**

Members of the Working Group are bound by the Shire of Denmark Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007 (Elected Members only).

##### **5.7 Secretary**

The Director of Planning & Sustainability or that Officer's nominee will fulfil the role of secretary who will also be responsible for preparation and distribution of Agendas and any Notes.

### **5.8 Meeting Attendance Fees**

Nil.

## **6.0 STRATEGIC ALIGNMENT**

The specific tasks and actions undertaken by this committee will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan;

### **B3.0 Our Built Environment**

**ASPIRATION:** We have a functional built environment that reflects our village character and supports a connected creative and active community.

B3.1 To have public spaces and infrastructure that are accessible and appropriate for our community.

B3.2 To have community assets that are flexible, adaptable and of high quality to meet the purpose and needs of multiple users.

B3.3 To have a planning framework that is visionary, supports connectivity and enables participation.

B3.4 To manage assets in a consistent and sustainable manner.

### **C4.0 Our Community**

**ASPIRATION:** We live in a happy, healthy, diverse and safe community with services that support a vibrant lifestyle and foster community spirit.

C4.1 To have services that foster a happy, healthy, vibrant and safe community.

C4.2 To have services that are inclusive, promote cohesiveness and reflect our creative nature.

## **7.0 SUNSET CLAUSE**

The Working Group will cease to exist following completion of a final Sport and Recreation Plan, Master Plan of McLean Park Precinct and High School Oval Precinct approved by Council.

Adopted by Council 21 February 2017 / Resolution No. 090217  
Continuation of Working Group endorsed by Council 21 November 2017 / Resolution No. XXX



# Shire of Denmark



## “SUPER SHED” BUILDING PROPOSAL WORKING GROUP

### TERMS OF REFERENCE

---

#### 1.0 NAME

The name of the Working Group shall be the Super Shed Building Proposal Working Group, hereinafter referred to in its abbreviated form as the Working Group.

#### 2.0 ESTABLISHMENT

The Working Group was established 21 November 2017 (Resolution No. XXX).

#### 3.0 OBJECTIVE

To develop the “Super Shed” building proposal at the Denmark Historical Railway Station No. 3 Precinct such that the project is “shovel-ready” for funding consideration by Council and/or external funding bodies.

#### 4.0 MEMBERSHIP

Membership of the Working Group will comprise of a total of 9 members consisting of;

- 2 x Councillors;
- 1 x Denmark Machinery Restoration Group representative;
- 1 x Denmark Men’s Shed representative;
- 1 x Denmark Woodturners representative;
- 1 x Denmark Lions Club representative;
- Director of Planning & Sustainability (Program Manager);
- Principal Building Surveyor (Project Manager);
- Executive Assistant.

#### 5.0 MEETINGS

##### 5.1 Meetings:

Meetings shall be held as required and can be called by the Presiding Person and/or the Secretary.

##### 5.2 Meeting Notes:

Outcomes and decisions of Working Groups are to be recorded and retained on the relevant file(s).

**5.3 Presiding Person**

The members will elect a Presiding Person and if required a Deputy of the Working Group using the same method as detailed in the Local Government Act 1995, Section 5.12.

Pursuant to Council Policy P040235 the Committee should elect an Elected Member to the role of Presiding Person.

**5.4 Who acts if no presiding member?**

The Working Group members present at the meeting are to choose one of themselves to preside at the meeting.

**5.5 Public Question Time**

Nil

**5.6 Members Conduct**

Members of the Working Group are bound by the Shire of Denmark Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007 (Elected Members only).

**5.7 Secretary**

The Director of Planning & Sustainability or that Officer’s nominee will fulfil the role of secretary who will also be responsible for preparation and distribution of Agendas and any Notes.

**5.8 Meeting Attendance Fees**

Nil.

**6.0 STRATEGIC ALIGNMENT**

The specific tasks and actions undertaken by this committee will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan;

**B3.0 Our Built Environment**

**ASPIRATION:** We have a functional built environment that reflects our village character and supports a connected creative and active community.

B3.1 To have public spaces and infrastructure that are accessible and appropriate for our community.

B3.2 To have community assets that are flexible, adaptable and of high quality to meet the purpose and needs of multiple users.

B3.3 To have a planning framework that is visionary, supports connectivity and enables participation.

B3.4 To manage assets in a consistent and sustainable manner.

**C4.0 Our Community**

**ASPIRATION:** We live in a happy, healthy, diverse and safe community with services that support a vibrant lifestyle and foster community spirit.

- C4.1 To have services that foster a happy, healthy, vibrant and safe community.
- C4.2 To have services that are inclusive, promote cohesiveness and reflect our creative nature.

## **7.0 SUNSET CLAUSE**

The Working Group will cease to exist following the completion of a Building Proposal.

Adopted by Council 21 November 2017 / Resolution No. **XXX**

# Shire of Denmark



## SUSTAINABILITY STRATEGY WORKING GROUP

### TERMS OF REFERENCE

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#### **1.0 NAME**

The name of the Working Group shall be the Shire of Denmark Sustainability Strategy Working Group, hereinafter referred to in its abbreviated form as the Working Group.

#### **2.0 ESTABLISHMENT**

The Working Group was established 21 November 2017 (Resolution No. XXX).

#### **3.0 OBJECTIVE**

Develop a Sustainability Strategy for the Shire of Denmark at a corporate level.

#### **4.0 MEMBERSHIP**

Membership of the Working Group will comprise of a total of 9 members consisting of;

- 2 x Councillors;
- 5 x Community representatives;
- Director of Planning & Sustainability;
- Sustainability Officer.

Vacancies for Community representatives will be advertised in a local newspaper circulating within the district, with selection and appointment being made by Council.

#### **5.0 MEETINGS**

##### **5.1 Meetings:**

Meetings shall be held as required and can be called by the Presiding Person and/or the Secretary.

##### **5.2 Meeting Notes:**

Outcomes and decisions of Working Groups are to be recorded and retained on the relevant file(s).

##### **5.3 Presiding Person**

The members will appoint a Presiding Person and if required a Deputy of the Working Group using the same method as detailed in the Local Government Act 1995, Section 5.12.

Pursuant to Council Policy P040235 the Committee should elect an Elected Member to the role of Presiding Person.

**5.4 Who acts if no presiding member?**

The Working Group members present at the meeting are to choose one of themselves to preside at the meeting.

**5.5 Public Question Time**

Nil

**5.6 Members Conduct**

Members of the Working Group are bound by the Shire of Denmark Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007 (Elected Members only).

**5.7 Secretary**

The Director of Planning & Sustainability or that Officer's nominee will fulfil the role of secretary who will also be responsible for preparation and distribution of Agendas and any Notes.

**5.8 Meeting Attendance Fees**

Nil.

**6.0 STRATEGIC ALIGNMENT**

The specific tasks and actions undertaken by this committee will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan;

**N2.0 Our Natural Environment**

ASPIRATION: Our natural environment is highly valued and carefully managed to meet the needs of our community, now and in the future.

N2.1 To preserve and protect the natural environment.

N2.2 To promote and encourage responsible development.

N2.3 To reduce human impact on natural resources and reduce waste.

N2.4 To utilise renewable energy.

**B3.0 Our Built Environment**

ASPIRATION: We have a functional built environment that reflects our village character and supports a connected creative and active community.

B3.1 To have public spaces and infrastructure that are accessible and appropriate for our community.

B3.2 To have community assets that are flexible, adaptable and of high quality to meet the purpose and needs of multiple users.

B3.3 To have a planning framework that is visionary, supports connectivity and enables participation.

B3.4 To manage assets in a consistent and sustainable manner.



Shire of Denmark

## COMMITTEE & WORKING GROUP MEMBERS & DELEGATES LIST

Current as at April 2017

### ADVISORY COMMITTEES OF COUNCIL

#### AUDIT ADVISORY COMMITTEE

All Councillors

*Officer Secretariat: Director of Finance & Administration or Nominee*

*Charter Adopted: 20 October 2015 / Res: 071015*

*Frequency: As required but no greater than biannually.*

#### BUSH FIRE ADVISORY COMMITTEE

##### Voting Members

Chief Bush Fire Control Officer

Mr Ross McDougall

Deputy Chief Bush Fire Control Officer

Mr Lez Baines

Shire Council Delegate

Cr Mark Allen

Cr Clem Wright (proxy delegate)

Fire Weather Officer

Adrian Kranendonk

Brigade representatives

Carmarthen Brigade

East Denmark Brigade

Harewood Brigade

Hazelvale/Tingledale Brigade

Kordabup/Owingup Brigade

Mehniup Brigade

Mt Lindesay Brigade

Nornalup Brigade

Ocean Beach Brigade

Parryville Brigade

Peaceful Bay Brigade

Scotsdale/Shadforth Brigade

Somerset Hill Brigade

Town Brigade

William Bay Brigade

Denmark Fire & Rescue (Volunteer Brigade)

Captain - Mr Gary Stanway

Fire Control Officer – Mr Don Atkinson

Fire & Emergency Services Authority Representative

John Tonkin (Area Officer)

Ms Kelly MacLeod

Ms Bronnie Wallace

Mr Mike Hills

Mr Alex Williams

Mr Brian Vigus

Mr Bruce Pringle

Ms Samantha Blythe

Mrs Gail Guthrie

Mr Murray Brooker

Mr Jean-Marc Merat

Mr Joe Baker

Mr Kevin Hard

Mr Ivars Sulcs

Mr Sid Marshall

Mr Peter Mildwaters

Mr Callum Baxter

Mr Don Atkinson

Ms Joan Merrifield

21 November 2017 - Attachment 8.5.2c

Department of Environment & Conservation Representative  
Wes Bailey (Fire Co-ordinator)

### Attendees

Community Emergency Services Manager, Marcus Owen

Other Agencies and strategic organisations or businesses such as major tree plantations as required.

*Officer Secretariat: Director of Community & Regulatory Services or nominee*

*Charter Adopted: 20 October 2015 / Res: 081015*

*Frequency: As required but no greater than quarterly.*

### **CEMETERY ADVISORY COMMITTEE**

Cr Janine Phillips

3 x Community Representatives

Colin Cayless

Beth Franz

Judy Ross

2 x Denmark Historical Society Representatives

Bev McGuinness

Ivan Swallow

1 x Lions Club of Denmark Representative

Brian Redfern

*Officer Secretariat: Chief Executive Officer or nominee*

*Charter Adopted: 20 October 2015 / Res: 091015*

*Frequency: As required, usually quarterly*

### **DISABILITY SERVICES ADVISORY COMMITTEE**

1 x Councillor

Cr Mark Allen

1 x Denmark Health Service Representative

Robyn Millar (or nominee)

1 x Disability Services Commission (Albany Region) Representative

Gabrielle Rose

1 x Community Professional (Private Sector)

Adrian Hinds

1 x Denmark Over 50s Association Representative

Belinda Forte

4 x Community Members

Peter Boyes

Dale Fewings

Phil Runham

Mark Blowers

*Officer Secretariat: Executive Assistant or nominee*

*Charter Adopted: 20 October 2015 / Res: 111015*

*Frequency: As required but generally quarterly.*

**LOCAL EMERGENCY MANAGEMENT COMMITTEE**

POSITION .....	ORGANISATION
<i>Voting Members</i>	
Cr David Morrell, Shire President / Chairperson .....	Shire of Denmark
Cr Clem Wright .....	Shire of Denmark
Officer in Charge .....	Denmark Police Service
Officer in Charge .....	Walpole Police Service
Chief Bush Fire Control Officer .....	Bushfire Advisory Committee
Director of Nursing.....	Denmark District Hospital
Centre Manager.....	Walpole Silver Chain
Unit Manager .....	Denmark State Emergency Service
Unit Manager .....	Walpole State Emergency Service
Officer in Charge .....	Denmark St John Ambulance
Officer in Charge .....	Walpole St John Ambulance
Commander.....	Denmark Volunteer Marine Sea Rescue
Commander.....	Peaceful Bay Vol. Marine Sea Rescue
Commander.....	Walpole Volunteer Marine Sea Rescue
Captain.....	Denmark Fire & Rescue Service
District Operations Officer.....	Dept. of Parks & Wildlife
District Officer.....	Dept. of Child Protection
President.....	Denmark Surf Life Saving Club
<i>Non Voting Members</i>	
Community Emergency Services Manager .....	Shire of Denmark / DFES

With the exception of the Shire President (as this is covered by the Local Government Act 1995), each position holder is entitled to nominate a Deputy Delegate from their organisation for an individual meeting.

*Officer Secretariat: Director of Community & Regulatory Services or nominee*  
*Charter Adopted: 20 October 2015 / Res: 121015*  
*Frequency: Quarterly*

**MUNICIPAL HERITAGE INVENTORY ADVISORY COMMITTEE**

2 x Councillors

Cr David Morrell

Cr Clem Wright

2 x Denmark Historical Society Representatives

Bev McGuinness

Jeanette Campbell

1 x Department of Aboriginal Affairs Representative

Harley Coyne

1 x Nornalup Residents & Ratepayers Association Representative

Gail Guthrie

1 x Peaceful Bay Progress Association Representative

Ailcie McKenny

Callum Baxter (proxy)

*Officer Secretariat: Director of Planning & Sustainability or nominee*  
*Charter Adopted: 20 October 2015 / Res: 131015*  
*Frequency: As required but no greater than six monthly.*



**PATHS & TRAILS ADVISORY COMMITTEE**

- 1 x Councillor
  - Cr Jan Lewis
  - Cr Yasmin Bartlett (Proxy)
- 3 x Community Members
  - Andrew Adams
  - Diane Harwood
  - Phil Runham
- 1 x Denmark Environment Centre Representative or Deputy
  - Simon Coppock
- 1 x Green Skills Inc Representative or Deputy
  - Dane Carter
- 1 x Denmark Historical Society Inc. Representative or Deputy
  - Margaret Cocks
  - Vacant (proxy)
- 1 x Denmark Over 50s Association Inc. Representative or Deputy
  - John Schindler
- 1 x Member of Council's Disability Services Committee
  - Vacant

*Officer Secretariat: Director of Infrastructure Services or nominee*  
*Charter Adopted: 20 October 2015 / Res: 141015*  
*Frequency: As required but generally quarterly.*

**ROADWISE ADVISORY COMMITTEE**

- 1 x Councillor
  - Cr David Morrell
- 1 x Denmark Police Representative
  - Matt Hartfield
- 1 x Denmark Health Service Representative
  - Lyn Lutley
- 1 x WALGA Roadwise Representative
  - Erin Miller
- 1 x Denmark Primary School P & C Association Representative
  - Tracey Whooley
- 1 x Denmark High School Representative
  - Wayne Austin
- 1 x Denmark Agricultural College Representative
  - Kelli Gillies
- 1 x St John Ambulance Representative
  - Marion Macdougall
- 1 x Main Roads WA – Great Southern Representative
  - Brad Lenton
- 1 x Department of Transport Representative
  - Noeline Rowsell
- 1 x Denmark Over 50s Association Representative
  - John Schindler

*Officer Secretariat: Director of Infrastructure Services or nominee*  
*Charter Adopted: 20 October 2015 / Res: 151015*  
*Frequency: As required but generally quarterly.*

**SENIORS ADVISORY COMMITTEE**

- 1 x Councillor
  - Cr Yasmin Bartlett
- 1 x Denmark Over 50s Association Inc. Representative (President)
  - Eileen Eastland
- 1 x Denmark Over 50s Association Inc. Representative (Member)
  - Valerie Heath
- 1 x Amaroo Care Services Representative
  - David Fenwick
  - Frank Forte (proxy)
  - Ken Baker (proxy)
- 1 x Denmark Health Service Representative
  - Julie Hollingworth (or nominee)
- 1 x Peaceful Bay Progress Association Inc.
  - Jo Walker
- 1 x Nornalup Residents & Ratepayers Association Representative Inc.
  - Gail Guthrie
  - Ros Burnside (proxy)
  - Kath Lymon (proxy)
  - Philip Powell (proxy)
- 1 x Community Representative
  - Ian Mulholland

*Officer Secretariat: Chief Executive Officer or nominee*  
*Charter Adopted: 20 October 2015 / Res: 161015*  
*Frequency: As required but generally quarterly.*

**SUSTAINABILITY ADVISORY COMMITTEE**

- 3 x Councillors
  - Cr Gearon
  - Cr Lewis
  - Cr Caron
- 7 x Community members
  - Dr Louise Duxbury
  - Jesz Fleming
  - Nicole Hodgson
  - John Schindler
  - Sonya Stewart
  - Xavier (Zak) Launay
  - Julie Marsh

*Officer Secretariat: Director of Planning & Sustainability or nominee (Sustainability Officer)*  
*Charter Adopted: 26 July 2016 / Resolution No. 170716*  
*Frequency: To be determined by the Committee at the first meeting but not held more frequently than every 3 months.*

**WASTE MANAGEMENT ADVISORY COMMITTEE**

- 4 x Councillors
  - Cr Jan Lewis
  - Cr Peter Caron
  - Cr Ceinwen Gearon
  - Cr Janine Phillips

*Officer Secretariat: Director of Infrastructure Services or nominee*  
*Charter Adopted: 20 October 2015 / Res: 171015*  
*Frequency: As required but generally quarterly.*

## WORKING GROUPS OF COUNCIL

### **MCLEAN PARK USER GROUP**

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.

#### MEMBERSHIP

Manager of Recreation & Youth Services  
 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

*Officer Secretariat: Manager of Recreation & Youth Services or nominee  
 Frequency: As required but generally quarterly.*

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

Established pursuant to the McLean Park Overflow & Emergency Evacuation Facility Management Plan (adopted by Council 8 September 2015 / Resolution No. 030915) 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.

#### Membership

The Director of Community & Regulatory Services  
 The Principal Environmental Health Officer  
 Cr Ceinwen Gearon  
 2 x Caravan Industry representatives  
     To be determined as required

*Officer Secretariat: Director of Community & Regulatory Services or nominee  
 Frequency: As required*

### **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.

#### Membership

2 x Councillors  
     Cr Mark Allen  
     Cr Ceinwen Gearon  
 3 x Council Officers  
     Director of Planning & Sustainability  
     Director of Infrastructure Services

- Sustainability Officer  
 1 x Denmark Surf Life Saving Club Representative  
 Martin Norwood  
 1 x Peaceful Bay Progress Association Representative  
 Mavis Jones  
 Janine Phillips (proxy)  
 1 x South Coast Natural Resource Management Representative  
 Brett Dal Pozzo  
 2 x Community Members  
 Lee Shelley  
 Diane Harwood

*Officer Secretariat: Director of Planning & Sustainability Services or nominee*  
*Frequency: As required*

## **RIVERMOUTH PRECINCT DEVELOPMENT CONCEPT PLAN WORKING GROUP**

The Rivermouth Precinct Development Concept Plan (RPDCP) Working Group is proposed to develop a Concept Plan to guide the future usage and development of the Caravan Park and the Rivermouth Precinct.

### Terms of Reference

The RPDCP is to cover the area as defined in the attached map (refer "Rivermouth Precinct Development Concept Plan Area") and has the following objectives:

1. A Development Concept Plan that will guide the future usage and development of the RPDCP area by:
  - a) Providing for a development form (public and/or commercial) that provides for a sustainable development through function, usability and/or design;
  - b) Recognising the tourist, recreation and social importance of the Rivermouth Precinct (including the Rivermouth Caravan Park) to the community and visitors alike;
  - c) Considering the Rivermouth Caravan Park lessee's proposed strategic direction, coupled with comments from the Caravan Industry Association WA in relation to caravan park industry trends and their associated recommendations, in context of the overall Rivermouth Precinct area and the Shire's tourism direction.
2. A Development Concept Plan that will meet present and future needs of the Shire of Denmark (as the Management Body for Reserve 46241 – being the Rivermouth Caravan Park landholding), Jenbrook Nominees Pty Ltd (being the current lessee of the Rivermouth Caravan Park) and the broader community.
3. A Development Concept Plan that is adopted by Council following engagement with key stakeholders and the community.
4. A Development Concept Plan that forms a basis for new lease discussions in relation to the Rivermouth Caravan Park (being Reserve 46241).

### Membership

- 2 x Councillors  
 Cr Peter Caron  
 Cr Ceinwen Gearon  
 Director of Community & Regulatory Services  
 Director of Planning and Sustainability  
 4 x Community Members  
 John Taylor  
 John Xanthis  
 Sonya Stewart  
 Barry Stewart

*Officer Secretariat: Director of Community & Regulatory Services or nominee.*  
*Frequency: As required*

## **SPORT AND RECREATION PLAN WORKING GROUP**

Established pursuant to Council Resolution No. 090217 / 21 February 2017 to develop a Sport and Recreation Plan including a Master Plan of the McLean Park Precinct (whole of Reserve No. 15513) and High School Oval Precinct.

### Objectives

The Sport and Recreation Plan will provide:

- An audit of existing sport, recreation and leisure facilities and services available in the Shire of Denmark.
- Specific recommendations in relation to proposed future sport, recreation and leisure facility and service developments and trends for the next 15 - 20 years.
- Prioritised recommendations in relation to meeting existing and future community sport and recreation needs.
- An Implementation Plan including indicative costs, key responsibilities and timelines for integration into the Long Term Financial Plan.
- A focus on colocation, asset utilisation and maximising occupancy.

The Master Plan for the McLean Park Precinct will address:

- An assessment of the current playing field carrying capacity.
- Development of the Youth Precinct.
- Identifying options for the location of an aquatic facility.
- Review of Recreation Centre facilities.
- Identifying the usage, possible development and optimal location of a Gymnastic facility.
- Potential development of the entire reserve to accommodate emerging trends.

The Master Plan for the High School Oval Precinct will address:

- Potential shared use facilities.
- Optimal position and access to associated infrastructure.
- Requirements of Department of Education.
- Identification of potential activities to utilise the playing field.

### Sunset Clause

The Working Group will cease to exist following completion of a final Sport and Recreation Plan, Master Plan of McLean Park Precinct and High School Oval Precinct approved by Council.

### Membership

Membership of the Working Group will comprise of a total of 11 members comprising;

2 x Councillors (voting rights)

Cr Mark Allen (voting rights)

Cr Jan Lewis (voting rights)

Director of Finance and Administration (voting rights)

Manager of Recreation and Youth Services (voting rights)

McLean Park User Group Representative (voting rights)

Glen Burton

Representative from the Department of Education (voting rights)

Ken Davies (Denmark High School)

3 x Community Representatives (voting rights)

Chris Venkatachalam

Bernie Wong

Katy Pierce

Consultant (no voting rights)

Representative from the Department of Sport and Recreation (no voting rights)

*Officer Secretariat: Manager of Recreation and Youth Services or nominee*

*Frequency: As required*

## YOUTH ADVISORY COUNCIL

### 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 25 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.

### Membership

1 x Councillor (to be elected as the Presiding Person)

Cr Peter Caron

Council Officers (one to be elected as the Deputy Presiding Person)

Manager of Recreation & Youth Services

Youth Services Supervisor

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).

Vacant

Vacant

Vacant

Vacant

Vacant

Vacant

Vacant

*Officer Secretariat: Director of Community & Regulatory Services or nominee*

*Frequency: As required but generally quarterly.*

## **OCCUPATIONAL SAFETY & HEALTH COMMITTEE**

The Committee is established by the Chief Executive Officer in accordance with obligations under the Occupational Safety & Health Act 1984.

Terms of Reference (as per Committee Charter)

- Enable and assist consultation and cooperation between the employer and employees;
- Help to initiate, develop, implement and review safety and health measures including;
  - Policy Development;
  - Emergency procedures;
  - Training and supervision;
  - Accident and illness reports,
  - Resolution of safety and health issues;
  - Risk Management.
- Keep itself informed about safety and health standards in similar workplaces;
- Make recommendations on safety and health rules, programs, measures and procedures at the workplace(s);
- Ensure information on hazards is kept where it is readily accessible;
- Consider and make recommendations about changes that may affect the safety and health of employees;
- Consider matters referred to it by safety and health representatives; and
- 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).

### Membership

2 x Elected Safety Representatives – Works

1 x Elected Safety Representative – Office

1 x Elected Safety Representative – Recreation / Youth Services

1 x Appointed Management Representative – Works

1 x Appointed Management Representative – Administration / Community Services

*Officer Secretariat: Chief Executive Officer*

*Charter Endorsed: 20 October 2015 / Res: 221015*

*Frequency: Quarterly*

## **APPOINTED DELEGATES TO EXTERNAL AGENCIES, ADVISORY GROUPS, ORGANISATIONS AND COMMITTEES**

### **A SMART START COMMUNITY COMMITTEE**

The Council's Librarian

### **DENMARK AQUATIC CENTRE COMMITTEE INC.**

Cr Peter Caron

Cr Ceinwen Gearon

### **DENMARK ARTS INC.**

Cr Peter Caron

### **DENMARK CHAMBER OF COMMERCE INC.**

Cr Rob Whooley

### **DENMARK COMMUNITY RESOURCE CENTRE INC. COMMITTEE**

Cr Jan Lewis

### **DENMARK HEALTH HUB**

Cr Ceinwen Gearon

### **DENMARK HIGH SCHOOL OVAL MANAGEMENT COMMITTEE**

The Manager of Recreation & Youth Services

Cr Jan Lewis

### **DENMARK HISTORICAL SOCIETY INC.**

Cr Peter Caron

### **DENMARK RIVERSIDE PROJECT TEAM**

The Manager of Recreation & Youth Services

Cr Clem Wright

### **DENMARK TIDY TOWNS COMMITTEE INC.**

Cr Yasmin Bartlett

### **DENMARK TOURISM INC. BOARD**

Cr Mark Allen

### **DEPARTMENT OF PLANNING – LOWER GREAT SOUTHERN STRATEGY**

The Chief Executive Officer (Working Group)

The Director of Planning & Sustainability (Consultation Group)

### **EQUESTRIAN CLUB WORKING GROUP**

Cr David Morrell

### **GOVERNMENTAL INTERAGENCY – INFRASTRUCTURE SERVICES GROUP**

The Chief Executive Officer



**GREAT SOUTHERN GROUP OF COUNCILS – STRATEGIC WASTE MINIMISATION COMMITTEE**

Director of Infrastructure Services  
Waste & Compliance Officer

**GREAT SOUTHERN RECREATION ADVISORY GROUP**

The Manager of Recreation & Youth Services  
Cr Yasmin Bartlett

**GREAT SOUTHERN REGIONAL ROAD GROUP**

The Director of Infrastructure Services  
Cr Mark Allen  
Cr Rob Whooley (Deputy)

**GREAT SOUTHERN REGIONAL WATER REFERENCE ADVISORY GROUP**

The Chief Executive Officer or nominee

**INTERAGENCY WEED COMMITTEE**

The Sustainability Officer

**LAKE MUIR / DENBARKER COMMUNITY FERAL PIG ERADICATION GROUP**

Cr Mark Allen

**LOWER GREAT SOUTHERN ALLIANCE**

Shire President, Cr David Morrell  
Cr Jan Lewis  
Cr Peter Caron  
Cr Rob Whooley (Deputy)

**NORNALUP RATEPAYERS & RESIDENTS ASSOCIATION INC. (NRRRA)**

Cr Clem Wright  
Cr Janine Phillips (Deputy)

**NORNALUP FORESHORE COMMUNITY WORKING GROUP**

The Director of Planning & Sustainability  
The Sustainability Officer

**PARRY'S BEACH VOLUNTARY MANAGEMENT GROUP INC.**

Cr Jan Lewis

**PEACEFUL BAY PROGRESS ASSOCIATION INC. (PBPA)**

Cr Janine Phillips  
Cr Clem Wright (Deputy)

**SOUTH COAST MANAGEMENT GROUP**

**(Sustainability Officer, 2 delegates & 2 Community representatives)**

The Sustainability Officer  
Cr Peter Caron  
Cr Ceinwen Gearon (proxy)  
Vacant  
Vacant (community representative)  
Vacant (community representative)

**SOUTH COAST NATURAL RESOURCE MANAGEMENT INC. – Project Dieback Reference****Group West**

The Sustainability Officer

**SOUTHERN JOINT DEVELOPMENT ASSESSMENT PANEL**

*Note: Appointment is subject to the approval of the Minister for Planning. Ministerial approval received 26 July 2017. Appointments expire 26 July 2018. (see ICR17847550)*

Cr David Morrell (Member)

Cr Rob Whooley (Member)

Cr Ceinwen Gearon (Alternate Member)

Cr Janine Phillips (Alternate Member)

**TIMBER ROADS OPERATIONS GROUP (TROG) – GREAT SOUTHERN**

The Director of Infrastructure Services

**WA AGRICULTURAL COLLEGE – DENMARK AGRICULTURAL ADVISORY COMMITTEE**

Cr David Morrell

**WA AGRICULTURAL COLLEGE – DENMARK DECISION MAKING COMMITTEE**

Cr Clem Wright

**WA LOCAL GOVERNMENT ASSOCIATION (WALGA) – GREAT SOUTHERN ZONE**

Cr Clem Wright

Cr Ceinwen Gearon

**WALGA LOCAL GOVERNMENT EMERGENCY MANAGEMENT ADVISORY GROUP**

Mr Gregg Harwood, Director of Community & Regulatory Services

*Appointed by WALGA*

**WALGA RURAL LANDFILL WORKING GROUP**

Mr Gregg Harwood, Director of Community & Regulatory Services

*Appointed by WALGA*

**WALPOLE WORK CAMP COMMITTEE (Department of Corrective Services)**

Cr Janine Phillips

**WILSON INLET CATCHMENT COMMITTEE INC. (WICC)**

Cr Peter Caron

**WILSON INLET MANAGEMENT STRATEGY MANAGEMENT GROUP**

The Director of Planning & Sustainability or nominee

Cr Peter Caron

