

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 has the following functions —

- (a) to guide and assist the local government in carrying out —
 - i. its functions under Part 6 of the Act; and
 - ii. its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) 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) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - i. regulation 17(1); and
 - ii. the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —
 - i. is required to take by section 7.12A(3); and
 - ii. has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - iii. has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - iv. has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.
 - a. 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 6 members consisting of:

6 x Councillors

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 open to the public pursuant to section 5.23 of the Act as the Committee has delegated power or duty.

8.9 Public Question Time

Public Question Time shall be held in accordance with the section 5.24 of the Act and Regulations 5, 6 and 7 of the Local Government (Administration) Regulations 1996.

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

Delegation No. D040231.

FUNCTION

1. Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)].
2. Authority to:
 - a) Examine the report of the Auditor and determine matters that require action to be taken by the Shire of Denmark; and
 - b) Ensure that appropriate action is taken in respect of those matters [s.7.12A(3)].
3. Authority to prepare a report on any actions under s.7.12A (3) in respect of an audit conducted in respect of a financial year for Council's endorsement, prior to sending the report to the Minister [s.7.12A(4)].

CONDITIONS

Nil

RECORD KEEPING

Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

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
 Amended by Council 17 April 2018 / Resolution No. 150418
 Amended by Council 18 September 2018 / Resolution No. 110918
 Adopted by Council 19 November 2019 / Resolution No. XXX



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

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:

- 1 x Councillor Delegate 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):

- Community Emergency Services Manager (Secretary)
- Bushfire Risk Planning Coordinator
- Department of Fire & Emergency Services (DFES) representative or Proxy
- Department of Biodiversity Conservation and Attractions – Parks & Wildlife Service representative or Proxy
- 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.

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 Act). 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 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.

8.7 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 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.

8.12 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

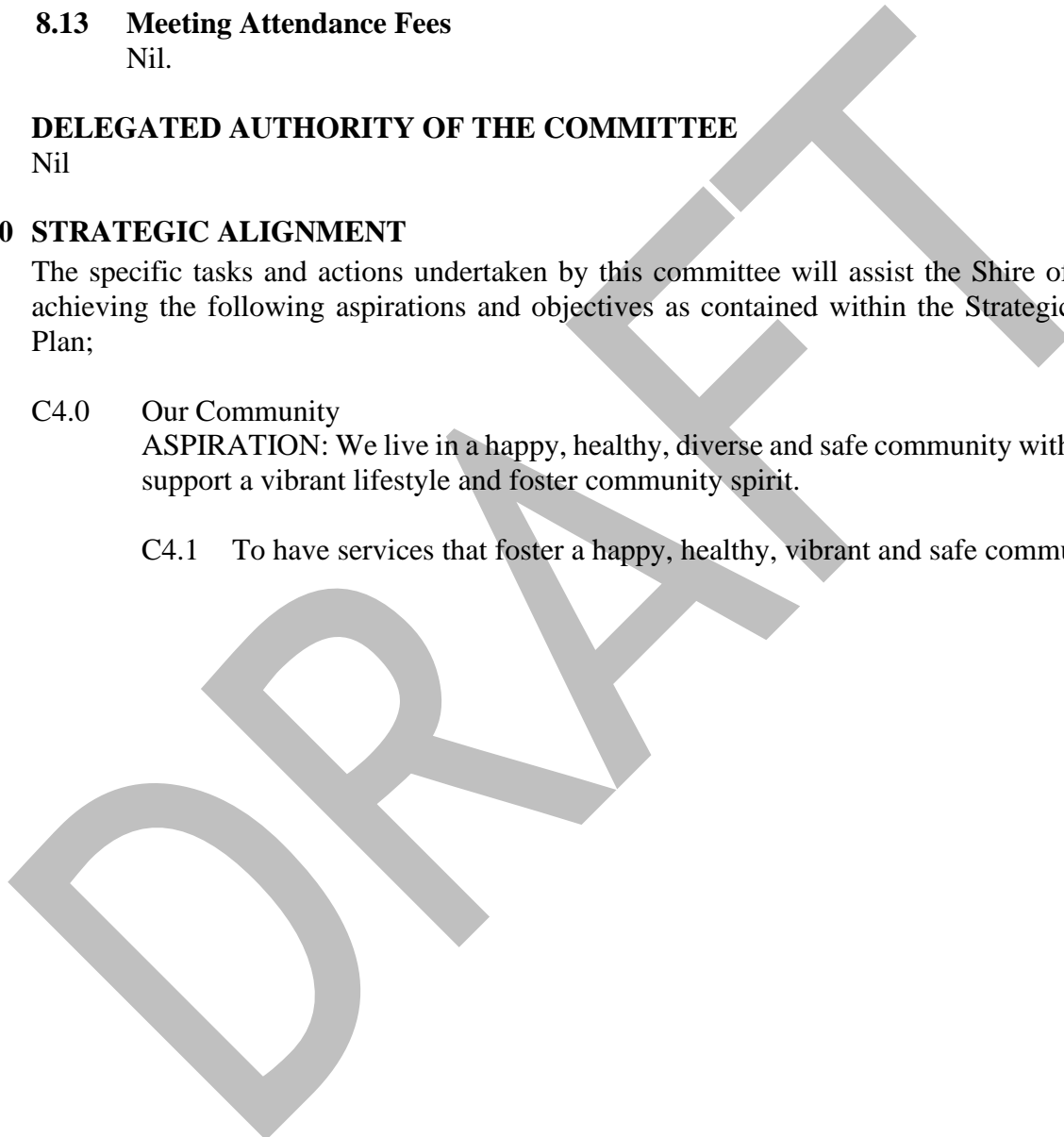
10.0 STRATEGIC ALIGNMENT

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 21 November 2017 / Resolution No. 141117

Adopted by Council 19 November 2019 / Resolution No. XXX



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 Community Professional (Private Sector)
- 1 x Denmark Over 50s Association Representative
- 5 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 Director Corporate and Community Services 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.

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

Adopted by Council 21 November 2017 / Resolution No. 141117
 Amended by Council 20 February 2018 / Resolution No. 110218
 Amended by Council 18 December 2018 / Resolution No. 091218
 Adopted by Council 19 November 2019 / Resolution No. XXX

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

For 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

That in accord with section 38 (3) (a) of the Emergency Management Act 2005, 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 Biodiversity, Conservation & Attractions
.....	<i>(Parks and Wildlife Service)</i>
District Officer	Dept. of Communities
.....	<i>(Child Protection and Family Support)</i>
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 any individual meeting.

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).

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.

8.6 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.

8.7 Who acts if no 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 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 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.

8.12 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 21 November 2017 / Resolution No. 141117
 Adopted by Council 19 November 2019 / Resolution No. XXX



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

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 Senior 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 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 Infrastructure and Assets 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. 141117
Adopted by Council 19 November 2019 / Resolution No. XXX



**LAING PARK DOG EXERCISE AREA
DEVELOPMENT CONCEPT PLAN
WORKING GROUP**

TERMS OF REFERENCE

1.0 NAME

The name of the Working Group shall be the Laing Park Dog Exercise Area Development Concept Plan Working Group, hereinafter referred to in its abbreviated form as the Working Group.

2.0 ESTABLISHMENT

The Working Group was established 16 April 2019 (Resolution No. 130419).

3.0 OBJECTIVE

To develop a Dog Exercise Area Development Concept Plan for Laing Park located on Reserve 45377, No. 104 (Lot 1001) Ocean Beach Road, Ocean Beach.

The park is to be accessible and inclusive to all for the socialisation, exercise and training of dogs and the design is to consider parking and the needs of adjoining property owners and trail users. The plan will provide a sustainable, effective and economical park 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 Veterinarian;

2 x Dog Trainers;

1 x Secretary Denmark Dog Club

3 x Community members;

The Director Assets & Sustainable Development and/ or that Officer's nominee

The Director Corporate and Community Services and/ or that Officer's nominee

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 Assets & Sustainable Development and/ 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.

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

7.0 SUNSET CLAUSE

The Working Group will cease to exist following completion of a Laing Park Dog Exercise Area Development Concept Plan approved by Council.

Adopted by Council 16 April 2019 / Resolution No. 130419

Continuation supported by Council 19 November 2019 / 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. 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;
- 3 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

Amended by Council 17 April 2018 / Resolution No. 150418

Continuation supported by Council 19 November 2019 / Resolution No. XXX



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. 151117).

3.0 OBJECTIVE

To implement and prioritise outcomes from regional plans or strategies associated with recreational trails within the Shire of Denmark.

4.0 MEMBERSHIP

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

- 3 x Councillors;
- 1 x Disability Services Advisory Committee representative;
- 2 x Community representatives;
- Director Corporate and Community Services;
- Manager 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 Corporate and Community 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 Working Group 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 once outcomes and priorities have been determined from regional plans or strategies associated with recreational trails within the Shire of Denmark.

Adopted by Council 21 November 2017 / Resolution No. 151117
Amended by Council 19 November 2019 / Resolution No. XXX

Shire of Denmark



SUSTAINABILITY STRATEGY WORKING GROUP

TERMS OF REFERENCE

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. 181117).

3.0 OBJECTIVE

To 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 12 members consisting of;

- 3 x Councillors;
- 7 x Community representatives;
- Director Sustainable Development;
- 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 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 Sustainable Development 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;

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.

L5.0 Our Local Government

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

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

L5.3 To be decisive and to make consistent and well considered decisions.

L5.4 To be fiscally responsible.

7.0 SUNSET CLAUSE

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

Adopted by Council 21 November 2017 / Resolution No. 181117

Continuation supported by Council 19 November 2019 / Resolution No. XXX

Shire of Denmark



PLANE TREE PRECINCT DEVELOPMENT PROJECT TEAM

TERMS OF REFERENCE

1.0 ESTABLISHMENT

The Project Team was established by the Chief Executive Officer 29 January 2019.

2.0 OBJECTIVE

To assist Shire Officers in the detailed design, delivery and construction of the Plane Tree Precinct Development Concept Plan.

3.0 MEMBERSHIP

Membership of the Project Team will comprise of a total of 12 members consisting of;

- 2 x Councillors;
 - Cr Jan Lewis
 - Cr Ian Osborne
 - Cr Kingsley Gibson
- 2 x Denmark Cottage Crafts representative;
 - Jim Carrie
 - Penny Roberts
- 2 x Denmark RSL representative;
 - Craig Hughes
 - Mark Davies
- 1 x Denmark Historical Society representative;
 - Bev McGuinness
- Chief Executive Officer;
 - Bill Parker
- Manager of Technical Services
 - Martin Buczak
- Manager of Corporate Services
 - Lee Sounness
- Principal Building Surveyor
 - Graham Blackmore
- Town Planner
 - Laura Delbene

4.0 MEETINGS

4.1 Meetings:

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

4.2 Meeting Notes:

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

4.3 Presiding Person

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

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

4.4 Who acts if no presiding member?

The Project Team members present at the meeting are to choose one of themselves to preside at the meeting.

4.5 Public Question Time

Nil

4.6 Members Conduct

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

4.7 Secretary

The Town Planner will fulfil the role of secretary who will also be responsible for preparation and distribution of Agendas and any Notes.

4.8 Meeting Attendance Fees

Nil.

5.0 SUNSET CLAUSE

The Project Team will cease to exist following the completion of the project.

Continuation supported by Council 19 November 2019 / Resolution No. XXX

Shire of Denmark



DENMARK BUSHFIRE MITIGATION WORKING GROUP

TERMS OF REFERENCE

1.0 NAME

The name of the Working Group shall be the Denmark Bushfire Mitigation Working Group, hereinafter referred to in its abbreviated form as the Working Group.

2.0 ESTABLISHMENT

The Working Group was established 21 May 2019 (Resolution No. 090519).

3.0 OBJECTIVE's

- To support the Shire of Denmark in its development and review of bushfire mitigation plans.
- Looking to encourage synergies and communication between agencies and groups to deliver effective and efficient bushfire mitigation programs to increase the safety and resilience of the Denmark community from the impacts of bushfire.
- Provide a forum for continuous improvement, collaboration and the exchange of knowledge on initiatives and issues relating to bushfire mitigation.
- Facilitate delivery of applicable aspects of the community strategic plan relevant to Bushfire mitigation
- Provide advice and recommendations regarding best practice in bushfire mitigation for Council and Officers consideration.

4.0 MEMBERSHIP

Membership of the Working Group will comprise of a total of 15 members consisting of;

- 3 x Councillor;
- 1 x Department Biodiversity Conservation and attractions
- 1 x Department Fire and Emergency Services
- 1 x Water Corporation
- 1 x Western power
- 1 x Denmark Environment centre
- 1 x Denmark Weed Action Group
- 1 x Wilson Inlet Catchment Group
- 1 x Wagyl Kaip Group delegate
- 1 x Central Zone Brigade Representative (Appointed by BFAC)
- 1 x East Zone Brigade Representative (Appointed by BFAC)
- 1 x West Zone Brigade Representative (Appointed by BFAC)

1 x Chief Bush Fire control Officer (CBFCO) or delegate

Invited staff members

Bushfire Risk Planning Coordinator and /or Bushfire Risk Management Officer

Community Emergency Services Manager

Shire of Denmark Ranger

Sustainability Officer

The Director Assets & Sustainable Development and/ or that Officer's nominee

The Director Corporate and Community Services and/ or that Officer's nominee

5.0 MEETINGS

5.1 Meetings:

Meetings shall be held on the second Wednesday/Thursday and can be called by the Presiding Person and/or the Secretary.

Nominated months will be decided by the group at the initial meeting, however it is suggested two meetings per annum are convened.

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

5.7 Secretary

The Bushfire Risk Planning Coordinator and/ 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, Denmark 2027;

E1.0 Our Economy

E1.4 To recognise the importance of agriculture in our local economy and protect prime agricultural land

N2.0 Our Natural Environment

N2.1 To preserve and protect the natural environment

B3.0 Our Built Environment

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

C4.0 Our Community

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

L5.0 Our Local Government

L5.2 To have meaningful, respectful and proactive collaboration with the community

L5.5 To embrace change, apply technological advancement and pursue regional partnerships that drive business efficiency

7.0 SUNSET CLAUSE

The Working Group will be reviewed prior to 2021. Any proposed changes resulting from a review of the Bushfire Risk Management Plan are to be approved by Council.

Adopted by Council 21 May 2019 / Resolution No. 090519

Continuation supported by Council 19 November 2019 / Resolution No. XXX



WASTE REFORM WORKING GROUP

TERMS OF REFERENCE

1.0 NAME

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

2.0 ESTABLISHMENT

The Working Group was established 19 November 2019 (**Resolution No. XXX**).

3.0 OBJECTIVE

To develop a waste services reform for implementation in 2020-21 financial year. This will include:

- Contracting Model
- Extent of Household Waste Services (General, Recycling, Food Organics Green Organics)
- Resolution on the Green Waste Disposal at the Macintosh Road Waste Facility
- Resolution on bin lid issues

4.0 MEMBERSHIP

Membership of the Working Group will comprise of a total of 12 members consisting of;

4 x Councillors;
Director Sustainable Development;
Sustainability 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

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 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 Assets and Sustainable Development 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;

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.

The aspiration and objectives within this area reflect our location, stunning forests and coastline and irreplaceable natural assets.

We will:

- Promote incentives that encourage environmentally sensitive development;
- Formalise a collaborative approach to waste management;
- Encourage the expansion of the infill sewerage program; and
- Implement controls and guidelines to ensure development is sensitive to the natural environment.

OBJECTIVES

N2.3 To reduce human impact on natural resources, reduce waste and utilise renewable energy.

7.0 SUNSET CLAUSE

The Working Group will cease to exist following completion of a Waste reform adopted by Council.

Adopted by Council 19 November 2019 / Resolution No. XXX



LOCAL PLANNING STRATEGY REVIEW WORKING GROUP

TERMS OF REFERENCE

1.0 NAME

The name of the Working Group shall be the Local Planning Strategy Working Group, hereinafter referred to in its abbreviated form as the Working Group.

2.0 ESTABLISHMENT

The Working Group was established 19 November 2019 (**Resolution No. XXXX**).

3.0 OBJECTIVE's

- To support the Shire of Denmark in its update of the Shire of Denmark Local Planning Strategy (LPS).
- Provide advice and encourage synergies and communication between agencies and groups involved in land use planning in the Shire of Denmark.
- Facilitate delivery of applicable aspects of the Strategic Community Plan relevant to land use planning.
- Provide advice and recommendations regarding best practice in strategic land use planning for Council and Officers consideration.
- Assist and participate in community consultation as appropriate.
- Review the draft LPS document throughout its preparation.

4.0 MEMBERSHIP

Membership of the Working Group will comprise of a total of 7 members consisting of;

- 2 x Councillors;
- 2 x Department Planning Lands & Heritage
- 1 x The Director Assets & Sustainable Development and/ or that Officer's nominee
- 1 x Manager Sustainable Development and/ or that Officer's nominee
- 1 x Shire appointed Planning Consultant

Note: Relevant government agencies and community members/organisation representatives are to be invited on an 'as needs' basis in response to identified issues.

5.0 MEETINGS

5.1 Meetings:

Meetings shall be held at agreed points in the developing of the updated LPS including but not limit to:

- Inaugural meeting to identify key messages and issues to be addressed and confirm the consultation framework;
- Conduct site inspections once major issues are fined;
- Review of draft mapping and report;
- Following DPLH/WAPC initial assessment and decision to consider any modifications; and
- Review of submissions following formal consultation.

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

5.7 Secretary

The Manager Sustainable Development 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, Denmark 2027;

N2.0 Our Natural Environment

N2.2 To promote and encourage responsible development

B3.0 Our Built Environment

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

7.0 SUNSET CLAUSE

The Working Group will cease to exist following final adoption of the endorsement of the LPS by the Western Australian Planning Commission.

Adopted by Council 19 November 2019 / Resolution No. XXX

DRAFT

Shire of Denmark



PUBLIC HEALTH PLAN WORKING GROUP

TERMS OF REFERENCE

1.0 NAME

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

2.0 ESTABLISHMENT

The Working Group was established 19 November 2019 / Resolution No. **XXX**.

3.0 OBJECTIVE

To review, provide guidance and recommendations throughout all stages of the development of a Shire of Denmark Public Health Plan (PHP), including identification of priority health areas and the development of strategies.

4.0 MEMBERSHIP

Membership of the Working Group will comprise of a total of 7 members consisting of;

- 1 x Councillor;
- 2 x Community Representatives;
- 3 x Health Industry Representatives
Project Officer, Public Health Plan.

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 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 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 Project Officer, Public Health Plan 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

E1.3 To have diverse education and employment opportunities

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 reduce human impact on natural resources, reduce waste and utilise renewable energy

B3.0 Our Built Environment

Aspiration: We have a functional built environment that reflects our rural and 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 have diverse and affordable housing, building and accommodation options

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 Public Health Plan adopted by Council.

Adopted by Council 19 November 2019 / Resolution No. XXX



McLean Park Overflow and Emergency Evacuation Accommodation Management Plan

Version 1.0

1. Introduction

The McLean Park Facility is proposed to be modified to allow it to provide camping and caravan sites during periods when the tourist demand exceeds the capacity of the local licensed Caravan and Camping Grounds and to also cater as the primary emergency evacuation facility for the Shire in accordance with the Council's Local Emergency Management Plan (LEMP) Arrangements.

As the responsible licensing authority of Caravan Parks on behalf of the State Government, as well as owner and or operator of three (3) existing Caravan Parks, all with existing overflow facilities within the Shire, it is behoving on Council to ensure that this Overflow Facility will also be licensed and fully compliant with the Caravan and Camping Regulations 1997.

Importantly the site is not intended to function as a 'free camping area' and nor is it intended to be utilised as a stand-alone overnight facility for Recreational Vehicles (RVs).

There is accommodation at the Facility for the following;

- Caravan/Motorhome 10 (Unpowered)
- Caravan 24 (Powered)
- Tent 30 (16 Powered / 14 Unpowered)
- Campervan 4 (Powered)

This 68 site self-imposed limitation is an aesthetic and deliberately low limit that is intended to minimise any potential for degradation of the grassed surface and to reduce any perception of overcrowding. In time, depending upon demand and the take-up or increasing capacity supplied by commercial providers, there is actually sufficient ablution facilities and space for 100 - 120 sites. This is particularly relevant if utilised for example, as an emergency evacuation facility, its secondary function as identified in the Council's Local Emergency Management Plan for the Shire. Whilst the McLean Park Recreation Complex will be able to cater for dormitory / bunk style accommodation in such an event, the Grounds at McLean Park will also be able to function as a large scale emergency relief and accommodation venue with the additional facilities provided.

A tertiary function with the additional functionality that McLean Park may prove desirable for, is to cater for larger scale community events, such as markets, festivals, shows or suitable concerts.

Such activities would of course require specific Council approval and consideration on a case by case basis and be, by nature, infrequent.

The primary use of the Facility is to ensure that the visitors – the travelling public - have an opportunity to stay within the locality and townsite of Denmark, as opposed to otherwise bypassing it entirely. It is anticipated that the Facility will result in licensed Caravan and Camping Grounds across the Shire also benefiting at times of peak demand, as the overflow Facility will seek to accommodate visitors until vacancies arise at a local caravan park or camping ground whereupon new bookings or arrivals will be disallowed. The Facility will also enhance visitor's experience of the area and lessen the practice of illegal camping and the resultant degradation of the environment including the escaping of illegal camp fires and will also reduce the incidence of inappropriate use of community facilities.

Over one weekend in Easter 2015 for example, Council Rangers issued infringements or warnings to the drivers of 15 vehicles illegally camping on Council property or on road reserves within the Shire.

Most of these incidents occurred within the localities of Denmark, Hay and Ocean Beach. It can be reasonable deduced therefore that there would be far more than that, that arrive within the Shire during Easter each year, that cannot be accommodated within the existing licensed facilities and hence the demonstrated need, over many years, for the Council to now provide an Overflow Facility at McLean Park.

It is proposed that the Facility will only be opened for short / specific periods after consultation with commercial providers. Indicatively, only during approximately 4 days over Easter and 3 days between Christmas and New Year.

Nothing would please Council more than as a result of patronage of this facility, existing or indeed new Caravan and Camping Grounds capitalised on any demonstrated demand for usage of this Overflow Facility and further invested in those Parks to cater for that peak demand that Denmark as a major tourist destination is proving.

This Plan establishes a protocol for establishing when the relevant accommodation in the eastern area of the Shire is reaching capacity (the localities of Denmark, Hay, Ocean Beach and Mt Shadforth) and the timing and decision making framework for the overflow Facility to become operational.

It also outlines management procedures for use of McLean Park Facility during those times.

2. Definitions

Caravan and Camping Grounds	Licensed Caravan and Camping Grounds (facilities) servicing the Shire of Denmark.
Facility	The sporting grounds, surrounds and facilities at McLean Park, Brazier Street Denmark.
On Site Management	Person or Persons approved by the Shire to manage the Facility, including responsibility for <ul style="list-style-type: none">▪ Cleaning▪ Provision of Services to guests▪ Liaison with the Shire and Visitors Centre▪ Other functions as determined by the Shire's CEO
Shire	Shire of Denmark as a local government operating under the Council's Policies and Chief Executive Officer's administrative direction.
CEO	The CEO is Chief Executive Officer of the Shire of Denmark.
DCRS	The Director of Community and Regulatory Services of the Shire of Denmark.
Visitors Centre	The Visitors Centre, located at 73 South Coast Highway, Denmark
MPOWG	The McLean Park Overflow Camping Ground Working Group will consist of two caravan industry representatives, two Shire staff and a Councillor. Its role is also 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.

3. Determination of Caravan and Camping Ground Capacity

- 3.1. The determination of capacity will relate to registered Caravan and Camping Grounds with the Shire of Denmark.
- 3.2. The main peak tourist times in the Shire of Denmark are Easter and the weeks before and after Christmas / New Year in the Christmas Holidays. There may also be other specific events which result in peak tourism from time to time such as the intended CMCA Event in Albany in October 2015.
- 3.3. Caravan and Camping Grounds will be encouraged and permitted to use their own approved overflow capacity before McLean Park is made available for overflow providing that accommodation is in the opinion of the Director of Community and Regulatory Services of a reasonable standard pursuant to the Caravan and Camping Regulations 1997.
- 3.4. The Director of Community & Regulatory Services will, after consultation with the MPOWG, ensure that the combined total of caravan and camping facilities within the Shire of Denmark are likely to be at 90% or greater capacity of all available bays (including overflow) prior to the projected date for the opening of the McLean Park Overflow Camping facility.
- 3.5. The projected dates for the opening and closing of the McLean Park Overflow Camping facility will ideally be set in November for the Christmas period and in February for the Easter period.

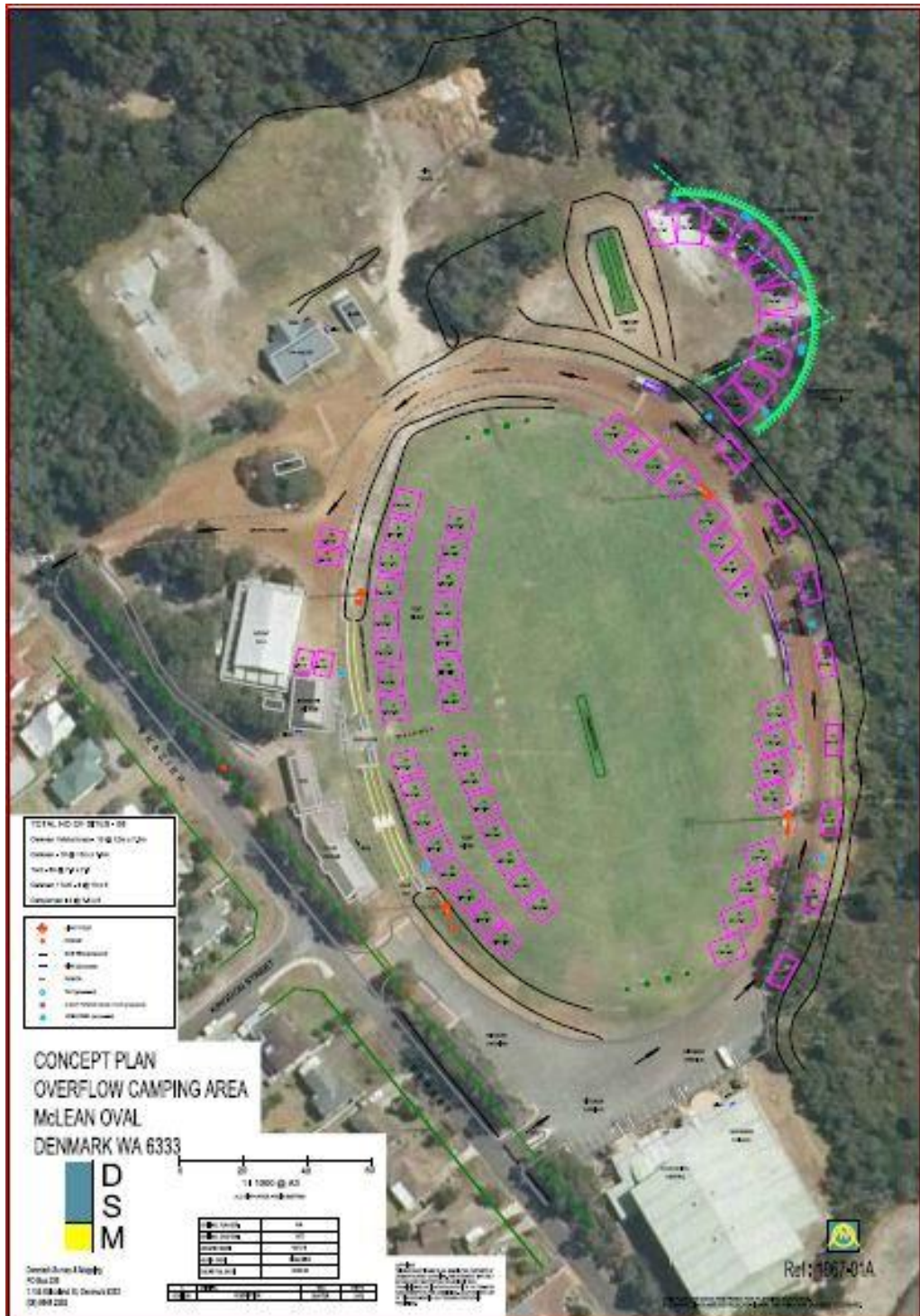
If there are specific events that may warrant consideration of opening of the facility, a decision will be made as to whether the facility opens a minimum of six weeks prior to the event.

The Caravan and Camping Ground operators will be promptly advised of any decision to open the McLean Park Overflow Camping facility.

- 3.6 The Director of Community & Regulatory Services will, after consultation with the MPOWG as to suitable per night tariffs, make recommendations to Council as to site fees for the McLean Park Overflow Camping facility.
- 3.7 The Shire will be the coordinating body for the purposes of this plan, and will;
 - a) Monitor Caravan and Camping Grounds bookings,
 - b) In conjunction with the Visitors Centre and Caravan and Camping Ground operators, determine peak tourist periods that may necessitate opening of the Facility,
 - c) Liaise with operators, and
 - d) Provide relevant safety and other information to visitors including contact and advertising details (to be provided by operators) of licensed Caravan and Camping Grounds within the Shire.

4. Management of the Overflow Facility

- 4.1. The Facility will be managed by the Shire through On-Site Management who will manage the Facility in accordance with the Caravan and Camping Regulations including maintenance of an occupants register at all times.
- 4.2. The On-Site Management will allocate sites to visitors, manage during and after hour's behaviours, incidents, requests and questions and receipt revenues due, issuing receipts for every transaction.
- 4.3. The On-Site Management will be determined by the Shire and may be direct employees, contractors or members of local sporting clubs or community groups or an amalgam of these.
- 4.4. The Director of Community & Regulatory Services' goal in recommending to Council the setting of the charges will be to strike a balance between setting prices high enough to give McLean Park campers an incentive to relocate to the other parks within the Shire while not overcharging or price gouging and in turn providing a negative experience and deterring them from returning to the Shire.
- 4.5. The maximum stay at the Facility will be for seven days unless it can be demonstrated that the Caravan and Camping Grounds within the identified localities and radius do not have available licensed capacity.
- 4.6. The Shire will ensure that the oval's reticulation is turned off during approved opening times of the Facility. Given the limited expected duration of the peak season in summer, this is not expected to cause any loss of amenity or functionality of the playing surfaces.
- 4.7. The Shire will mark all bays and the location of any reticulation lines.
- 4.8. The Shire will not take forward oval or training bookings for likely, known or approved overflow opening periods. Given the limited expected duration and likely timing of the opening periods this is not expected to cause any inconvenience to regular users.
- 4.9. The Shire's Ranger Services will monitor the activities at the Facility in conjunction with On-Site Management.
- 4.10. The Facility will not function as a 'free camping area' and nor is it intended to be utilised as a stand-alone overnight facility for Recreational Vehicles (RVs).
- 4.11. This Management Plan underpins and supports the adopted Council Policy relating and subject to being consistent with that Policy, may be amended from time to time by the Council's Director of Community & Regulatory Services.
- 4.12. Guidelines and Overflow Camp Rules for the Facility will be established by the Council's Director of Community & Regulatory Services and may be amended from time to time by that officer.
- 4.13. The Shire shall at the end of each camping session inspect the facility prior to it being used by sporting groups to ensure that:
 - a) Any damaged equipment or facilities are scheduled to be promptly repaired or replaced.
 - b) A thorough inspection of the playing surface takes place and that there is no damage, glass, litter, tent pegs or foreign objects on the surface or perimeter of the oval.



McLean Park Site Plan (Site Numbers and Powered / Unpowered Bays yet to be marked)

GUIDELINES AND RULES

McLEAN PARK OVERFLOW CAMPING FACILITY

Welcome to The Shire of Denmark McLean Park Overflow Camping Facility. The following “rules” are intended to assist in ensuring that everyone is afforded the respect and courtesy that they deserve when staying in the overflow camping area.

We appreciate your support and assistance in this regard and wish to advise that substantive breaches of these rules, antisocial behaviour, illegal drug use or drinking excessive amounts of alcohol will result in eviction from this camping Facility.

- Please refer to the Ground Map (located at either entrance to the Facility) for further information including information on site charges and opening dates that currently apply.
- Payment of the daily fees is required either prior to arriving (if a booking has been made) or on a daily basis in cash to the On-site Manager who will issue you a receipt for the numbers of days you pay for and or intend to stay for.
- Arrivals should proceed to their marked bay (if a prior booking has been made or contact the On-site Manager on 9848 0300 who will advise you where you are to be allocated).
- Dogs, cats or other large animals are not permitted within the Facility.
- Open fires are not permitted but heat beads that are in contained BBQs and cooking or heating appliances can be used.
- Free BBQs are provided for the use and enjoyment of all – please ensure that they are left clean for subsequent users.
- All tents, caravans, annexes and campervans / motor homes are to be sited in accordance with the On-site Manager’s or Council Ranger’s instructions.
- No generators please before 7am nor after 8pm daily and only in the designated generator area.
- Please keep noise to a minimum out of respect for fellow campers.
- Lights out time 10.00pm.
- The camp ground does not have a laundry and a commercial laundry exists in the Denmark Townsite CBD.
- Remember the speed limit within the campground area is 8 km/hour – this is a safety protective measure for all at the overflow area.
- Disposal facilities are provided for rubbish – please use to assist us in ensuring the area is kept clean and tidy.
- Please camp only in designated areas – definitely no camping under trees (this is for your safety – our concern but your responsibility).
- Please have regard for other users of the Facility, BMX track and skate park.
- No vehicle, boat or caravan washing is permitted.
- A chemical toilet dump point is located at the Denmark Visitors Centre.
- Please familiarise yourselves with the emergency evacuation plan and be aware where the safety assembly area is located.
- Guests at the Facility are not permitted to carry out any commercial activities.
- Vehicles are not permitted on the oval and all accommodation including pegs, ropes, annexes and stays must be contained with the specific site allocated.
- The reticulation has been turned off and the pipe locations have been marked. Please do not drive tent pegs into the marked areas.

Above all enjoy your stay here and please provide feedback to Ranger services staff as we strive to continue to improve the overflow camping area for your ongoing pleasure and enjoyment.

For general and out of hours queries please contact the Shire of Denmark on 9848 0300 (this number is manned 24/7).

McLEAN PARK OVERFLOW CAMPING FACILITY EVACUATION PLAN

EMERGENCY EVACUATION PLAN FOR OVERFLOW CAMPING AREA

- 1) On arrival at the camp ground please familiarise yourself with this plan and the surrounding area.
- 2) If there is an incident requiring evacuation of the camp grounds please remain CALM.
- 3) Please Call "000" to advise emergency services of the type of incident.
- 4) Ensure that you leave your camp site quietly and expediently.
- 5) On leaving your camp site please walk towards the front of the Recreation Centre which is directly south of the overflow camp ground. This area is clearly marked with signage stating "emergency assembly area". The purpose of this is to enable family units to link up and for emergency services to check people off.
- 6) Wait for further instructions and remain on the oval until advised to move. Emergency services will attend on notification of an emergency situation and will advise visitors on the best course of action.
- 7) Please do not attempt to gather any belongings or delay your evacuation and do not return to the area until you are advised it is safe to do so.

External Threats:

The main external threat to campers at the McLean Park overflow caravan and camping area is if a major fire develops somewhere near Denmark.

If this occurs and the oval is potentially under threat local police and / or Council's Rangers will instruct campers to pack up their tents, caravans and campervans/ motorhomes to pack up and head to a location where they will be safe.

Information on bushfires within the Denmark area can be obtained by listening to ABC local radio 630am or by visiting the DFES website <http://www.dfes.wa.gov.au/alerts/Pages/default.aspx>

We thank you for your co-operation and understanding in this matter and hope that you never need to utilise the evacuation area, however this information is for your safety.

For general and out of hours queries please contact the Shire of Denmark on 9848 0300 (this number is manned 24/7).

Chief Executive Officer
Shire of Denmark