



Shire of Denmark
INOM163293
15 MAR 2018

COUNCILLORS
CEO
DIR OF FINANCE
DIR OF ...
DIR OF INFRASTRUCTURE
DIR OF COMMUNITY
OTHER <i>JA</i>

Nomination Form

This form can be used to apply for Community Member vacancies on Council Committees, Working Groups and the South Coast Management Group

Refer to the advertisement for the closing date for nominations.

Personal Details of Applicant (BLOCK LETTERS PLEASE)

Male / Female
(please circle)

Surname: ROSS

Other Names: Judy

Address: DENMARK WA 6333

Phone Number(s):

Email Address:

Name of the Committee or Working Group: CEMETERY ADVISORY COMMITTEE

Please briefly outline why you are applying for the position (attach additional pages if required)

I Judy Ross wish to renominate for the vacancies on the Cemetery Advisory Committee because I've been an active member since the late 1990's and wish to see the projects that we have worked on completed and the new ones through to the end. Its been a great pleasure working with the past committee members.

Kind Regards

Judy Ross

In applying for this position, I hereby confirm that I will be bound and comply with the Shire of Denmark's meeting procedures, Code of Conduct and financial and proximity interest provisions. For more information on these provisions, please contact the Shire.

Signed: *Judy Ross*

Date 15/3/18

Please note: Attendance on Council Committees or Working Groups is entirely voluntary and no meeting fees or mileage claims are payable.

HOW TO APPLY

Complete the Nomination Form and submit it to the Shire of Denmark prior to the closing date for nominations. Applications must be addressed to the Chief Executive Officer and can be:

- Posted to: PO Box 183, Denmark WA 6333; or
- Emailed to: enquiries@denmark.wa.gov.au; or
- Hand delivered to: Shire Administration Office, 953 South Coast Highway, Denmark WA 6333.



Nomination Form

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Refer to the advertisement for the closing date for nominations.

Personal Details of Applicant (BLOCK LETTERS PLEASE)

Male / Female
(please circle)

Surname: GOODE

Other Names: Bradley JOHN

Address: [REDACTED]

Phone Number(s): [REDACTED]

Email Address: [REDACTED]

Name of the Committee or Working Group: Disability Advisory Comm. Hee.

Please briefly outline why you are applying for the position (attach additional pages if required)

Help council/committee with improvising Good outcomes for the Disabled.

In applying for this position, I hereby confirm that I will be bound and comply with the Shire of Denmark's meeting procedures, Code of Conduct and financial and proximity interest provisions. For more information on these provisions, please contact the Shire.

Signed: [Signature] Date 21/2/18

Please note: Attendance on Council Committees or Working Groups is entirely voluntary and no meeting fees or mileage claims are payable.

HOW TO APPLY

Complete the Nomination Form and submit it to the Shire of Denmark prior to the closing date for nominations. Applications must be addressed to the Chief Executive Officer and can be:

- Posted to: PO Box 183, Denmark WA 6333; or
- Emailed to: enquiries@denmark.wa.gov.au; or
- Hand delivered to: Shire Administration Office, 953 South Coast Highway, Denmark WA 6333.



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Refer to the advertisement for the closing date for nominations.

Personal Details of Applicant (BLOCK LETTERS PLEASE)

Male / Female
(please circle)

Surname: WOOD

Other Names: ALICIA

Address: [REDACTED], SHADFORTH, 6333
(Postal) [REDACTED], DENMARK, 6333

Phone Number(s): [REDACTED]

Email Address: [REDACTED]

Name of the Committee or Working Group: DISABILITY SERVICES ADVISORY COMMITTEE

Please briefly outline why you are applying for the position (attach additional pages if required)

AS A PARENT OF A CHILD WITH A DISABILITY, A PSYCHOLOGY STUDENT AND AN EARLY CHILDHOOD EDUCATOR, I HAVE A STRONG INTEREST IN THE DISABILITY SECTOR AND I WOULD LIKE TO HAVE A VOICE IN ADVOCATING FOR OUR LOCAL COMMUNITY LIVING WITH A DISABILITY.

In applying for this position, I hereby confirm that I will be bound and comply with the Shire of Denmark's meeting procedures, Code of Conduct and financial and proximity interest provisions. For more information on these provisions, please contact the Shire.

Signed: [Signature] Date 07/03/2018

Please note: Attendance on Council Committees or Working Groups is entirely voluntary and no meeting fees or mileage claims are payable.

HOW TO APPLY

Complete the Nomination Form and submit it to the Shire of Denmark prior to the closing date for nominations. Applications must be addressed to the Chief Executive Officer and can be:

- Posted to: PO Box 183, Denmark WA 6333; or
- Emailed to: enquiries@denmark.wa.gov.au; or
- Hand delivered to: Shire Administration Office, 953 South Coast Highway, Denmark WA 6333.



Nomination Form

This form can be used to apply for Community Member vacancies on Council Committees, Working Groups and the South Coast Management Group

Refer to the advertisement for the closing date for nominations.

Personal Details of Applicant (BLOCK LETTERS PLEASE)

Male / Female (please circle)

Surname: SPENCER
Other Names: HELEN
Address: [REDACTED]
Phone Number(s): [REDACTED]
Email Address: [REDACTED]

Name of the Committee or Working Group: DISABILITY SERVICES ADVISORY COMMITTEE Comm.DAC

Please briefly outline why you are applying for the position (attach additional pages if required)

see attached

Shire Of Denmark
INOM183296
26 MAR 2018

SEARCHED	INDEXED
SERIALIZED	FILED
MAR 26 2018	
DENMARK WA	

INCLUDE SIGNATURE
SIGNATURE
OTHER EA

In applying for this position, I hereby confirm that I will be bound and comply with the Shire of Denmark's meeting procedures, Code of Conduct and financial and proximity interest provisions. For more information on these provisions, please contact the Shire.

Signed: [Signature] Date 23 March 2018

Please note: Attendance on Council Committees or Working Groups is entirely voluntary and no meeting fees or mileage claims are payable.

HOW TO APPLY

Complete the Nomination Form and submit it to the Shire of Denmark prior to the closing date for nominations. Applications must be addressed to the Chief Executive Officer and can be:

- Posted to: PO Box 183, Denmark WA 6333; or
- Emailed to: enquiries@denmark.wa.gov.au; or
- Hand delivered to: Shire Administration Office, 953 South Coast Highway, Denmark WA 6333.

Reasons for Applying for the Position:

I moved to Denmark on a full time basis in 2017; my daughter has lived here for some years. My daughter has a disability which significantly and increasingly inhibits her mobility and independence.

In part, our lived experience is that of concern and frustration at the difficulty, sometimes impossibility, of carrying out simple, everyday tasks and activities because of often unrecognised access and inclusion barriers that exist for people with a disability. Another part of our experience of living with disability is respect and gratitude for the goodwill and efforts of those, able bodied and disabled, who are working together to overcome or mitigate the problems, including the efforts being made by Denmark Shire Council.

I would like to contribute to and help further that effort through membership of the Disability Services Advisory Committee.

I have retired from the workforce and have time to commit to the work of the Committee.

My work background included management roles in mining, construction and health with responsibility for human resources including learning and development, organisation development, employee relations and personnel management as well as health, safety and environment. Strategic and operational planning were core requirements of these roles. Sound communication skills and the ability to engage and enrol people at all levels were fundamental to successfully doing my job.

I believe that my knowledge and understanding of the realities of living with disability as well as my corporate background would help me to be a useful member of the Committee.



Helen Spencer

23 March 2018

Claire Thompson

From: Arcadia Design WA [REDACTED]
Sent: Thursday, 8 March 2018 11:38 AM
To: Denmark Shire Enquiries
Subject: INOM183290 - Re: Lights Beach Concept Plan Committee Nomination

To the Chief Executive Officer,

I would like to put forward my nomination for one of the community member vacancies for the Lights Beach Concept Plan Working Group.

I am applying for the position because I am a relatively new member of the community, having moved here two years ago from Toronto, Canada, and I would like to become more involved in community projects. This seemed like an appropriate project to apply to in regards to my own skill set and interests. I am not a licensed Architect in Australia, but I have trained to become one in Canada and am now working towards the same goal in Australia. I have worked on numerous community projects in the past, including University and open to the public facilities, public parks and recreational facilities.

I am currently designing two new holiday accommodations for Parry Beach Breaks under my own company Arcadia Design to be completed in late 2018, and have a true interest in promoting tourism in Denmark as I also am part of the family that run the Denmark Animal Farm and work there as well. I have a thorough understanding of the requirements of public amenities, disability access and building code, as well as being an active user of Lights Beach. I believe having a member of the public from a design and construction background is a great asset when making decisions as to what will be built for such a popular tourist location and would love to be the person providing that knowledge to the committee.

Regards,

Patricia Beaulieu

Bachelor of Architectural Studies (hons.)
Master of Architecture (hons.)
Arcadia Design WA

t. [REDACTED]
e [REDACTED]
w [REDACTED]



Nomination Form

This form can be used to apply for Community Member vacancies on Council Committees, Working Groups and the South Coast Management Group

Refer to the advertisement for the closing date for nominations.

Personal Details of Applicant (BLOCK LETTERS PLEASE)

Male / Female
(please circle)

Surname: HEYDENRYCH

Other Names: HELEN FRANCES

Address: [REDACTED] DENMARK WA 6333

Phone Number(s): [REDACTED]

Email Address: [REDACTED]

Name of the Committee or Working Group: LIGHTS BEACH CONCEPT PLAN WORKING GROUP

Please briefly outline why you are applying for the position (attach additional pages if required)

I am a long-term resident (15 yrs) of Denmark and I have worked professionally in Denmark and on the South Coast in a wide range of environmental management positions, including for coastal recreational management and coastal infrastructure design and implementation. I was very involved with the development of the *Shire of Denmark's Coastal Reserves Management Strategy and Action Plan 2010-2020*, being employed by the Shire of Denmark as the NRM officer during the time that this strategy was written. I had considerable input into the content and recommendations included in this plan. I am very familiar with the management issues active in the Shire of Denmark coastal reserves, including at Lights Beach. I have Masters degrees in Marine Biology and Environmental Management and 20 years of working experience in Natural Resource Management. In 2011 -2012 I was employed by Dept of B,C&A (then Dept of Environment & Conservation) as the senior project officer for the implementation of the Fitzgerald River National Park Improvement Project, and I project-managed the installation of the coastal recreational facilities upgrade in the Eastern Fitzgerald National Park. In 2015, I was a community member on the Shire of Denmark Prawn Rock Concept Plan working group. I have extensive working experience in the planning process and design standards required by local government for the installation of public infrastructure in coastal reserves. I would like this opportunity to contribute my knowledge to the Lights Beach Concept Plan working group.

In applying for this position, I hereby confirm that I will be bound and comply with the Shire of Denmark's meeting procedures, Code of Conduct and financial and proximity interest provisions. For more information on these provisions, please contact the Shire.

Signed: *Helen Frances Heydenrych*

Date 19 March 2018

Please note: Attendance on Council Committees or Working Groups is entirely voluntary and no meeting fees or mileage claims are payable.

Claire Thompson

From: Helen Heydenrych [REDACTED]
Sent: Monday, 19 March 2018 8:47 PM
To: Denmark Shire Enquiries
Cc: 'Helen Heydenrych'
Subject: INOM183294 - Nomination form for the position of community member on the Lights Beach Concept Plan Working Group
Attachments: HELEN FRANCES HEYDENRYCH_work experience summary_March 2018.pdf; HHeydenrych application_SOD_ Lights Beach working group_19032018.pdf

For attention: **Bill Parker**
Chief Executive Officer
Shire of Denmark

19th March 2018

Re: Application for appointment as a community member on the Lights Beach Concept Plan Working Group

Please find attached my Nomination Form for appointment to the Lights Beach Concept Plan Working Group, as advertised online at <http://www.denmark.wa.gov.au/news/260/nominations-for-community-member-vacancies-on-committees-and-working-groups>

I have outlined my reasons for applying for this position in the attached nomination form and have also attached a summary of my past 15 years of work experience in the field of coastal management and Natural Resource Management on the South Coast, WA.

I would be honoured to be able to contribute my knowledge and experience to the future planning of Lights Beach coastal reserve and facilities. During my previous role as the Shire of Denmark's NRM officer (2006 – 2011), I was very involved in the development of the *Shire of Denmark's Coastal Reserves Management Strategy and Action Plan 2010-2020*. I was a member of the Prawn Rock Channel Concept Working Group in 2015. I have also had many years involvement with the South Coast Management Group since 2003, and considerable experience in the planning and installation of coastal recreational structures for local and state government bodies.

Lights Beach has complex management challenges as it borders onto a State nature reserve (dog management issues), includes the Bibbulmun Track, is the gateway to the recent WOW trail - a unique connection to Ocean Beach over the spectacular Wilson Head, and now also includes the Munda Biddi trail. This place is a significant recreation and relaxation beach for me and my family, and I hope to be able to be part of ensuring that this and adjacent reserves are carefully managed for the enjoyment by all user groups into the foreseeable future, in a sustainable and inclusive way.

I look forward to your response to my application, and please confirm receipt of this email and the attached documents.

Kind regards
Helen Heydenrych

Mobile Ph: [REDACTED]



Virus-free. www.avast.com

HELEN FRANCES HEYDENRYCH (McMURRAY)
M.Phil. (Environmental Management); M.Sc. (Marine Biology)



Contact Details:

Postal: [REDACTED] DENMARK WA 6333
Home phone: [REDACTED]
Mob phone: [REDACTED]
E-mail: [REDACTED]

Citizenship and Residency:

Australian Citizen, residing in Denmark, Western Australia

Born: [REDACTED] Somerset West, Western Cape, South Africa

Language: English first language

SUMMARY OF WORK EXPERIENCE in past 15 years:

October 2015 – Present: **Green Skills Inc., Denmark Office Manager:**

Current Employment – My primary role is general office management including all staff appointment and supervision, office project budgeting and project management responsibilities; office WHS officer, IT provision and trouble-shooting, and Green Skills project development as required. In addition, organisational Management Team level responsibilities for Green Skills Inc., covering our offices in Denmark, Perth and Albany.

June 2015 – October 2015: **Shire of Denmark Consultant:**

Contracted by Shire of Denmark to deliver information for Shire of Denmark trails for GSDC business case; in addition contracted to write and upload general information, photographs and online maps on priority Denmark trails managed by the Shire of Denmark onto TrailsWA website.

July 2014 – July 2015: **Wilson Inlet Catchment Committee: Natural Resource Management Officer:**

General duties of office admin, project officer, securing grants, committee secretarial duties, financial budgetting and overall project delivery for WICC.

December 2012 – February 2013: **Shire of Denmark consultant:**

Contracted by Shire of Denmark Council to co-ordinate and produce a report detailing and identifying the Indigenous Noongar names that are used for iconic natural landscape features in the Shire of Denmark.

September 2011 – December 2012: **Department of Biodiversity, Conservation and Attractions (previously Department of Environment and Conservation), Albany Office**

Senior Project Officer - Fitzgerald River National Park Improvement Project (Recreational Facilities):

Employed as Senior Project Manager for the implementation of the Fitzgerald River National Park upgrade of park recreational facilities: Phase 1 & 2

October 2006 – September 2011: **Shire of Denmark Natural Resource Management Officer –**

Numerous office and field NRM responsibilities including management and design of coastal infrastructure and overseeing the development of the Shire of Denmark Coastal Reserves Management Strategy and Action Plan 2010 – 2020.

October 2003 – September 2006: **Department of Biodiversity, Conservation and Attractions (Albany Office) (then Conservation and Land Management)**

South Coast Regional Coastal and Marine Facilitator: (hosted by CALM Albany, funded by the Australian Gvt NHT2 program through the regional NRM group, South Coast NRM Inc.)

Claire Thompson

From: Jesz Fleming [REDACTED]
Sent: Thursday, 22 March 2018 7:04 AM
To: Claire Thompson
Subject: INOM183295 - Lights Beach Concept Plan Working Group

Good morning Claire

I submit my nomination for this working group, and provide the following reasons:

I am a Civil engineer with 40+ years' experience specifically working in the marine environment, I understand the force of nature as it applies to marine facilities. As an example I was totally opposed to the concept of a boat ramp at McGeary's Rock based on mainly environmental, and financial considerations, Council proceeded with the consultancy work despite a request from myself to do the study at no cost to the Shire, and with my recommendation to retain the Government funding and carry out a separate but related study to examine alternative locations for a boat ramp elsewhere within the boundaries of the Shire.

I am a long time member of Birds Australia, and understand the problems associated with nesting birds and the encroachment of both the public and dogs. There is "middle ground" in considering both development per se, and the wishes of Birds Australia.

I visit Lights Beach occasionally and have walked the recently constructed path linking up with Ocean Beach. I consider the Lights Beach area, both east and west, as a piece of stunning coastline, an environment too precious to be spoiled, but also to be shared.

I applaud the plans set up for Ocean Beach future development, and the work presumably put in by consultant Stuart Barr, a coastal engineer that I have worked for some years ago when he was employed by DoT.

I am familiar with the way the Shire's working groups operate, and am on the new Sustainability group (yet to meet).

Cheers Jesz Fleming [REDACTED] Rd, [REDACTED])



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. 151117).

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 Infrastructure and Assets;
- Engineering Technical Officer;
- Sustainability Officer;
- Manager of Community 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 Working Group 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 Infrastructure and Assets 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 Working Group 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. 151117

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

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

and

- b) May provide guidance and assistance to the local government as to —
 - i. matters to be audited; and
 - ii. the scope of audits; and
 - iii. its functions under Part 6 (*Financial Management*) of the Act; and
 - iv. the carrying out of its functions relating to other audits and other matters related to financial management.
- c) 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).

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 Committee.

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

- 6 x Councillors
- 3 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.

8.0 MEETINGS

8.1 Annual General Meeting:

Nil

8.2 Committee Meetings:

Meetings shall be held as required 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.

8.6 Presiding Person

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

8.7 Who acts if no presiding member?

Shall be in accordance with the Act, Section 5.14.

8.8 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.

8.9 Public Question Time

Nil

8.10 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).

8.11 Secretary

The Director Corporate and Community 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;

L5.0 Our Local Government

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

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

L5.4 To be fiscally responsible.

Adopted by Council 21 November 2017 / Resolution No. 141117



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

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.

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;
- 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.

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 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 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.

8.10 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).

8.11 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.

8.12 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 21 November 2017 / Resolution No. 141117



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

For the Shire of Denmark to be 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 for people with disability in the Denmark community.
- 6.2 To advise Council on matters effecting people with disability generally.
- 6.3 To oversee the implementation, 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.

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 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.

8.7 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.

8.10 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).

8.11 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.

8.12 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.

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