



Terms of Reference

SHIRE OF DENMARK TRAILS ADVISORY GROUP

This Terms of Reference defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Trails Advisory Group.

1.0 NAME

The name of the group shall be the Shire of Denmark Trails Advisory Group, hereinafter referred to in its abbreviated form as TAG.

2.0 ESTABLISHMENT

The TAG is established pursuant to Council resolution **XXX**.

3.0 DISTRICT

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

4.0 GUIDING PRINCIPLES

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

5.0 VISION

The Shire of Denmark seeks to have a diverse, inclusive and connected trail network that promotes, and protects, the natural beauty of the region and strives to increase participation from residents and tourists.

6.0 MISSION

The TAG's work and focus will be derived from Council's endorsed Corporate Business Plan, and reference the Shire's Sustainability Strategy, Environment Policy, Tourism Strategy and relevant Management Plans.

TAG's objectives shall strive to make the Shire of Denmark a place that values trails and the physical connection to our natural environment, whilst promoting conservation, protection and rehabilitation of the landscape.

TAG will achieve this in the following distinct ways:

1. Empower key stakeholders, and the broader Denmark community, to engage with the Shire to develop trails and supporting infrastructure, and

2. Identify, advocate and prioritise funding opportunities to develop, renew and maintain trails in the region; and
3. Promote conservation and community groups to work collaboratively on Shire trail related projects to benefit the wider community.

7.0 TERMS OF REFERENCE

- 7.1** Ongoing high-level review of the Shire's trail network.
- 7.2** Seek out and receive advice, that contributes to future projects and will help guide well informed recommendations to Council.
- 7.3** Recommend to Council priorities and new initiatives, with consideration to the Corporate Business Plan, and reference the Long Term Financial and Asset Management Plans accordingly.

8.0 MEMBERSHIP

Membership of the TAG will comprise of a total of 3 members consisting of;
3 x Councillors

Council is to appoint the three (3) Councillor representatives to form the membership of the TAG. However, any councillor may attend any meeting as a visitor.

The TAG is an ongoing Advisory Group of Council. Following each local government election Councillor representatives will be appointed by Council for a two (2) year term.

9.0 MEETINGS

9.1 Annual General Meeting:

Nil

9.2 Meetings:

Meetings shall be held bi-monthly (every 2 months), or as required, and can be called by the Presiding Person and/or the Secretary.

9.3 Quorum:

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

9.4 Voting:

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

9.5 Notes:

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

9.6 Presiding Person

The members will elect the Presiding Person of the TAG.

9.7 Who acts if no presiding member?

Members will nominate one of themselves, in the absence of the Presiding Person.

9.8 Meetings

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

9.9 Public Question Time

Nil.

9.10 Members Conduct

Members of the TAG are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995; and
- Code of Conduct for Council Members, Committee Members and Candidates.

with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, to the extent stated.

9.11 Secretary

The **XXX**, 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 notes.

9.12 Meeting Attendance Fees

Nil.

10.0 INFORMING DOCUMENTS

The following adopted strategies, plans and reports will be used as informing documents.

- Shire of Denmark Sport & Recreation Masterplan 2019
- Great Southern Regional Sport and Recreation Plan 2018
- Denmark Trails Hub Project Assessment 2014
- Path Development Plan 2007
- Shire of Denmark Bike Plan 2014

11.0 KEY LOCAL STAKEHOLDERS

The following are identified key local stakeholders that the TAG will engage with, as required. This list is not exhaustive.

- Denmark Arts
- Denmark Bush Carers
- Denmark Chamber of Commerce
- Denmark Dog Club
- Denmark Riverside Club

- Denmark Environment Centre
- Denmark Equestrian Management Group
- Denmark Historical Society
- Denmark Little Athletics
- Denmark Mountain Bike Club
- Denmark Running Club
- Freecycle Denmark
- Green Skills – Denmark
- Kwoorabup Barefoot Walking Group

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;

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.

12.0 SUNSET CLAUSE / REVIEW

While trails are considered a priority by Council, the TAG will not have a specified end date, but will be reviewed following each local government election for effectiveness and according to Council's priorities.

Next review date, within 3 months of the October 2023 local government election.

Adopted by Council **XXX** / Resolution No. **XXX**

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