



SHIRE OF DENMARK

ACCESSIBILITY WORKING GROUP

Terms of Reference

This Terms of Reference defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Accessibility Working Group.

1.0 NAME

Formerly the Disability Services Advisory Committee, the name of the group shall be the Shire of Denmark Accessibility Working Group, hereinafter referred to as the AWG.

2.0 ESTABLISHMENT

The AWG is established pursuant to Council **Resolution No. XXX**.

3.0 DISTRICT

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

4.0 GUIDING PRINCIPLES

This AWG 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's 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 AWG will comprise of a total of 8 members consisting of;

- 1 x Councillor
- 1 x Denmark Health Service Representative
- 1 x Community Professional (Private Sector)
- 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 the Council.

Representation is valid for two years until the next Ordinary Local Government Election or until the person resigns or the AWG 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 Meetings:

Meetings shall be held not more frequently than every 2 months, unless a special meeting of the Working Group is required, as determined by the members or Secretary.

8.3 Quorum:

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

8.4 Voting:

Shall be in accordance with the Local Government Act, Section 5.21 with all members of the AWG entitled to one vote. Shire Officers servicing the AWG are not entitled to vote.

8.5 Notes:

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

8.6 Presiding Person

The members will elect the Presiding Person.

8.7 Who acts if no presiding member?

Members will nominate one of themselves.

8.8 Meetings

Meetings are not open to the public.

8.9 Public Question Time

Nil.

8.10 Members Conduct

Members of the AWG are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995;
- 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.

8.11 Secretary

The Manager 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 notes.

8.12 Meeting Attendance Fees

Nil.

9.0 DELEGATED AUTHORITY OF THE COMMITTEE

Nil.

Adopted by Council 12 December 2023 / 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:

- 2 x Councillor Delegates [s 67(2) of the Bush Fires Act 1954]
- 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 Coordinator (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 Meetings:

The Committee shall meet as often as its Presiding Person and/or the Committee decides, but no less than four times per year, commencing on the last Thursday in October and then at equal time across that period, plus one annual general meeting aligned to the meeting closest to the financial year start/end.

8.2 Annual General Meeting:

The Committee will consider the Brigades nominations of Fire Control Officers for the ensuing 12 months and make recommendation to the Chief Executive Officer (under Delegation 3.1.8) regarding the appointment of Fire Control Officers, Chief Bush Fire Control Officer, Deputy Chief Bushfire Control Officer and Fire Weather Officer.

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 1995, 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.

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 by the Committee following each Local Government Election. 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.

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;
- Code of Conduct for Councillors, Committee Members and Candidates.

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

8.11 Secretary

The Community Emergency Services Coordinator will fulfil the role of non-voting secretary who will also be responsible for Coordinator and distribution of agendas and minutes.

8.12 Standing Ex-Officio Members

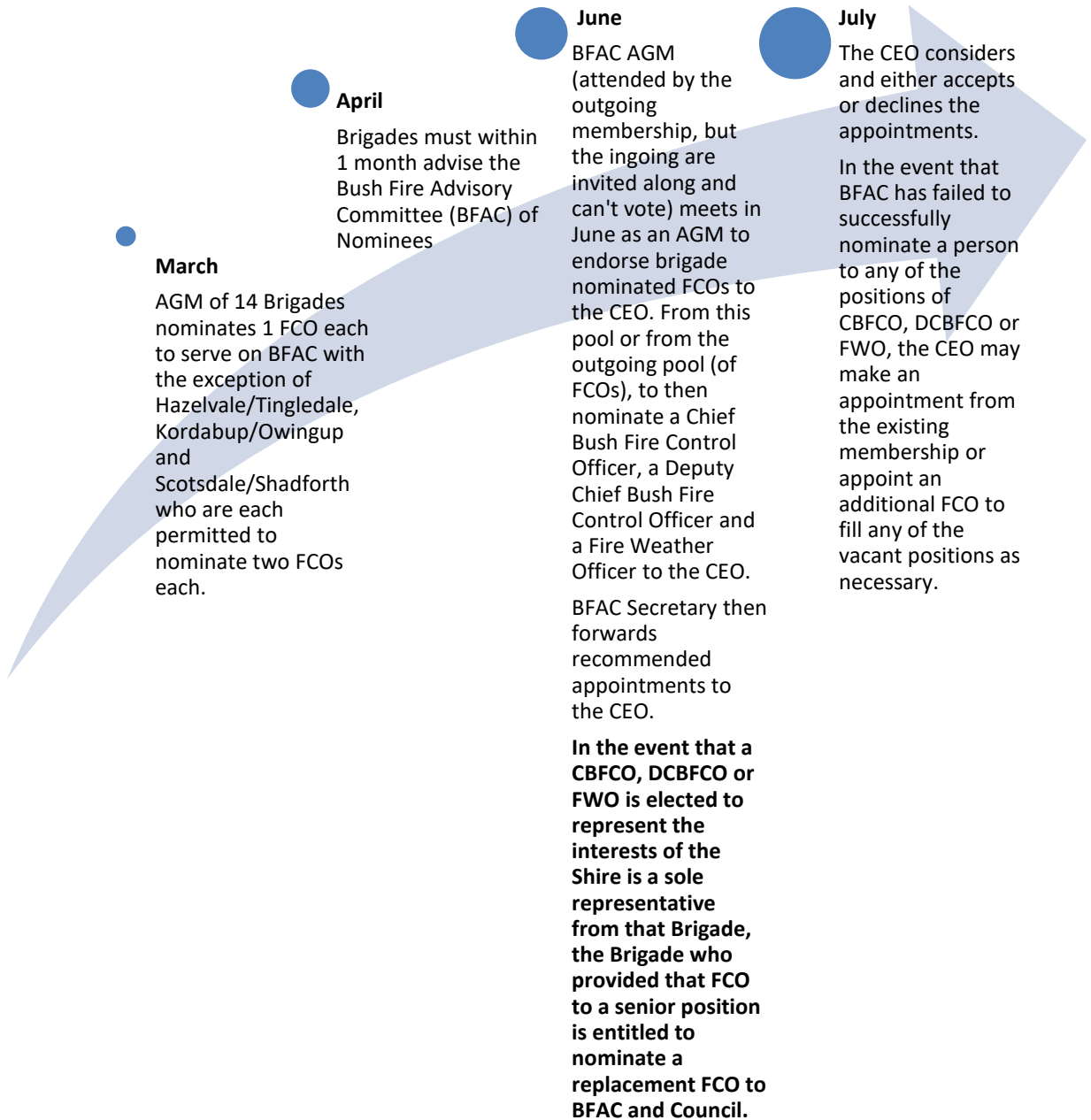
The Committee is authorised to co-opt standing ex-officio members not listed under the general membership as non voting members.

8.13 Meeting Attendance Fees

Nil.

9.0 DELEGATED AUTHORITY OF THE COMMITTEE

Nil



Adopted by Council 12 December 2023 / Resolution No. XXX

SHIRE OF DENMARK SUSTAINABLE PROJECTS WORKING GROUP



Terms of Reference

These Terms of Reference define the membership, authority, purpose, operational, guidelines, responsibilities and resources of the Shire of Denmark Sustainable Projects Working Group.

1.0 NAME

Formerly the Sustainable Projects Committee, the name of the group shall be the Sustainable Projects Working Group, hereinafter referred to in its abbreviated form as the SPWG.

2.0 ESTABLISHMENT

The SPWG is established pursuant to **Council Resolution No. XXX**.

3.0 DISTRICT

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

4.0 GUIDING PRINCIPLES

This SPWG 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 SPWG will assist the Shire of Denmark in achieving the key principles and objectives contained within the Sustainability Strategy.

6.0 MISSION

The SPWG's work and focus will be derived from Council's endorsed Sustainability Strategy. The Strategy strives to make the Shire of Denmark an organisation which positively contributes to the genuine sustainability of our world.

The SPWG will achieve this in two distinct ways.

1. Develop actions and policies to make the organisation more sustainable, and
2. Support the broader Denmark community to become more sustainable.

The SPWG adopts the following definition of sustainability: "...the integration of environmental health, social equity and economic vitality in order to create thriving, healthy, diverse and resilient communities for this generation and generations to come. The practice of sustainability recognises how these issues are interconnected

and requires a systems approach and an acknowledgement of complexity.” (UCLA, 2021)

7.0 TERMS OF REFERENCE

- 7.1 Ongoing high-level review of the Shire of Denmark Sustainability Strategy.
- 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 Long Term Financial Plan and Asset Management Plan.

8.0 MEMBERSHIP

Membership of the SPWG will comprise of a total of 4 members consisting of;
4 x Councillors

Council is to appoint the four (4) Councillor representatives to form the membership of the SPWG. However, any councillor may attend any meeting as a visitor.

The SPWG is an ongoing working 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, or as required, and can be called by the Presiding Person and/or the Secretary.

A special meeting of the SPWG may be called by specific resolution of the Committee for the specified purpose(s).

9.3 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.

9.4 Voting:

Shall be in accordance with the Local Government Act, Section 5.21 with all members of the SPWG entitled to vote. Shire Officers servicing the SPWG 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 a Presiding Person.

9.7 Who acts if no presiding member?

Members will nominate one of themselves.

9.8 Meetings

Meetings are not open to the public.

9.9 Public Question Time

Nil.

9.10 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; 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 Sustainable Projects Manager, 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.

11.0 SUNSET CLAUSE

Nil

Adopted by Council 12 December 2023 / Resolution No. XXX

SHIRE OF DENMARK BUSHFIRE MITIGATION WORKING GROUP



Terms of Reference

This Terms of Reference defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Denmark Bushfire Mitigation Working Group.

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 DBMWG.

2.0 ESTABLISHMENT

The Working Group was established 21 May 2019, Council Resolution No. 090519.

3.0 DISTRICT

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

4.0 OBJECTIVES

- 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 Councillors;
- 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 Coordinator
- Shire of Denmark Ranger
- Sustainability Officer
- Director Infrastructure & Assets or that officer's nominee
- Executive Manager Corporate Services 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.

5.4 Who acts if no presiding member?

Members will nominate one of themselves.

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 for Council Members, Committee Members and Candidates.

5.7 Secretary

The Bushfire Risk Planning Coordinator 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.

7.0 SUNSET CLAUSE

The Working Group will be reviewed prior to 2025. 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. 211119
Continuation supported by Council 21 December 2021 / Resolution No. 141221
Continuation supported by Council 12 December 2023 / Resolution No. XXX

SHIRE OF DENMARK 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. 211119).

3.0 OBJECTIVE

- 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;

3 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.

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. 211119
Continuation supported by Council 16 November 2021 / Resolution No. 291121
Continuation supported by Council 12 December 2023 / XXX



SHIRE OF DENMARK TRAILS ADVISORY GROUP

Terms of Reference

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 was established pursuant to Council Resolution No. 241222.

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.

9.7 Who acts if no presiding member?

Members will nominate one of themselves.

9.8 Meetings

Meetings are not open to the public.

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 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 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
- Peaceful Bay Progress Association
- Nornalup Residents & Ratepayers Association

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 20 December 2022 / Resolution No. 241222
Continuation supported by Council 12 December 2023 / Resolution No.