



AGENDA

EXTRAORDINARY MEETING OF COUNCIL

24 OCTOBER 2023

Our Community Vision

“We are a thriving region which is safe, liveable and welcoming.

We value our quality of life and embrace our natural environment which affords us both economic and recreational pursuits.

Our industries are recognised for their resilience, quality and innovation and for their contribution to the state of Western Australia.

Our economic diversity provides business and employment opportunities for all.”

**SHIRE OF MANJIMUP – EXTRAORDINARY MEETING OF COUNCIL
AGENDA**

24 OCTOBER 2023

NOTICE TO ALL COUNCILLORS

An Extraordinary Council Meeting is called for Tuesday 24 October 2023 commencing at 5:30pm in the Council Chamber.



**Brian Robinson
INTERIM CHIEF EXECUTIVE OFFICER**

16 October 2023

DISCLAIMER

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written enquiry should be made to the Council giving the entire reasons for seeking the advice or information and how it is proposed to be used.

**IMPORTANT MATTERS AFFECTING THOSE ATTENDING THE MEETING
AND THOSE AFFECTED BY A DECISION OF THE MEETING.**

- 1. Please note this meeting may be electronically recorded.**
- 2. Decisions made in this meeting are unable to be acted upon by the person who has been granted the authorisation unless and until the decision is able to be implemented by the Interim Chief Executive Officer and in any event not before the afternoon of the first business day following this meeting. If you are in any doubt about a decision please contact the Shire prior to making any commitments.**

SHIRE OF MANJIMUP

EXTRAORDINARY MEETING OF COUNCIL TUESDAY 24 OCTOBER 2023

TO BE HELD IN THE COUNCIL CHAMBER

COMMENCING AT 5:30PM

AGENDA

SWEARING IN OF SHIRE PRESIDENT AND COUNCILLORS

The newly elected Shire President and new Councillors to be sworn in by Brian Robinson, Interim Chief Executive Officer prior to the commencement of the meeting and election of the Deputy Shire President.

1. **DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS:**

The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders past and present.

2. **ANNOUNCEMENTS BY THE PRESIDENT:**

2.1.1 Brief report on outcome of Local Government election.

2.2. **ELECTION OF DEPUTY SHIRE PRESIDENT:**

2.2.1 Call for nominations for position of Deputy Shire President.

2.2.2 Written nominations for position of Deputy Shire President close.

2.2.3 Candidates to address Council. (In person or pre-recorded)

2.2.4 Election of Deputy Shire President.

2.2.5 **Election of Deputy Shire President for 2 Year Term 2025**

PROPONENT:	Shire of Manjimup
WARD:	Whole of Shire
DIVISION:	Office of the CEO
FILE REFERENCE:	F160233
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Brian Robinson
INTEREST:	Nil
DATE OF REPORT:	13 October 2021

BACKGROUND:

On the 24 October 2021, Councillor Jenkins was elected as Deputy Shire President for a period of two years ending on the third Saturday in October 2023.

The Council is to now elect a new Deputy Shire President from among its members for a two year term ending on the third Saturday in October 2025.

CONSULTATION:

Nil.

COMMENT (Includes Options):

If there is more than one nomination, an election (by secret ballot) will be conducted, potentially using the optional preferential voting system.

Candidates will be provided with the opportunity to address the Council prior to the vote being taken for a maximum of five minutes. Any competing candidate will be asked to vacate the room whilst another candidate is speaking.

STATUTORY ENVIRONMENT:

Local Government Act 1995 and Shire of Manjimup Standing Orders Local Law 2013. Council may wish to suspend Standing Orders under Part 17 of the Standing Orders Local Law to allow free discussion on the issue prior to the receipt of nominations.

The *Local Government (Constitution) Regulations 1998* require the application of first past the post voting system to the election of the Deputy Shire President.

POLICY / STRATEGIC IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The 2023/2024 budget allows for expenses of the Deputy Shire President.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: Absolute Majority By Secret Ballot

The Councillor elected as Deputy Shire President is to make a declaration in the prescribed form.

3. ATTENDANCE:

3.1 Apologies:

3.2 Approved Leave of Absence:

4. DECLARATIONS OF INTEREST:

[Part 5, Division 6 of the Local Government Act 1995 requires that a member must disclose the interest of the member and the nature of the interest in writing before the meeting or immediately before the matter is discussed.]

5. PUBLIC QUESTION TIME:

- 5.1 Response to public questions taken on notice
- 5.2 Public Question Time

[Under meeting procedure determined by the Shire of Manjimup Standing Orders Local Law 2013, this is the only opportunity for members of the public to ask up to a maximum of two questions of Council. There is no further opportunity to question the Shire of Manjimup during the meeting. Questions can be asked on any Shire matter, not just on issues included in the meeting agenda and each person shall have up to 3 minutes to ask their questions which may be extended by an additional 3 minutes where considered appropriate by the Presiding Member. Persons asking questions are entitled to a response unless the question is declared "out of order" by the Presiding Member. If a matter requires further investigation, that response may be in writing. Any person asking questions of Council must state their correct name and address as this will form part of the public record of this meeting]

6. PRESENTATIONS:

- 6.1 Petitions
- 6.2 Presentations
- 6.3 Deputations
- 6.4 Delegate Reports
- 6.5 Conference Reports

7. CONFIRMATION OF PREVIOUS MINUTES:

_____ / _____

That the Minutes of the Ordinary Meeting of the Council held on 28 September 2023 be confirmed.

8. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

9. OFFICERS' REPORTS:

MAJORITY	ITEM	COUNCIL OFFICERS' REPORTS	Page No.
OFFICE OF CEO			
	9.1	OFFICE OF CEO	
BUSINESS DIRECTORATE			
	9.2	CORPORATE & GOVERNANCE	

	9.3	FINANCE & ADMINISTRATION	
	9.4	INFORMATION COMMUNICATIONS TECHNOLOGY	
DEVELOPMENT & REGULATION DIRECTORATE			
	9.5	STATUTORY PLANNING	
	9.6	BUILDING SERVICES	
	9.7	RANGER & EMERGENCY SERVICES	
	9.8	ENVIRONMENTAL HEALTH SERVICES	
COMMUNITY SERVICES DIRECTORATE			
	9.9	COMMUNITY & RECREATION SERVICES	
	9.10	HACC SERVICES	
	9.11	LIBRARIES & CULTURAL SERVICES	
WORKS AND SERVICES DIRECTORATE			
	9.12	TECHNICAL SERVICES	
	9.13	WORKS	
	9.14	PARKS & GARDENS	
	9.15	OCCASIONAL AND MANAGEMENT COMMITTEES	
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Absolute	9.16.1	Access and Inclusion Advisory Committee - Review Terms of Reference and Appointments	26
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Absolute	9.16.12	Walpole Town Activation Advisory Committee - Review Terms of Reference and Appointments	63
Absolute	9.16.13	Nomination of Persons to Represent Council on External Committees and Other Bodies	66
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Absolute	9.16.15	Reconciliation Action Plan Advisory Committee - Review Terms of Reference and Appointments	72
Absolute	9.16.16	Manjimup Heritage Park Advisory Committee - Review Terms of Reference and Appointments	76
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**ATTACHMENT
APPENDIX**

**9.15.1 Airfield Management Committee - Review Terms of Reference
and Appointments**

PROPONENT:	Shire of Manjimup
OWNER:	Shire of Manjimup
LOCATION/ADDRESS:	Dawn Road, Manjimup
WARD:	Central
ZONE:	Public Purposes
DIRECTORATE:	Works and Services
FILE REFERENCE:	F170380
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Michael Leers
DATE OF REPORT:	13 October 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council Committee appointment/reappointments is required to be made following the Ordinary Elections held 21 October 2023. This is also an opportunity to review the Terms of Reference for each committee.

A summary of the committee's current Terms of Reference is:

Functions	<ol style="list-style-type: none"> 1. To manage and maintain Manjimup Airfield and associated facilities in accordance with Council's policy and the guidelines laid down by Air Services Australia and the Civil Aviation Safety Authority; 2. Carry out voluntary and contributory maintenance activities within the annual allocated operating budget; 3. To advise Council on matters relating to Airfield Policy; and 4. To advise Council on the future development of the airfield (at the existing or alternative locations).
Meeting Frequency	Quarterly.
#members	9
Quorum	5

A copy of the current Terms of Reference as adopted by Council at its Ordinary Meeting held on 13 April 2023 is appended.

APPENDIX: 9.15.1(A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Airfield Management Committee comprises Council members, employees and others as has delegated management responsibilities. The committee provides a valuable contribution to the preservation of this strategically important asset.

It is proposed that all other current Committee representatives are reappointed in accordance with Section 5.10 of the *Local Government Act 1995* (the Act), with the exception of Councillors.

Given the above, the only changes to the Terms of Reference relate to the identification of Council member representation for the new period ending 18 October 2025. A copy of the proposed Terms of Reference (excluding the Council members) is attached.

ATTACHMENT: 9.15.1(1)

It is important for Council to note that at the Manjimup Airfield Management Committee meeting of 13 September 2023, the Committee recommended changes to its Terms of Reference regarding the appointment of Jeffery Bennett as the Department of Biodiversity Conservation and Attractions (DBCA) representative and to accept Alison Raper as the proxy. These minutes will be presented to Council at its Ordinary Meeting of 16 November 2023, at which time Council will then be asked to consider the changes to the Terms of Reference in relation to DBCA representatives.

STATUTORY ENVIRONMENT:

It is proposed that all other current Committee representatives are reappointed in accordance with Section 5.10 of the *Local Government Act 1995*, with the exception of Councillors. Section 5.10(2) of the Act provides that each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Plan 2021-2031 and Corporate Business Plan 2023-2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

Nil.

FINANCIAL IMPLICATIONS:

The Airfield Management Committee is responsible for the management of the airfield maintenance budget allocated by Council.

SUSTAINABILITY:

Environmental: The Airfield is important to the aerial fires spotting service.

Economic: The Airfield brings economic activity to the local community.

Social: The Airfield is an important landing facility for the Royal Flying Doctor Service, fire control services and for recreational pursuits.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Pursuant to Section 5.10 of the *Local Government Act 1995* make the following appointments to the Airfield Management Committee for the biennial period 24 October 2023 to 18 October 2025; and

Cr	Councillor
Cr	Councillor (Proxy)
Catherine Mills	Manager Technical Services
Michael Leers	Director Works and Services (Proxy)
Max Lefroy	Airport Reporting Officer
Sean Tysoe	Deputy Reporting Officer
Bruce Ward	Deputy Reporting Officer
Gavin Ladhams	Deputy Airport Reporting Officer (Proxy)
Peter Casonato	Representative Manjimup Aero Club
Nathan Ramage	Representative Department Biodiversity, Conservation and Attractions.
Jeffery Bennet	Representative Department Biodiversity, Conservation and Attractions. (Proxy)
Shane Hawily	Representative Local Pilot
Barbara Hunter	Representative St John Ambulance
Shane Clark	Representative St John Ambulance (Proxy)

2. Confirm the Terms of Reference for the Airfield Management Committee as provided in Attachment: 9.15.1(1).

ATTACHMENTS

- 1⇒ Proposed Airfield Management Committee Terms of Reference 2023-2025 2 Pages

APPENDICES

- A⇒ Airfield Management Committee Terms of Reference 2 Pages

**ATTACHMENT
APPENDIX**

9.15.2 Local Emergency Management Committee - Review Terms of Reference and Appointments

PROPONENT	Shire of Manjimup
OWNER:	N/A
LOCATION / ADDRESS:	N/A
WARD:	N/A
ZONE:	N/A
DIRECTORATE:	Office of the CEO
FILE REFERENCE:	F170449
LEGISLATION:	<i>Local Government Act 1995; Emergency Management Act 2005</i>
AUTHOR:	Todd Ridley/Peter Krispyn
DATE OF REPORT:	1 September 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council Committee appointments / reappointments is required to be made following the Ordinary Elections held on 21 October 2023. This is also an opportunity to review the Terms of Reference for each committee.

A summary of the committee's current Terms of Reference is:

Functions	The functions of the Manjimup LEMC are as set down in Section 39 of the <i>Emergency Management Act 2005</i> : (a) to advise and assist the Council in ensuring that local emergency arrangements are established; (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and (c) to carry out other emergency management activities as directed by the SEMC or prescribed by regulations.
Meeting frequency	3 Meetings per year
# members	14
Quorum	8

A copy of the current Terms of Reference is appended.

APPENDIX: 9.15.2(A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Manjimup Local Emergency Management Committee comprises Council members, employees, State Government employees and Volunteers. The Committee performs in accordance with the provisions of section 39 of the *Emergency Management Act 2005* and the *Local Government Act 1995*.

The committee meets regularly and provides a valuable contribution to the emergency management arrangements for the community.

The proposed composition of the Committee has three vacancies; these are the Council Member / Council Proxy and the Pemberton Police Service. The Pemberton Police Service vacancy will be dealt with once a new Officer in Charge has been appointed at Pemberton. This appointment will be addressed in a future committee meeting. It is proposed that all other current Committee representatives are endorsed as reflected within Attachment: 9.15.2. (1).

ATTACHMENT: 9.15.2(1)

STATUTORY ENVIRONMENT:

The Manjimup Local Emergency Management Committee is established under the *Emergency Management Act 2005* and the *Local Government Act 1995*.

It is proposed that all other current Committee representatives are reappointed in accordance with Section 5.10 of the *Local Government Act 1995* (the Act), with the exception of Councillors. Section 5.10(2) of the Act provides that each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Plan 2021 – 2031 and Corporate Business Plan 2023 – 2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

It should be noted that given there are 21 management, advisory and/or occasional Committees of Council that require administration as well as a Manager's and/or Director's direct involvement or input, the availability of Shire resources become limited, in turn affecting the provision of service to the Committee and community.

FINANCIAL IMPLICATIONS:

The Local Emergency Management Committee is responsible for emergency management arrangements and has support funding from Department of Fire and Emergency Services and the Shire of Manjimup on an as needs basis.

SUSTAINABILITY:

Environmental: Nil.

Economic: Emergency events have the potential to seriously impact economic activity in both the short and long term.

Social: Public safety and recovery from a disaster is considered a high priority.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. **Make the following appointments to the Local Emergency Management Committee for the biennial period 24 October 2023 to 18 October 2025; and**

Voting Members

Cr	Shire President
Cr	Shire Deputy President (Proxy)
Brian Robinson	Shire of Manjimup Interim CEO
Todd Ridley	Community Emergency Services Manager
Remo Pessotto	Chief Bush Fire Control Officer
Brad Wren	Chief Bush Fire Control Officer (Proxy)
Ian Guthridge	DPIRD
Graham Blincow	DPIRD (Proxy)
Roma Boucher	Department of Communities
Brooke Thomas	Department of Communities (Proxy)
Chris Sousa	Department Fire and Emergency Services
Nathan Hall	Department Fire and Emergency Services (Proxy)
Tim Foley	Department Biodiversity, Conservation and Attractions.
Jeffrey Bennett	Department Biodiversity, Conservation and Attractions. (Proxy)
Jayden Lowe	Police Service - Manjimup
Steve Page	Police Service – Walpole
Vacant	Police Service - Pemberton
Justine Kelly	Warren Health Services
Vacant	Warren Health Services (Proxy)
Page Weaver	Pemberton Northcliffe Health Services
Kathy Smith	Pemberton Northcliffe Health Services (Proxy)
Gary Willcox	St John Ambulance Manjimup
Darryl Church	St John Ambulance Manjimup (Proxy)

Non-Voting Representatives

Erin Hutchins	District Emergency Management Cordinator/ State Emergency Management Committee
Gail Ipsen Cutts	Shire of Manjimup – Recovery Coordinator
Ivan Woodhams	St John Ambulance Walpole Chair
David Rae	St John Ambulance Walpole (Community Paramedic SW Great Southern)
Mel Robertson	Water Corporation

Colin Jones	Western Power
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2. **Confirm the Terms of Reference for the Local Emergency Management Committee as provided in Attachment: 9.15.2(1) including nominations contained in point 1) above.**

ATTACHMENTS

- 1** [⇒](#) Proposed Local Emergency Management Committee - Terms of Reference 2023 - 2025 2 Pages

APPENDICES

- A** [⇒](#) Local Emergency Management Committee - Terms of Reference 2021 - 2023 v4 2 Pages

**ATTACHMENT
APPENDIX**

9.15.3 Northcliffe Forest Park Management Committee - Review Terms of Reference and Appointments

PROPONENT	Shire of Manjimup
OWNER:	Whole Shire
LOCATION / ADDRESS	George Gardner Drive, Northcliffe
WARD:	Coastal
ZONE:	Parks and Recreation
DIRECTORATE:	Works and Services
FILE REFERENCE:	F170372
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Michael Leers
DATE OF REPORT:	1 September 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council Committee appointments / reappointments is required to be made following the Ordinary Elections held on 21 October 2023. This also an opportunity to review the Terms of Reference for each committee.

A summary of the Committee's existing Terms of Reference is:

Functions	<ol style="list-style-type: none"> 1. To allocate funds approved by Council for Northcliffe Forest Park and in conjunction with relevant manager. 2. To maintain and develop the Northcliffe Forest Park in accordance with the Council endorsed Northcliffe Forest Park Management Plan. 3. To provide comment on the Shire of Manjimup's forward fuel reduction plan for the Northcliffe Forest Park and to communicate with the agency carrying out any fuel reduction actions in order to minimise any conflict with park use.
Meeting frequency	Quarterly
# members	9
Quorum	5

A copy of the current Terms of Reference as adopted by Council at its Ordinary Meeting held on 13 April 2023 is Appended.

APPENDIX: 9.15.3(A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Northcliffe Forest Park Management Committee comprises Council members, employees and others and has delegated management responsibilities. The committee provides a valuable contribution to the ongoing development and management of the Northcliffe Forest Park.

Over the last 12 months the Committee has struggled to establish a quorum at every meeting. Since 29 March 2023, the Northcliffe Environment Centre representative and the Northcliffe Volunteer Fire and Rescue Service representative have resigned without the Committee being able to find replacements for these positions. As such a number of changes to the Terms of Reference are recommended.

In order to better assist the Northcliffe community with the management activities of the Forest Park, it is recommended that the Committee prioritise the formation of a 'Friends of the Northcliffe Forest Park Group'. This will not only be better positioned to apply for and accept grants in order to achieve outcomes as set out in the Forest Park Management Plan, it will more easily be able to organise 'working bees' etc that can carry out management activities such as clearing of tracks, weed eradication and mapping of specified flora and fauna.

If Council endorses the Officer's suggestion to the Committee regarding a 'Friends of Group', Council is then asked to consider changes to the functions and meeting frequency of the Committee. These changes will be:

- Being an Advisory Committee instead of a Management Committee;
- Meetings to be held twice a year, with the ability to hold extra meetings as required, pending Committee recommendation;
- As the Northcliffe Volunteer Fire and Rescue Service representative and Northcliffe Environment Centre vacancies cannot be filled, these positions will be dropped from the Terms of Reference; and
- The proposed Functions of the Committee to read;
 1. Ensure the park is managed in accordance with the Northcliffe Forest Park Management Plan;
 2. Provide advice to the Friends of Group and Council regarding daily and strategic management of the park; and
 3. To provide comment on the Shire of Manjimup's Forward Fuel Reduction Plan for the Northcliffe Forest Park and to communicate with the agency carrying out any fuel reduction actions in order to minimise any conflict with park use.

A copy of the proposed Terms of Reference is attached for Council's consideration.

ATTACHMENT: 9.15.3(1)

STATUTORY ENVIRONMENT:

It is proposed that all other current Committee representatives are reappointed in accordance with Section 5.10 of the *Local Government Act 1995* (the Act), with the exception of Councillors. Section 5.10(2) of the Act provides that each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Plan 2021 – 2031 and Corporate Business Plan 2023 – 2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

It should be noted that given there are 21 management, advisory and/or occasional Committees of Council that require administration as well a Manager's and/or Director's direct involvement or input, the availability of Shire resources become limited, in turn affecting the provision of service to the Committee and community.

FINANCIAL IMPLICATIONS:

The committee is an advisory committee only and therefore not responsible for the management of any budget. Having said that, the 2023/24 Annual Budget has an allocation for the Shire's management of the park.

SUSTAINABILITY:

Environmental: The Northcliffe Forest Park is a heavily vegetated reserve in close proximity to the town providing both social benefits and public safety concerns in respect to fire management.

Economic: Nil.

Social: The Northcliffe Forest Park is an important reserve for the Northcliffe community.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Pursuant to Section 5.10 of the *Local Government Act 1995*, make the following appointments to the Northcliffe Forest Park Advisory Committee for the biennial period 24 October 2023 to 18 October 2025:

Cr	Councillor
Cr	Councillor (Proxy)
Spencer Roberts	Manager Parks & Gardens
Melanie Blieschke	Supervisor Parks & Gardens (Proxy)
Vacant	Northcliffe Visitor Centre Representative
Graham Evans	Southern Forests Arts Representative
Diana Moss	Southern Forests Arts (Proxy)
John Bailey	Community Representative
Mark Batty	Community Representative
Vacant	Community Representative
Vacant	Community Representative

2. **Confirm the Terms of Reference for the Northcliffe Forest Park Advisory Committee as provided in Attachment: 9.15.3(1); and**
3. **Request that the Chief Executive Officer call for nominations for the currently vacant Community Representative positions.**

ATTACHMENTS

- 1** [⇒](#) Proposed Northcliffe Forest Park Advisory Committee Terms of Reference 2023-2025 1 Page

APPENDICES

- A** [⇒](#) Northcliffe Forest Park Terms of Reference 13 April 2023 1 Page

**ATTACHMENT
APPENDIX**

9.15.4 Northcliffe Town Hall Management Committee - Review Terms of Reference and Appointments

PROPONENT	Shire of Manjimup
OWNER:	N/A
LOCATION / ADDRESS:	N/A
WARD:	N/A
ZONE:	N/A
DIRECTORATE:	Development and Regulation
FILE REFERENCE:	F170371
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Peter Krispyn
DATE OF REPORT:	13 October 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council Committee appointments / reappointments is required to be made following the Ordinary Elections held on 21 October 2023. This is also an opportunity to review the Terms of Reference for each committee.

A summary of the committee's current Terms of Reference is:

Functions	<ol style="list-style-type: none"> 1. Provide responsible management for the Northcliffe Town Hall. 2. Prepare a budget for consideration by Council. 3. Recommend fees and charges for adoption by Council. 4. Expend funds in accordance with the approved budget and in consultation with relevant manager. 5. Prepare an appropriate development plan in consultation with relevant Shire departments for Council consideration.
Meeting frequency	Quarterly
# members	6
Quorum	4

A copy of the Terms of Reference, including the current members, as adopted by Council at its Ordinary Meeting held on 19 January 2023 are appended.

APPENDIX: 9.15.4(A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Northcliffe Town Hall Management Committee comprises Council members, employees and community representatives and has delegated management responsibilities.

Whilst the committee generally functions well, the responsibilities of the committee are becoming increasingly difficult to undertake through community volunteer representatives. This was made evident following the meeting held in March where through emails, the committee representative responsible for the booking of the hall, notified Shire staff that they were unable to continue with the administration of the booking system. Subsequently no other committee representatives were able to fulfil this role and it was requested that those functions be removed from the committee and for the Shire to administer the process.

Local Northcliffe community groups have been approached to ascertain interest into managing the booking system with no success. As no other option to manage the booking system has presented itself the decision has been made to administer the booking of the Northcliffe Town Hall through the Shire Administration Office in Manjimup thus reducing the functions of the Management Committee.

It is noted also that Gaye Van Hazendonk as a Community Representative has resigned, this is reflected in the committee appointments below.

Whilst it is considered that the composition of the committee should be retained due to the balanced structure it provides, the functions of the committee have been diminished with the removal of the booking administration. As such it is recommended that all existing community members be retained for the next two-year period, but due to the reduction in the administrative functions of the committee the meeting frequency be reduced from quarterly to biannual meetings.

Given the above, the only other changes to the Terms of Reference relate to the identification of Council member representation for the new period ending 23 October 2023. A copy of the proposed Terms of Reference (including members, term of appointment, quorum, meeting frequency and functions) is attached.

ATTACHMENT: 9.15.4(1)

STATUTORY ENVIRONMENT:

It is proposed that all other current Committee representatives are reappointed in accordance with Section 5.10 of the *Local Government Act 1995* (the Act), with the exception of Councillors. Section 5.10(2) of the Act provides that each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Plan 2021 - 2031 and Corporate Business Plan 2023 - 2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

It should be noted that given there are 21 management, advisory and/or occasional Committees of Council that require administration as well as a Manager's and/or Director's direct involvement or input, the availability of Shire resources become limited, in turn affecting the provision of service to the Committee and community.

FINANCIAL IMPLICATIONS:

The Northcliffe Town Hall Management Committee is responsible for the management of the budget allocated for the Northcliffe Town Hall's maintenance, capital improvements and reserves.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: The Northcliffe Town Hall is an important communal facility for the Northcliffe community.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Pursuant to Section 5.10 of the *Local Government Act 1995*, make the following appointments to the Northcliffe Town Hall Management Committee for the biennial period 24 October 2023 to 18 October 2025; and

Cr	Councillor
Cr	Councillor (Proxy)
Peter Krispyn	Manager Building Services
Ethan Stokes	Building Surveyor (Proxy)
Ethel Sale	Community Representative
Jodie Millar	Community Representative
Jenny Smith	Community Representative
Vacant	Community Representative

2. Confirm the Terms of Reference for the Northcliffe Town Hall Management Committee as provided in Attachment: 9.15.4(1) including nominations contained in point 1) above.

ATTACHMENTS

- 1⇒ Proposed Northcliffe Town Hall Management Committee Terms of Reference 2023 - 2025

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A  Northcliffe Town Hall Management Committee Terms of Reference 19 January 2023

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**ATTACHMENT
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**9.15.5 Community Funds Program Occasional Committee - Review
Terms of Reference and Appointments**

PROPONENT	Shire of Manjimup
OWNER	N/A
LOCATION / ADDRESS:	N/A
WARD:	N/A
ZONE:	N/A
DIRECTORATE:	Community Services
FILE REFERENCE:	F230176
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Kelsie Brown
DATE OF REPORT:	3 October 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council Committee appointment/reappointments is required to be made following the Ordinary Elections held 21 October 2023. This is also an opportunity to review the Terms of Reference for each committee.

A summary of the committee's current Terms of Reference is:

Functions	<ol style="list-style-type: none"> 1. To assess the Community Funds applications received in the annual program round in accordance with the policy objectives, conditions, and measures of Policy 3.1.3 Community Funds Allocation. 2. To make recommendations to Council about the allocation of Community Funds for the annual program round in accordance with the Policy 3.1.3 Community Funds Allocation.
Meeting Frequency	Occasionally as required during the annual Council budget deliberation upon the closure date of the annual Community Funds program round.
Members	7
Quorum	4

A copy of the current Terms of Reference as adopted by Council at its Ordinary Meeting held 13 April 2023 are appended.

APPENDIX: 9.15.5(A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Community Funds Program Occasional Committee comprises Council members and employees and assists in ensuring a systematic and transparent

assessment of grant applications to provide well-informed and equitable recommendations to Council for the allocation of Community Funds.

To achieve the above, it is imperative that the Councillors on this Committee evenly represent all Shire areas as well as the different types of activities/events applied for by community groups of various nature.

To reflect the Shire of Manjimup Ward changes and the reduction in the number of Councillors on Council as per 21 October 2023, the following changes are proposed to the Terms of Reference of this Committee:

- The number of Council representatives on the Committee to be reduced from seven to five;
- The membership to consist of (a minimum of) two Council representatives of both (Urban and Rural) Wards, and the Shire President; and
- The quorum to be reduced from four to three members.

A copy of the proposed Terms of Reference (excluding Council members) is attached.

ATTACHMENT: 9.15.5(1)

STATUTORY ENVIRONMENT:

Section 5.10(2) of the Act provides that each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Plan 2021-2031 and Corporate Business Plan 2023-2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

SUSTAINABILITY:

Environmental: Nil.

Economic: This Committee guide the allocation of Council funds to a variety of community groups, projects, and events which in turn supports opportunity for those recipients to improve their economic sustainability.

Social: In supporting the activities and events of various community groups, this provides fundamental enhanced social opportunities across the Shire.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council

1. Pursuant to Section 5.10 of the *Local Government Act 1995* make the following appointments to the Community Funds Program Occasional Committee for the biennial period 24 October 2023 to 18 October 2025; and

Cr.	Shire President (Chair)
Cr.	Councillor (Urban Ward)
Cr.	Councillor (Urban Ward)
Cr.	Councillor (Rural Ward)
Cr.	Councillor (Rural Ward)
Evy Apeldoorn	Manager Community & Recreation Services (Non-Voting)
Kelsie Brown	Community Development Officer (Non-Voting)

2. Confirm the Terms of Reference for the Community Funds Occasional Committee of Council as provided in Attachment: 9.15.5(1) including nominations contained in point 1 above.

ATTACHMENTS

- 1 [⇒](#) Proposed Community Funds Program Occasional Committee - Terms of Reference 2023-2025 1 Page

APPENDICES

- A [⇒](#) Current Community Funds Program Committee - Terms of Reference April 2023 1 Page

**ATTACHMENT
APPENDIX**

9.16.1 Access and Inclusion Advisory Committee - Review Terms of Reference and Appointments

PROPONENT	Shire of Manjimup
OWNER:	N/A
LOCATION / ADDRESS:	N/A
WARD:	N/A
ZONE:	N/A
DIRECTORATE:	Community Services
FILE REFERENCE:	F170381
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Kelsie Brown
DATE OF REPORT:	1 September 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council Committee appointments / reappointments is required to be made following the Ordinary Elections held on 21 October 2023. This is also an opportunity to review the Terms of Reference for each committee.

A summary of the committee's current Terms of Reference is:

Functions	<ol style="list-style-type: none"> 1. Promote the benefits of access and inclusion to the residents and businesses of the Shire of Manjimup. 2. Be available to provide relevant advice on the development of proposals or plans for any activity, building or infrastructure within the Shire. 3. Support and encourage partnership networks of local organisations that are best placed to collectively plan and coordinate strategies to address the needs of our local disability communities. 4. Make recommendations to Council on matters arising not clearly dealt with by the Shire of Manjimup's Access and Inclusion Plan. 5. Monitor and review the Access and Inclusion Plan.
Meeting frequency	Quarterly or as required
Members	13
Quorum	6

A copy of the Terms of Reference, as adopted at the Ordinary Council meeting held on 15 June 2023 are appended.

APPENDIX: 9.16.1(A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Access and Inclusion Advisory Committee comprises Council members, employees, access and inclusion organisation representatives and community members and only has advisory responsibilities.

A reduction of the number of Councillor representatives on the committee to one Councillor and one Councillor proxy position is proposed.

It is recommended that the current membership composition, consisting of service providers and community representatives, of this well-functioning committee be retained. The proposed Terms of Reference for this Committee are attached.

ATTACHMENT: 9.16.1(1)

STATUTORY ENVIRONMENT:

It is proposed that all other current Committee representatives are reappointed in accordance with Section 5.10 of the *Local Government Act 1995* (the Act), with the exception of Councillors. Section 5.10(2) of the Act provides that each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Plan 2021 - 2031 and Corporate Business Plan 2023 – 2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

It should be noted that given there are 21 management, advisory and/or occasional Committees of Council that require administration as well as a Manager's and/or Director's direct involvement or input, the availability of Shire resources become limited, in turn affecting the provision of service to the Committee and community.

FINANCIAL IMPLICATIONS:

The committee is an advisory committee only and therefore not responsible for the management of any budget. Any financial implications are to be determined by the Council.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: The committee has an important social role in providing better access to public facilities and services.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY**OFFICER RECOMMENDATION:**

That Council:

1. Pursuant to Section 5.10 of the *Local Government Act 1995* make the following appointments to the Access and Inclusion Advisory Committee for the biennial period 24 October 2023 to 18 October 2025;

Cr.	Councillor
Cr.	Councillor (Proxy)
Kelsie Brown	Community Development Officer
Shammara Markotis	Community Development Officer (Proxy)
Vacant	Home and Community Care
Liz Lockyear	Manager, Home and Community Care (Proxy)
Ethan Stokes	Building Services
Peter Krispyn	Manager Building Services (Proxy)
Catherine Mills	Manager Technical Services
Coralie Peet	WA Country Health Service
Tyler Della Franca	WA Country Health Service (Proxy)
Vacant	Disability Services Representative
Christopher Smith	Disability Services Representative (Principal Manjimup Education Support Centre)
Danielle Mottram	Disability Services Representative (Manjimup Education Support Centre) (Proxy)
Nancy Giblett	Community Representative
Sue Edmonds	Community Representative
Marlena Hayhow	Community Representative
David Tapley	Community Representative

2. Confirm the Terms of Reference for the Access and Inclusion Advisory Committee as provided in Attachment 9.16.1(1) including nominations contained in point 1 above; and
3. Request the Chief Executive Officer call for nominations for the representative and proxy vacancies on the Access & Inclusion Advisory Committee.

ATTACHMENTS

- 1⇒ Proposed Access and Inclusion Advisory Committee - Terms of Reference 2023-2025 2 Pages

APPENDICES

- A⇒ Current Access and Inclusion Advisory Committee Terms of Reference June 2023 2 Pages

**ATTACHMENT
APPENDIX**

9.16.2 Audit and Risk Management Advisory Committee - Review of Terms of Reference and Appointments

PROPONENT	Shire of Manjimup
OWNER:	N/A
LOCATION / ADDRESS	N/A
WARD:	N/A
ZONE:	N/A
DIRECTORATE:	Business Directorate
FILE REFERENCE:	F170379
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Greg Lockwood
DATE OF REPORT:	13 October 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council Committee appointments / reappointments is required to be made following the Ordinary Elections held on 21 October 2023. This is also an opportunity to review the Terms of Reference for each committee.

A summary of the committee's current terms of reference is:

Functions	<p>The Committee has a statutory function to provide guidance and assistance to the local government –</p> <ul style="list-style-type: none"> i. As to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and ii. As to the development of a process to be used to select and appoint a person to be an auditor. <p>In addition, the Audit Committee undertakes:</p> <ul style="list-style-type: none"> a) Management of the audit process. b) Discussion of audit outcomes. c) Monitoring action taken on audit report. d) Preparation of annual report on audit function. e) Review of the Statutory Compliance Return.
Meeting frequency	Quarterly
# members	5 Councillors
Quorum	3 Councillors

A copy of the current Terms of Reference, including the names of committee members is Appended.

APPENDIX: 9.16.2(A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Audit and Risk Management Advisory Committee comprises only Council members (employees invited to attend have no voting entitlement) and only has advisory responsibilities.

The meeting frequency is quarterly, this allows for the Committee to meet to discuss the financial management audits and the Compliance Audit Return. Additional meetings may be called should the need arise.

ATTACHMENT: 9.16.2(1)

STATUTORY ENVIRONMENT:

Section 5.10(2) of the Act provides that each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Plan 2021 – 2031 and Corporate Business Plan 2023 - 2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

Nil.

FINANCIAL IMPLICATIONS:

The committee is an advisory committee only and therefore not responsible for the management of any budget. Any financial implications are to be determined by the Council.

SUSTAINABILITY:

Environmental: Nil.

Economic: The committee's role is to oversee the Shire's financial management and reporting.

Social: Nil.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

- Pursuant to Section 5.10 and Part 7 of the *Local Government Act 1995*, make the following appointments to the Audit and Risk Management Advisory Committee for the biennial period 24 October 2023 to 18 October 2025; and**

Cr	Shire President
Cr	Councillor
Cr	Councillor

Cr	Councillor
Cr	Councillor

2. Confirm the Terms of Reference for the Audit and Risk Management Advisory Committee as provided in Attachment: 9.16.2(1) including the nominations contained in point 1) above.

ATTACHMENTS

- 1⇒ Proposed Audit and Risk Management Committee ToR 2023 - 2025 1 Page

APPENDICES

- A⇒ Audit & Risk Management Advisory Committee ToR 2021-2023 1 Page

ATTACHMENT**9.16.3 Bush Fire Advisory Committee - Review Terms of Reference and Appointments**

PROPONENT	Shire of Manjimup
OWNER:	N/A
LOCATION / ADDRESS:	N/A
WARD:	N/A
ZONE:	N/A
DIRECTORATE:	Development and Regulation
FILE REFERENCE:	F170451
LEGISLATION:	<i>Local Government Act 1995 / Bush Fires Act 1954</i>
AUTHOR:	Todd Ridley
DATE OF REPORT:	13 October 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council Committee appointments / reappointments is required to be made following the Ordinary Elections held on 21 October 2023. This is also an opportunity to review the Terms of Reference for each committee.

A summary of the committee's current Terms of Reference is:

Functions	To represent Volunteer Bush Fire Brigades within the Municipality and to make recommendations to Council on the following: <ol style="list-style-type: none"> 1. Annual bushfire budget and relevant financial matters. 2. General management of the Bush Fire organisation. 3. Planning, setting standards and works program for fire prevention within the Shire. 4. Formation, rationalisation or winding up of any Bush Fire Brigades within the Shire. 5. Standards of equipment that should be provided and maintained under Brigade control. 6. Distribution of firefighting equipment and funding between Brigades. 7. Coordination of training to ensure Brigades can work together efficiently. 8. Implementation of Council's Fire Protection Strategy. 9. Any other matter relating to bushfire control.
Meeting frequency	3 per year
# members	13 + 3 non-voting
Quorum	7

A copy of the current Terms of Reference, including the names of committee members is appended.

APPENDIX: 9.16.3(A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

Every two years the Bush Fire Brigade network is asked by Shire administration to nominate members for positions on the Bush Fire Advisory Committee. The returning nominations are reflected in the proposed Terms of Reference. It should be noted that the representative position for the Walpole Zone and their proxy are currently vacant. Recruitment for representatives to fill these positions is proposed and a further agenda item will be prepared for Council to consider amending the Terms of Reference as the Bush Fire Advisory Committee receives nominations.

Council will determine a Councillor for both the Member and Proxy positions, the appointment will end on the 19 October 2025. A copy of the proposed Terms of Reference, excluding the Council members is attached.

ATTACHMENT: 9.16.3(1)

STATUTORY ENVIRONMENT:

The Bush Fire Advisory Committee is referred to in the *Bush Fire Act 1954* but is established and operates under the provisions of the *Local Government Act 1995*.

It is proposed that all other current Committee representatives are reappointed in accordance with Section 5.10 of the *Local Government Act 1995* (the Act), with the exception of Councillors. Section 5.10(2) of the Act provides that each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Plan 2021 - 2031 and Corporate Business Plan 2023 – 2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

It should be noted that given there are 21 management, advisory and/or occasional Committees of Council that require a Manager's and/or Director's direct involvement or input, the availability of Shire resources become limited, in turn affecting the provision of service to the Committee and community.

FINANCIAL IMPLICATIONS:

The committee is an advisory committee only and therefore not responsible for the management of any budget. Any financial implications are to be determined by the Council.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Pursuant to Section 5.10 of the *Local Government Act 1995*, make the following appointments to the Bush Fire Advisory Committee for the biennial period 24 October 2023 to 18 October 2025;

Cr	Councillor (Chair)
Todd Ridley	Community Emergency Services Manager
Remo Pessotto	Chief Bush Fire Control Officer
Vacant	Walpole Zone (Walpole)
Eric Beckett	Coastal Zone (Northcliffe)
Keith Scott	Pemberton West Zone (Springfield)
Shane Otway	Pemberton North Zone (Pemberton Rural)
Tom Muir	Manjimup East Zone (Perup, Dunreath & Mordalup)
Brad Wren	Manjimup West Zone (Yanmah & Glenoran)
Frank Shaw	Manjimup North West Zone (Ringbarkers)
Josh Kanny	Manjimup Central East Zone (Balbarrup, Dingup & Diamond)
Peter Parker	Manjimup South West Zone (Seven Day Road)
Bill Rice	Manjimup South East Zone (Quinninup, Quinninup Town, Upper Warren & Smithbrook)

PROXIES

Cr	Councillor (proxy)
Brad Wren	Chief Bush Fire Control Officer (proxy)
Stephen Burch	Senior Ranger (proxy)
Vacant	Walpole Zone (proxy)
Colin Griffiths	Coastal Zone (proxy)
Nigel Pitts	Pemberton West Zone (proxy)
Noeleen Collings	Pemberton North Zone (proxy)
Max Connor	Manjimup East Zone (proxy)
Stephen Vidovich	Manjimup West Zone (proxy)
Paul Tempra	Manjimup North West Zone (proxy)
Robert Thorn	Manjimup Central East Zone (proxy)
Tom Winfield	Manjimup South West Zone (proxy)
Adrian Wayne	Manjimup South East Zone (proxy)

NON-VOTING

Department of Fire and Emergency Services
Department of Biodiversity, Conservation and Attractions
Bush Fire Brigade Training Coordinator

- 2. Confirm the Terms of Reference for the Bush Fire Advisory Committee as provided in Attachment: 9.16.3(1) including nominations contained in point 1) above; and**
- 3. Request the Chief Executive Officer call for nominations for the currently vacant Walpole Zone representative and proxy.**

ATTACHMENTS

- | | |
|---|------------|
| 1 ⇒ Bush Fire Advisory Committee - Terms of Reference 2021 - 2023 | 2
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| 2 ⇒ Proposed - Bush Fire Advisory Committee Terms of Reference 2023 - 2025 | 2
Pages |

**ATTACHMENT
APPENDIX**

9.16.4 Chief Executive Officer Review Advisory Committee - Review Terms of Reference and Appointments

PROPONENT:	Shire of Manjimup
OWNER:	Shire of Manjimup
LOCATION/ADDRESS:	N/A
WARD:	All
DIRECTORATE:	Office of the CEO
FILE REFERENCE:	F170461
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Jason Giadresco
DATE OF REPORT:	11 October 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council Committee appointments / reappointments is required to be made following the Ordinary Elections held on 21 October 2023. This is also an opportunity to review the Terms of Reference for each committee.

A summary of the committee's current terms of reference is:

Functions	<ol style="list-style-type: none"> 1. To review the progress and performance of the Chief Executive Officer against pre-determined objectives. 2. Oversee the appointment process and recommendation to Council of a new Chief Executive Officer.
Meeting frequency	Annually
# members	5
Quorum	3

A copy of the current Terms of Reference is appended.

APPENDIX: 9.16.4(A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Chief Executive Officer Review Advisory Committee comprises Council members only. The only changes proposed for the Terms of Reference therefore relate to the identification of Council member representation for the new period ending 18 October 2025.

A copy of the proposed Terms of Reference (excluding the names of Council members) is shown attached.

ATTACHMENT: 9.16.4(1)

STATUTORY ENVIRONMENT:

In accordance with section 5.10(2) of the Act each Council member is entitled to be a member of at least one committee.

The Act requires the Chief Executive Officer's performance to be reviewed each year.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Plan 2021 – 2031 and Corporate Business Plan 2023 - 2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

Nil.

FINANCIAL IMPLICATIONS:

The committee is an advisory committee only and therefore not responsible for the management of any budget. Any financial implications are to be determined by the Council.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

- 1. Pursuant to Section 5.10 of the *Local Government Act 1995*, make the following appointments to the Chief Executive Officer Review Advisory Committee for the biennial period 21 October 2023 to 18 October 2025.**

Cr	Shire President
Cr	Councillor
Cr	Councillor
Cr	Councillor
Cr	Councillor

- 2. Confirm the Terms of Reference for the Chief Executive Officer Review Advisory Committee as provided in Attachment: 9.16.4(1) including nominations contained in point 1) above.**

ATTACHMENTS

[1](#) ⇨ Proposed CEO Review Advisory Committee ToR 2023-2025 1 Page

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[A](#) ⇨ CEO Review Advisory Committee ToR 2021-2023 1 Page

**ATTACHMENT
APPENDIX**

9.16.5 Manjimup Rea Park and Collier Street Redevelopment Advisory Committee - Review Terms of Reference and Appointments

PROPONENT	Shire of Manjimup
OWNER	Shire of Manjimup
LOCATION / ADDRESS	Reserve 19552, Lot 783, Collier Street, Manjimup
WARD:	Urban
ZONE:	N/A
DIRECTORATE:	Office of the CEO
FILE REFERENCE:	F210096
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Shammara Markotis; Evy Apeldoorn
DATE OF REPORT:	1 September 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council Committee appointment / reappointments is required to be made following the Ordinary elections held on 21 October 2023.

A summary of the committee's current Terms of Reference is:

Functions	<ol style="list-style-type: none"> 1. To provide advice to Council on the Manjimup Rea Park & Collier Street Redevelopment Project for the duration of the Project, including the Planning & Design and Construction & Implementation stages. 2. To make recommendation to Council in regard to matters that will improve the planning, design, construction, and future use and sustainability of the sport and recreation facilities at the Rea Park & Collier Street Precinct for the benefit of the broader community. 3. To provide input into and feedback on design, research sport specific needs, and contribute to ideas for the Project. 4. To provide advice on trends in sport and recreation (e.g. participation rates, regulations, facilities) where relevant to the Project. 5. Representative Members acknowledge and accept their role as a representative of their sport (rather than a particular club) and to act as a key liaison for that sport. 6. Communicate and inform represented groups and the local community regarding activities of the Committee.
Meeting Frequency	Quarterly. Additional meetings may be called for when required.
# Members	12
Quorum	6

A copy of the current Terms of Reference, as adopted by Council at its Ordinary Meeting held on 16 December 2021 is appended.

APPENDIX: 9.16.5(A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Manjimup Rea Park and Collier Street Redevelopment Advisory Committee comprises Council members, Shire employees, sport and recreation group representatives and community members and only has advisory responsibilities.

The committee comprises of representatives from the many sport and recreation clubs based at the Rea Park and Collier Street Reserve. With many project components of the Redevelopment underway, it is recommended that the current membership composition of this well-functioning committee be retained.

The following changes to the current Terms of Reference are proposed:

- Removal of Joshua Rayson as a Community/Sport/Recreation member as he has opted not to renominate for the position.
- Reduction of the number of Councillor representatives on the committee to one Councillor and one Councillor proxy position. When the committee was first established several Councillors nominated to join and Council determined that additional Councillor positions be added to the Terms of Reference. It is proposed that the number of Councillors be reduced to the number originally intended, with the option for Council to increase this number if it is deemed necessary.

It should also be noted that the Athletics representative positions are presently vacant. This is due to the Athletics club currently being inactive. The positions for Athletics representatives are proposed to remain on the committee as the overall Master Plan for the Rea Park and Collier Street Reserve includes the provision of future athletics facilities.

A copy of the proposed Terms of Reference (excluding Council members) is attached.

ATTACHMENT: 9.16.5(1)

STATUTORY ENVIRONMENT:

It is proposed that all other current Committee representatives are reappointed in accordance with Section 5.10 of the *Local Government Act 1995* (the Act), with the exception of Councillors. Section 5.10(2) of the Act provides that each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Plan 2021 - 2031 and Corporate Business Plan 2023 - 2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

It should be noted that given there are 21 management, advisory and/or occasional Committees of Council that require administration as well as a Manager's and/or Director's direct involvement or input, the availability of Shire resources become limited, in turn affecting the provision of service to the Committee and community.

FINANCIAL IMPLICATIONS:

The committee is an advisory committee only and therefore not responsible for the management of any budget. Any financial implications are to be determined by Council.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Collaboration between sporting clubs and community members is important in the development of sustainable community sport and recreational facilities.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Pursuant to Section 5.10 of the *Local Government Act 1995*, make the following appointments to the Manjimup Rea Park and Collier Street Redevelopment Advisory Committee for the biennial period 24 October 2023 to 18 October 2025;

Cr.	Councillor
Cr.	Councillor (Proxy)
Evy Apeldoorn	Manager Community & Recreation
Gail Ipsen Cutts	Director Community Services (Proxy)
Angelo Femia	Football Representative
Mat Johnston	Football Representative (Proxy)
Troy Reid	Soccer Representative
Vacant	Soccer Representative (Proxy)
Jodi Johnston	Cricket Representative
Dave Jeffery	Cricket Representative (Proxy)
Carol Samsa	Hockey Representative
Tracy Gibellini	Hockey Representative (Proxy)
Aimee Bendotti	Warren District Agricultural Society Representative
Ethel Sale	Warren District Agricultural Society Representative (Proxy)
Vacant	Athletics Representative
Vacant	Athletics Representative (Proxy)
Melinda Booth	Community/Sport/Recreation Member

Pat Martin	Community/Sport/Recreation Member
Vacant	Community/Sport/Recreation Member

2. **Confirm the Terms of Reference for the Manjimup Rea Park and Collier Street Redevelopment Advisory Committee as provided in Attachment: 9.16.5(1) including nominations contained in point 1 above; and**
3. **Request the Chief Executive Officer call for nominations for the representative and proxy vacancies on the Manjimup Rea Park and Collier Street Redevelopment Advisory Committee.**

ATTACHMENTS

- 1⇒ Proposed Manjimup Rea Park & Collier Street Redevelopment Advisory Committee Terms of Reference 2023-2025 2 Pages

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- A⇒ Manjimup Rea Park & Collier Street Redevelopment Advisory Committee Terms of Reference December 2021 2 Pages

**ATTACHMENT
APPENDIX**

9.16.6 Manjimup Recreation Advisory Committee - Review Terms of Reference and Appointments

PROPONENT	Shire of Manjimup
OWNER:	N/A
LOCATION / ADDRESS	Manjimup
WARD:	Urban
ZONE:	N/A
DIRECTORATE:	Community Services
FILE REFERENCE:	F170452
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Shammara Markotis; Evy Apeldoorn
DATE OF REPORT:	1 September 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council Committee appointments / reappointments is required to be made following the Ordinary Elections held on 21 October 2023.

A summary of the Manjimup Recreation Advisory Committee's (MRAC) current Terms of Reference is:

Functions	<ol style="list-style-type: none"> 1. To provide advice to Council on the development, management and promotion of sport and recreation facilities in Manjimup. 2. To make recommendation to Council in regard to matters that will improve the use and sustainability of the sport and recreation facilities in Manjimup for the benefit of the broader community. 3. To provide advice on trends in sport and recreation (e.g. participation rates, regulations, facilities). 4. To guide & provide feedback to Council and staff in relation to strengthening key programs (such as: KidSport, GoodSport, Youth, Seniors, Club Development, Access & Inclusion). 5. To provide feedback and advice in regard to financial matters pertaining to sport and recreation. 6. To provide feedback and advice in terms of Council's annual adoption of fees and charges. 7. Representative Members acknowledge and accept their role as a representative of their sport (rather than a particular club) and to act as a key liaison for that sport.
Meeting Frequency	4 monthly or when required
# members	12
Quorum	6

A copy of the current Terms of Reference, as endorsed by Council at its Ordinary Meeting held on 13 April 2023, is appended.

APPENDIX: 9.16.6(A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

MRAC comprises of Council members, Shire Officers, sport and recreation group representatives and community members. The Committee only has advisory responsibilities.

Sport and recreation facilities within Manjimup are unique to other towns within the Shire in that many clubs independently own and manage their own facilities. Pemberton, Northcliffe and Walpole sport and recreation activities tend to be consolidated in one or several facilities with a number of these facilities governed by an umbrella organisation that provides an organisational structure and opportunity/platform for collaboration and communication between the different sporting clubs and facility users. The purpose of MRAC is to bring together sport and recreation clubs based in Manjimup in a similar fashion. There are a number of significant infrastructure (re)developments underway and planned at various facilities within Manjimup, driven by both the Shire and community organisations, and MRAC provides a platform for clubs to collaborate and exchange ideas to achieve their infrastructure goals.

The majority of the Advisory Committee members are representatives of sporting clubs that utilise, manage or own various sporting and recreational facilities within Manjimup. As such it is recommended that the current membership composition be retained.

The following changes to the current Terms of Reference are proposed:

- Correct minor typographical errors;
- Change meeting frequency from 4 monthly to biannually to reflect the seasonal nature of sporting seasons;
- Replace Director Community Services with Community Development Officer as the Shire Officer proxy position;
- Add proxy positions (currently vacant) for tennis and hockey as the Terms of Reference stipulate that there be 1 proxy for each representative; and
- Vacate Council member representation following the Ordinary Elections.

Additionally, a nomination was received from Rose Moyle, current Secretary of the Manjimup Speedway Club, to be added as a Community/Sport/ Recreation member. This request is supported as the Manjimup Speedway Club own and manage significant sporting facilities in Manjimup and have large infrastructure projects planned in the future.

A copy of the proposed Terms of Reference (excluding Council members) is attached.

ATTACHMENT: 9.16.6(1)

STATUTORY ENVIRONMENT:

It is proposed that all other current Committee representatives are reappointed in accordance with Section 5.10 of the *Local Government Act 1995* (the Act), with the exception of Councillors. Section 5.10(2) of the Act provides that each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Plan 2021 – 2031 and Corporate Business Plan 2023 – 2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

It should be noted that given there are 21 management, advisory and/or occasional Committees of Council that require administration as well as a Manager's and/or Director's direct involvement or input, the availability of Shire resources become limited, in turn affecting the provision of service to the Committee and community.

FINANCIAL IMPLICATIONS:

The committee is an advisory committee only and therefore not responsible for the management of any budget. Any financial implications are to be determined by Council.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Collaboration between sporting clubs and community members is important in the development of sustainable community sport and recreational facilities.

VOTING REQUIREMENTS:**ABSOLUTE MAJORITY****OFFICER RECOMMENDATION:****That Council:**

- 1. Pursuant to Section 5.10 of the *Local Government Act 1995*, make the following appointments to the Manjimup Recreation Advisory Committee for the biennial period 24 October 2023 to 18 October 2025;**

	Councillor
	Councillor (Proxy)
Evy Apeldoorn	Manager Community & Recreation
Shammara Markotis	Community Development Officer (Proxy)
Anthony Stubberfield	Football Representative
Vacant	Football Representative (Proxy)
Aaron Pedlar	Basketball Representative
Michelle Lyster	Basketball (Proxy)
Kira Blechynden	Netball Representative
Vacant	Netball (Proxy)
Jodi Johnston	Cricket Representative
Vacant	Cricket Representative (Proxy)
Troy Reid	Soccer Representative
Vacant	Soccer Representative (Proxy)
Peter Simpson	Tennis Representative
Vacant	Tennis Representative (Proxy)
Carol Samsa	Hockey Representative
Vacant	Hockey Representative (Proxy)
Ray Curo	Manjimup Country Club Representative
Vacant	Manjimup Country Club Representative (Proxy)
Jo Luzny	Warren Equestrian Centre Representative
Vacant	Warren Equestrian Centre Representative (Proxy)
Rose Moyle (Manjimup Speedway)	Community/Sport/Recreation Member
Vacant	Community/Sport/Recreation Member
Vacant	Community/Sport/Recreation Member
Spencer Roberts	Manager Parks & Gardens (Non-voting)
Michael Leers	Director Works & Services (Non-voting)

2. **Confirm the Terms of Reference for the Manjimup Recreation Advisory Committee as provided in Attachment: 9.16.6(1) including nominations contained in point 1 above; and**
3. **Request the Chief Executive Officer call for nominations for the representative and proxy vacancies on the Manjimup Recreation Advisory Committee.**

ATTACHMENTS

1 [↔](#) Proposed Manjimup Recreation Advisory Committee Terms of Reference 2023-2025 2 Pages

APPENDICES

A [↔](#) Manjimup Recreation Advisory Committee Terms of Reference April 2023 2 Pages

**ATTACHMENT
APPENDIX**

9.16.7 Manjimup Town Activation Advisory Committee - Review Terms of Reference and Appointments

PROPONENT:	Shire of Manjimup
OWNER:	N/A
LOCATION / ADDRESS:	N/A
WARD:	N/A
ZONE:	N/A
DIRECTORATE:	Development and Regulation
FILE REFERENCE:	F170454
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Jason Giadresco / Peter Krispyn
DATE OF REPORT:	13 October 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council Committee appointments / reappointments is required to be made following the Ordinary Elections held on 21 October 2023. This is also an opportunity to review the Terms of Reference for each committee.

A summary of the committee's current Terms of Reference is as follows:

Functions	<ol style="list-style-type: none"> 1. Identification of opportunities for space activation within Manjimup townsite; 2. Liaison with other relevant community groups and / or service agencies over potential art or cultural projects; 3. Assisting Shire of Manjimup officers in drafting design guidelines to guide future developments within the Town Centre precinct; 4. Assist co-ordinating community participation; and 5. Communicate and inform the local community about activities of the Committee
Meeting frequency	Quarterly
# members	9
Quorum	5

A copy of the Terms of Reference as adopted by Council at its Ordinary Meeting held on 20 October 2022 are appended.

APPENDIX: 9.16.7(A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Manjimup Town Activation Advisory Committee comprises Council members, employees and others and only has advisory responsibilities. The Committee has successfully operated, assisting in the preparation and review of plans associated with Town Centre revitalisation works within the Manjimup Central Business District (CBD).

Proposed Changes to Terms of Reference

There are a number of minor changes proposed to the Committee Terms of Reference, as described below.

Meeting Frequency

It is proposed that the frequency of Committee meetings be reduced from quarterly to biannually. The reason being that the majority of infrastructure works in the Manjimup CBD have been completed, and no new budgeted projects are on the immediate horizon, it is recommended Council reduce the meeting frequency to twice a year. However, should there be a reason to hold additional meetings of the Committee, these can be called on an 'as-needs' basis.

Retention of Community Representative Membership

The current Community Representatives and Manjimup Chamber of Commerce members of this committee are recommended to be retained. As such, they have been included in the proposed Terms of Reference.

A copy of the proposed Terms of Reference for 2023 -2025 is attached.

ATTACHMENT: 9.16.7(1)

STATUTORY ENVIRONMENT:

It is proposed that all other current Committee representatives are reappointed in accordance with Section 5.10 of the *Local Government Act 1995* (the Act), with the exception of Councillors. Section 5.10(2) of the Act provides that each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Plan 2021 – 2031 and Corporate Business Plan 2023 – 2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

It should be noted that given there are 21 management, advisory and/or occasional Committees of Council that require administration as well as a Manager's and/or Director's direct involvement or input, the availability of Shire resources become limited, in turn affecting the provision of service to the Committee and community.

FINANCIAL IMPLICATIONS:

The Committee is an Advisory Committee only and therefore not responsible for the management of any budget. Any financial implications are to be determined by the Council.

SUSTAINABILITY:

Environmental: Nil.

Economic: Townscape improvements are recognised as contributing towards investment and economic activity.

Social: Attractive townscapes generally diminish the incidence of vandalism and provide the community a sense of place and pride.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY**OFFICER RECOMMENDATION:**

That Council:

1. Pursuant to Section 5.10 of the *Local Government Act 1995*, make the following appointments to the Manjimup Town Activation Advisory Committee for the biennial period 24 October 2023 to 18 October 2025; and

Cr	Central Ward Councillor
Cr	Councillor (Proxy)
Michael Leers	Director Works & Services
Spencer Roberts	Manager Parks Operations (Proxy)
Brian Robinson	Director Development & Regulation
Jocelyn Baister	Manager Planning Services (Proxy)
Gail Ipsen Cutts	Director Community Services
Evy Apeldoorn	Manager Community & Recreation Services (Proxy)
Georgia Schipp	Events Administration Officer (Non-Voting)
Bevan Eatts	Manjimup Chamber of Commerce
Mary Nixon	Community Representative
David Giblett	Community Representative
Philippa Gavranich	Community Representative
Michelle Di Salvo	Community Representative

2. Confirm the Terms of Reference for the Manjimup Town Activation Advisory Committee as provided in Attachment: 9.16.7(1) including nominations contained in point 1) above.

ATTACHMENTS

- 1 ➡ Proposed Manjimup Town Activation Advisory Committee 2023 - 2025 2 Pages

APPENDICES

- A ➡ Manjimup Town Activation Advisory Committee Terms of Reference 20 October 2022 2 Pages

**ATTACHMENT
APPENDIX**

9.16.8 Northcliffe Town Activation Advisory Committee - Review Terms of Reference and Appointments

PROPONENT:	Shire of Manjimup
OWNER:	N/A
LOCATION / ADDRESS	N/A
WARD:	N/A
ZONE:	N/A
DIRECTORATE:	Development and Regulation
FILE REFERENCE:	F170455
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Jason Giadresco / Peter Krispyn
DATE OF REPORT:	13 October 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council committee appointments / reappointments is required to be made following the Ordinary Elections held on 21 October 2023. This is also an opportunity to review the Terms of Reference for each committee.

A summary of the committee's current Terms of Reference is:

Functions	<ol style="list-style-type: none"> 1. Identification of opportunities for space activation within Northcliffe townsite 2. Liaison with other relevant community groups and / or service agencies over potential art or cultural projects 3. Assisting Shire of Manjimup officers in drafting design guidelines to guide future developments within the Town Centre precinct 4. Assist co-ordinating community participation 5. Communicate and inform the local community about activities of the Committee
Meeting frequency	Quarterly
# members	11
Quorum	6

A copy of the current Terms of Reference, as adopted by Council at its Ordinary Meeting are appended.

APPENDIX: 9.16.8 (A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Northcliffe Town Activation Advisory Committee comprises Council members, employees and others and only has advisory responsibilities. The Committee has successfully operated, assisting in the preparation and review of plans associated with works conducted in the Northcliffe Town Centre Precinct.

Proposed Changes to Terms of Reference

There are a number of minor changes proposed to the Committee Terms of Reference, as described below.

It is proposed that the frequency of Committee meetings be reduced from quarterly to biannually. The reason being that the majority of infrastructure works in the Northcliffe Town Centre Precinct have been completed. Other than the 2023/24 Council approved upgrade of the Northcliffe Pioneer Park Museum car park, there are no other design approved plan projects on the immediate horizon. Therefore, it is recommended Council reduce the meeting frequency to twice a year. However, should there be a reason to hold additional meetings of the Committee, these can be called on an 'as-needs' basis.

A copy of the proposed Terms of Reference (excluding the Council members) is attached.

ATTACHMENT: 9.16.8(1)

STATUTORY ENVIRONMENT:

It is proposed that all other current Committee representatives are reappointed in accordance with Section 5.10 of the *Local Government Act 1995* (the Act), with the exception of Councillors. Section 5.10(2) of the Act provides that each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Plan 2021 – 2031 and Corporate Business Plan 2023 – 2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

It should be noted that given there are 21 management, advisory and/or occasional Committees of Council that require administration as well as a Manager's and/or Director's direct involvement or input, the availability of Shire resources become limited, in turn affecting the provision of service to the Committee and community.

FINANCIAL IMPLICATIONS:

The committee is an advisory committee only and therefore not responsible for the management of any budget. Any financial implications are to be determined by the Council.

SUSTAINABILITY:

Environmental: Nil.

Economic: Townscape improvements are recognised as contributing towards investment and economic activity.

Social: Attractive townscapes generally diminish the incidence of vandalism and provide the community with a sense of place and pride.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Pursuant to Section 5.10 of the *Local Government Act 1995*, make the following appointments to the Northcliffe Town Activation Advisory Committee for the biennial period 24 October 2023 to 18 October 2025;

Cr	Councillor
Cr	Councillor (Proxy)
Michael Leers	Director Works & Services
Spencer Roberts	Manager Parks Operations (Proxy)
Brian Robinson	Director Development & Regulation
Jocelyn Baister	Manager Planning Services (Proxy)
Gail Ipsen Cutts	Director Community Services
Evy Apeldoorn	Manager Community & Recreation Services (Proxy)
Georgia Schipp	Events Administration Officer (Non Voting)
Ken Gwynne	Community Representative
Sonia Hycza	Community Representative
Joanne Tatarynowicz	Community Representative
Penny Wood	Community Representative
Fiona Sinclair	Community Representative
Mark Edwards	Community Representative
Vacant	Community Representative

2. Confirm the Terms of Reference for the Northcliffe Town Activation Advisory Committee as detailed in Attachment: 9.16.8(1) including nominations contained in point 1) above; and
3. Request the Chief Executive Officer call for nominations for the currently vacant Community Representative.

ATTACHMENTS

- 1⇒ Proposed Northcliffe Town Activation Advisory Committee - 2
Terms of Reference 2023 - 2025 Pages

APPENDICES

- A⇒ Current Northcliffe Town Activation Advisory Committee 1
Terms of Reference Page

**ATTACHMENT
APPENDIX**

9.16.9 Pemberton Town Activation Advisory Committee - Review Terms of Reference and Appointments

PROPONENT:	Shire of Manjimup
OWNER:	N/A
LOCATION / ADDRESS:	N/A
WARD:	N/A
ZONE:	N/A
DIRECTORATE:	Works and Services
FILE REFERENCE:	F170456
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Michael Leers
DATE OF REPORT:	13 October 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council committee appointments / reappointments is required to be made following the Ordinary Elections held on 21 October 2023. This is also an opportunity to review the Terms of Reference for each committee.

A summary of the committee's current Terms of Reference is:

Functions	<ol style="list-style-type: none"> 1. Identification of opportunities for space activation within the main street or adjacent open space; 2. Liaison with other relevant community groups and/or service agencies over potential art or cultural projects; and 3. Assisting Shire of Manjimup officers in drafting design guidelines to guide future developments within the Town Centre precinct. 4. Assist co-ordinating community participation; and 5. Communicate and inform the local community about activities of the Committee
Meeting frequency	Quarterly
# members	11
Quorum	6

A copy of the current Terms of Reference as adopted by Council is Appended.
APPENDIX: 9.16.9(A)

Council is requested to consider changes to the current Terms of Reference as recommend by the Shire in order to assist the Committee moving forward in a more efficient and sustainable manner.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Pemberton Town Activation Advisory Committee is an Advisory Committee comprising Council members, employees and others

The only changes to the Terms of Reference relate to the identification of Council member representation for the new period ending 18 October 2025.

Council may be aware that the majority of infrastructure works in the Pemberton townsite have been completed, and the only major capital work with an approved Council plan is for a new playground and upgrade to the town park. These works have seed funding available but are waiting the appropriate grant funding in order to complete the project works. It is therefore proposed to reduce the meeting frequency to twice a year. However, extra Committee meetings can be called if required.

A copy of the proposed Terms of Reference (excluding the Council members) is attached.

ATTACHMENT: 9.16.9(1)

STATUTORY ENVIRONMENT:

It is proposed that all other current Committee representatives are reappointed in accordance with Section 5.10 of the *Local Government Act 1995* (the Act), with the exception of Councillors. Section 5.10(2) of the Act provides that each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Play 2021 – 2031 and Corporate Business Plan 2023 – 2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

It should be noted that given there are 21 management, advisory and/or occasional Committees of Council that require a Manager's and/or Director's direct involvement or input, the availability of Shire resources become limited, in turn affecting the provision of service to the Committee and community.

FINANCIAL IMPLICATIONS:

The committee is an advisory committee only and therefore not responsible for the management of any budget. Any financial implications are to be determined by the Council.

SUSTAINABILITY:

Environmental: Nil.

Economic: Townscape improvements are recognised as contributing towards investment and economic activity.

Social: Attractive townscapes generally diminish the incidence of vandalism and provide the community with a sense of place and pride.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Pursuant to Section 5.10 of the *Local Government Act 1995*, make the following appointments to the Pemberton Town Activation Advisory Committee for the biennial period 24 October 2023 to 18 October 2025; and

Cr	Councillor
Cr	Councillor
Michael Leers	Director Works & Services
Spencer Roberts	Manager Parks & Gardens (Proxy)
Brian Robinson	Director Development & Regulation
Jocelyn Baister	Manager Planning Services (Proxy)
Gail Ipsen Cutts	Director Community Services
Evy Apeldoorn	Manager Community & Recreation Services (Proxy)
Jill Baker	Pemberton Arts Group Representative
Ardal Nigg	Community Representative
Mitchell Goddin	Community Representative
Joel Lawrence	Community Representative
Debra Mack	Community Representative
Leanne Rowe	Community Representative

2. Confirm the Terms of Reference for the Pemberton Town Activation Advisory Committee as detailed in Attachment: 9.16.9(1) including nominations contained in point 1) above.

ATTACHMENTS

- 1⇒ Proposed Pemberton Town Activation Advisory Committee Terms of Reference October 2023-2025 2 Pages

APPENDICES

- A⇒ Current Pemberton Town Activation Committee Terms of Reference 1 Page

**ATTACHMENT
APPENDIX**

9.16.10 Plant Replacement Committee - Review Terms of Reference and Appointments

PROPONENT:	Shire of Manjimup
OWNER:	N/A
LOCATION / ADDRESS:	N/A
WARD:	N/A
ZONE:	N/A
DIRECTORATE:	Works and Services
FILE REFERENCE:	F170382
LEGISLATION:	<i>Local Government 1995</i>
AUTHOR:	Michael Leers
DATE OF REPORT:	13 October 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council Committee appointments / reappointments is required to be made following the Ordinary Elections held 21 October 2023. This is also an opportunity to review the Terms of Reference for each committee.

A summary of the committee's current Terms of Reference is:

Function	<ol style="list-style-type: none"> 1. To review the rolling 10 year Plant Replacement Program (Note the 10 year Plant Replacement Program includes items of plant and equipment the use of which is charged out to jobs and the community bus. The program does not include items of minor plant or light vehicles or those items of plant subject to approval by DFES under the ESL) 2. Consider the merits of proposed new items of Plant 3. Review tender specifications for Plant
Meeting frequency	Annually
# members	9
Quorum	5

A copy of the current Terms of Reference are appended for Councillor's reference.

APPENDIX: 9.16.10(A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Plant Replacement Committee comprises five Council members and four employees, including the Chief Executive Officer and only has advisory responsibilities.

The only changes to the Terms of Reference relate to the identification of Council member representation for the new period ending 19 October 2025.

A copy of the proposed Terms of Reference (excluding the Council members) is attached.

ATTACHMENT: 9.16.10(1)

STATUTORY ENVIRONMENT:

Section 5.10(2) of the Act provides that each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Plan 2021 – 2031 and Corporate Business Plan 2023 – 2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

Nil.

FINANCIAL IMPLICATIONS:

The committee is an advisory committee only and therefore not responsible for the management of any budget. Any financial implications are to be determined by the Council.

SUSTAINABILITY:

Environmental: Nil.

Economic: Appropriate plant is essential to effective and efficient provision of Shire needs.

Social: Nil.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

- 1. Pursuant to Section 5.10 of the *Local Government Act 1995*, make the following appointments to the Plant Replacement Committee for the biennial period 24 October 2023 to 18 October 2025; and**

Cr	Councillor
Cr	Councillor
Cr	Councillor
Cr	Councillor
Cr	Councillor
Brian Robinson	Chief Executive Officer
Michael Leers	Director Works and Services
Andrew Johns	Manager Works
Greg Lockwood	Director Business

2. **Confirm the Terms of Reference for the Plant Replacement Committee as provided in Attachment: 9.16.10(1) above.**

ATTACHMENTS

- 1 [⇒](#) Proposed Plant Replacement Committee Terms of Reference 2023-2025 2 Pages

APPENDICES

- A [⇒](#) Current Plant Replacement Committee Terms of Reference 1 Page

**ATTACHMENT
APPENDIX**

9.16.11 Road Infrastructure Advisory Committee - Review Terms of Reference and Appointments

PROPONENT:	Shire of Manjimup
OWNER:	N/A
LOCATION / ADDRESS:	N/A
WARD:	N/A
ZONE:	N/A
DIRECTORATE:	Works and Services
FILE REFERENCE:	F170455
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Michael Leers
DATE OF REPORT:	13 October 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council committee appointments / reappointments is required to be made following the Ordinary elections held 21 October 2023. This is also an opportunity to review the Terms of Reference for each committee.

A Summary of the Committee's current Terms of Reference is as follows:

Functions	<ol style="list-style-type: none"> 1. To review the Infrastructure Works components of the Shire's 10 year Forward Capital Works Plan. 2. To review the Shire's Infrastructure Works Budget. 3. Review amendments to the Shire's Infrastructure Works Budget. 4. To meet on special occasion to investigate and/or evaluate urgent road infrastructure issues.
Meeting frequency	March and September
# members	11
Quorum	6

A copy of the committee's current Terms of Reference is appended for Council's reference.

APPENDIX: 9.16.11(A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Road Infrastructure Advisory Committee comprises seven Council members and four employees and only has advisory responsibilities. It should be noted that the Shire President is the Main Roads Western Australia Regional Road Group Elected Members Committee Representative with the Deputy Shire President as the proxy for this position.

The only proposed changes to the Terms of Reference relate to the identification of Council member representation for the new period ending 18 October 2025. A copy of the proposed Terms of Reference (excluding the Council members) is attached.

ATTACHMENT: 9.16.11(1)

STATUTORY ENVIRONMENT:

In accordance with section 5.10(2) of the Act each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Plan 2021 – 2031 and Corporate Business Plan 2023 – 2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

Nil.

FINANCIAL IMPLICATIONS:

The committee is an advisory committee only and therefore not responsible for the management of any budget. Any financial implications are to be determined by Council.

SUSTAINABILITY:

Environmental: Nil.

Economic: The maintenance of the Shire's road infrastructure is critical to the continued economic development of the area.

Social: Nil.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Pursuant to Section 5.10 of the *Local Government Act 1995*, make the following appointments to the Road Infrastructure Advisory Committee for the biennial period 24 October 2023 to 18 October 2025; and

Cr	Shire President and Main Roads Western Australia Regional Road Group Elected Member Committee Representative
Cr	Deputy Shire President and Main Roads Western Australia Regional Road Group Elected Member Committee Representative (Proxy)
Cr	Councillor
Cr	Councillor
Cr	Councillor

Cr	Councillor
Michael Leers	Director Works & Services
Greg Lockwood	Director Business
Andrew Johns	Manager Works
Catherine Mills	Manager Technical Services

2. **Confirm the Terms of Reference for the Road Infrastructure Advisory Committee as detailed in Attachment: 9.16.11(1) including nominations contained in point 1) above.**

ATTACHMENTS

- 1⇒ Proposed Shire of Manjimup Infrastructure Advisory Committee Terms of Reference 2023 - 2025 2 Pages

APPENDICES

- A⇒ Current Road Infrastructure Advisory Committee Terms of Reference 1 Page

**ATTACHMENT
APPENDIX**

9.16.12 Walpole Town Activation Advisory Committee - Review Terms of Reference and Appointments

PROPONENT:	Shire of Manjimup
OWNER:	N/A
LOCATION / ADDRESS:	N/A
WARD:	N/A
ZONE:	N/A
DIRECTORATE:	Development and Regulation
FILE REFERENCE:	F170457
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Jason Giadresco / Peter Krispyn
DATE OF REPORT:	13 October 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council Committee appointments / reappointments is required to be made following the Ordinary elections held on 21 October 2023. This is also an opportunity to review the Terms of Reference for each committee.

A summary of the committee's current Terms of Reference is as follows:

Functions	<ol style="list-style-type: none"> 1. Identification of opportunities for space activation within Walpole townsite 2. Liaison with other relevant community groups and / or service agencies over potential art or cultural projects 3. Assisting Shire of Manjimup officers in drafting design guidelines to guide future developments within the Town Centre precinct 4. Assist co-ordinating community participation 5. Communicate and inform the local community about activities of the Committee. 6. Provide advice on Tourism and Marketing Campaigns relating to the Walpole Community.
Meeting frequency	Quarterly
# members	9
Quorum	6

A copy of the Terms of Reference, as adopted by Council at its 25 November 2021 meeting are appended.

APPENDIX: 9.16.12(A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Walpole Town Centre Revitalisation Advisory Committee comprises Council members, employees and others and only has advisory responsibilities.

Proposed Changes to Terms of Reference

There are a number of minor changes proposed to the Committee Terms of Reference, as described below.

It is proposed that the frequency of Committee meetings be reduced from quarterly to biannually. The reason being that the majority of infrastructural works in the Walpole Town Centre Precinct have been completed, other than the Main Street Plan which is pending approval from Main Roads Western Australia (MRWA), and is currently unbudgeted for. This plan proposes the upgrade of both the Swan Street and Vista Street intersections with South West Highway. Until such time as the plan is approved by MRWA and the works allocated full funding by Council, it is considered appropriate to reduce committee meetings to a biannual basis. There are no other Council approved projects on the immediate horizon.

Given the above, it is recommended Council reduce the meeting frequency to twice a year. However, should there be a reason to hold additional meetings of the Committee, these can be called on an 'as-needs' basis.

A copy of the proposed Terms of Reference (excluding the Council members) is attached.

ATTACHMENT: 9.16.12(1)

STATUTORY ENVIRONMENT:

It is proposed that all other current Committee representatives are reappointed in accordance with Section 5.10 of the *Local Government Act 1995* (the Act), with the exception of Councillors. Section 5.10(2) of the Act provides that each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Plan 2021 – 2031 and Corporate Business Plan 2023 – 2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

It should be noted that given there are 21 management, advisory and/or occasional Committees of Council that require administration as well as a Manager's and/or Director's direct involvement or input, the availability of Shire resources become limited, in turn affecting the provision of service to the Committee and community.

FINANCIAL IMPLICATIONS:

The committee is an advisory committee only and therefore not responsible for the management of any budget. Any financial implications are to be determined by the Council.

SUSTAINABILITY:

Environmental: Nil.

Economic: Townscape improvements are recognised as contributing towards investment and economic activity.

Social: Attractive townscapes generally diminish the incidence of vandalism and provide the community with a sense of place and pride.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Pursuant to Section 5.10 of the *Local Government Act 1995*, make the following appointments to the Walpole Town Activation Advisory Committee for the biennial period 24 October 2023 to 18 October 2025;

Cr	Councillor
Cr	Councillor (Proxy)
Michael Leers	Director Works & Services
Spencer Roberts	Manager Parks Operations (Proxy)
Brian Robinson	Director Development & Regulation
Jocelyn Baister	Manager Planning Services (Proxy)
Gail Ipsen Cutts	Director Community Services
Evy Apeldoorn	Manager Community & Recreation Services (Proxy)
Georgia Schipp	Events Administration Officer (Non-voting)
Louise Pickett	Community Representative
Sarah Walker	Community Representative
Cherie Smith	Community Representative
Sheree Gray	Community Representative
Vacant	Community Representative

2. Adopt the revised Terms of Reference for the Walpole Town Activation Advisory Committee as detailed in Attachment: 9.16.12(1) including nominations contained in point 1) above; and
3. Request the Chief Executive Officer call for nominations for the currently vacant Community Representative position.

ATTACHMENTS

- 1 ➡ Proposed Walpole Town Activation Advisory Committee Terms of Reference 2 Pages

APPENDICES

- A ➡ Current Walpole Town Activation Advisory Committee Terms of Reference 2 Pages

9.16.13 Nomination of Persons to Represent Council on External Committees and Other Bodies

PROPONENT	Shire of Manjimup
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
WARD:	Whole of Shire
ZONE:	N/A
DIRECTORATE:	Office of CEO
FILE REFERENCE:	F160736
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Gaye Burridge
DATE OF REPORT:	1 September 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of appointments / reappointments of Council delegates to other bodies is required to be made following the Ordinary Elections to be held on 21 October 2023.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

Full details of the contact officers, to each external body listed in the table under Officer's Recommendation. These are committees convened by other Government and non-government bodies in our region. It is judicious for the Shire to have a representative on these committees to allow input and feedback to the Shire of information that is relevant to our area.

It should be noted that the Council members to be representatives on the Regional Road Group were to be identified in the resolution relating to Item 9.16.11. These names should be included in the relevant section of the Council resolution relating to this item.

Southern Forests Community Landcare verbally requested Councillor representation in an ex-officio capacity on their Board during their deputation to Council at the Information Briefing on 28 September 2023.

STATUTORY ENVIRONMENT:

Local Government Act 1995.

POLICY / STRATEGIC IMPLICATIONS:

The Council's representation on these groups is considered desirable.

ORGANISATIONAL RISK MANAGEMENT:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

SUSTAINABILITY:Environmental: Nil.Economic: Nil.Social: Nil.**VOTING REQUIREMENTS:****ABSOLUTE MAJORITY****OFFICER RECOMMENDATION:**

That Council appoint the following Council Delegates to Other Bodies for the biennial period 24 October 2023 to 18 October 2025 (or for such shorter term as determined by those groups):

District Health Advisory Council	
Cr	Councillor
Cr	Councillor (Proxy)
Contact: Ms G Ipsen Cutts	Director Community Services
Local Drug Action Group	
Cr	Councillor
Cr	Councillor (Proxy)
Contact: Ms E O'Neil	Community Development Officer
Manjimup Chamber of Commerce and Industry	
Cr	Councillor
Cr	Councillor (Proxy)
Ms G Burridge	Corporate Administration Officer
Manjimup Education Visions Committee	
Cr	Councillor
Cr	Councillor (Proxy)
Contact: Ms G Ipsen Cutts	Director Community Services
Manjimup Trail Bike Hub Inc. Committee	
Cr	Councillor
Cr	Councillor (Proxy)
Contact: Ms E Apeldoorn	Manager, Community & Recreation Services
Manjimup Visitor Centre	
Cr	Councillor
Cr	Councillor (Proxy)
Contact: Ms G Ipsen Cutts	Director Community Services

Northcliffe Visitor Centre Committee	
Cr	Councillor
Cr	Councillor (Proxy)
Contact: Ms G Ipsen Cutts	Director Community Services
Pemberton Visitor Centre Committee	
Cr	Councillor
Cr	Councillor (Proxy)
Contact: Ms G Ipsen Cutts	Director Community Services
Regional Road Group	
Cr	Shire President
Cr	Deputy Shire President (Proxy)
Contact: Mr M Leers	Director Works & Services
Southern Forests Community Landcare	
Cr	Councillor
Cr	Councillor (Proxy)
Contact: Ms G Ipsen Cutts	Contact: Ms G Ipsen Cutts
South West Zone of the WA Local Government Association	
Cr	Shire President
Cr	Deputy Shire President
Brian Robinson	Chief Executive Officer
Walpole Nornalup Visitor Centre Committee	
Cr	Councillor
Cr	Councillor (Proxy)
Contact: Ms G Ipsen Cutts	Director Community Services
Warren Blackwood Alliance of Councils	
Cr	Shire President
Cr	Deputy Shire President
Brian Robinson	Chief Executive Officer (Proxy)
Warren Water Advisory Committee	
Cr	Councillor
Cr	Councillor (Proxy)
Contact: Mr B Robinson	Director Development & Regulation

**ATTACHMENT
APPENDIX**

9.16.14 Sustainability Advisory Committee - Review Terms of Reference and Appointments

PROPONENT	Shire of Manjimup
OWNER	N/A
LOCATION / ADDRESS:	N/A
WARD:	N/A
ZONE:	N/A
DIRECTORATE:	Development and Regulation
FILE REFERENCE:	F220159
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Gaye Burrige
DATE OF REPORT:	3 October 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council Committee appointments / reappointments is required to be made following the Ordinary Elections held on 21 October 2023. This is also an opportunity to review the Terms of Reference for each committee.

Functions	To provide advice to Council regarding strategic policy direction with the aim of promoting sustainability outcomes that are environmentally responsible, socially and culturally sound and economically viable. Advice to Council may be provided on the following sustainability topics: <ul style="list-style-type: none"> • Climate change; • Biodiversity; • Built Environment; • Land and waterway degradation; • Water quality and conservation; • Waste management; • Community engagement and information sharing on sustainable practices; and • Economic transition.
Meeting frequency	Quarterly
# members	10
Quorum	6

A copy of the current Terms of Reference as adopted by Council at its Ordinary Meeting held on 15 June 2023 is appended.

APPENDIX: 9.16.14 (A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

It is proposed that all other current Committee representatives are reappointed in accordance with Section 5.10 of the *Local Government Act 1995* (the Act), with the exception of Councillors.

A copy of the draft Terms of Reference, excluding the Council member representatives is shown attached.

ATTACHMENT: 9.16.14 (1)

STATUTORY ENVIRONMENT:

It is proposed that all other current Committee representatives are reappointed in accordance with Section 5.10 of the *Local Government Act 1995* (the Act), with the exception of Councillors. Section 5.10(2) of the Act provides that each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Plan 2021-2031 and Corporate Business Plan 2023-2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

It should be noted that given there are 21 management, advisory and/or occasional Committees of Council that require administration as well as a Manager's and/or Director's direct involvement or input, the availability of Shire resources become limited, in turn affecting the provision of service to the Committee and community.

FINANCIAL IMPLICATIONS:

Nil.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS:

SIMPLE MAJORITY

OFFICER RECOMMENDATION:**That Council:**

1. Pursuant to Section 5.10 of the *Local Government Act 1995* make the following appointments to the Sustainability Advisory Committee for the biennial period 24 October 2023 to 18 October 2025; and

Cr	Councillor
Cr	Councillor
Cr	Councillor (Proxy)
Jayde Darin	Community Member
Stephen King	Community Member

Clare Bailey	Community Member
Rob Telford	Community Member
Ian Wilson	Community Member
Ashleigh Collins	Community Member
Mitchell East	Community Member
Julian Sharpe	Southern Forest Community Landcare
Brian Robinson	Director Development and Regulation (Non Voting)
Jason Giadresco	Senior Governance Officer (Proxy) (Non Voting)
Ann Bentley	Environmental Sustainability Officer (Non Voting)
Vacant	Department of Biodiversity, Conservation and Attractions (ex officio)

2. **Confirm the Terms of Reference for the Sustainability Advisory Committee as provided in Attachment: 9.16.14(1) including nominations contained in point 1 above.**

ATTACHMENTS

- 1 [⇒](#) Proposed Sustainability Advisory Committee Terms of Reference 2023 - 2025 2 Pages

APPENDICES

- A [⇒](#) Sustainability Advisory Committee Terms of Reference - Current 1 Page

**ATTACHMENT
APPENDIX**

9.16.15 Reconciliation Action Plan Advisory Committee - Review Terms of Reference and Appointments

PROPONENT	Shire of Manjimup
OWNER	N/A
LOCATION / ADDRESS:	N/A
WARD:	N/A
ZONE:	N/A
DIRECTORATE:	Community Services
FILE REFERENCE:	F210319
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Emily O'Neil
DATE OF REPORT:	3 October 2023
DECLARATION OF INTEREST:	Nil.

BACKGROUND:

A review of Council Committee appointment/reappointments is required to be made following the Ordinary Elections held 21 October 2023. This is also an opportunity to review the Terms of Reference for each committee.

A summary of the Reconciliation Action Plan Advisory Committee's current Terms of Reference is:

Functions	<ol style="list-style-type: none"> 1. To provide guidance and support to the Shire of Manjimup for the implementation of Reconciliation Action Plan. 2. To provide advice and make recommendation to Council in regard to matters concerning the Reconciliation Action Plan and its implementation. 3. To be available and to provide a focal point for connection with the Aboriginal and Torres Strait Islander community. 4. Representative Members acknowledge and accept their role as a representative of the Aboriginal and Torres Strait Islander community and to act as a key liaison for the broader community. 5. Communicate and inform represented groups and the local community regarding activities of the Committee; and 6. Play an active role in the promotion and development of Aboriginal and Torres Strait Islander cultural awareness across the Shire of Manjimup.
Meeting Frequency	Every two months. Additional meetings may be called for when required.
# members	12
Quorum	5

A copy of the current Terms of Reference as adopted by Council at its Ordinary Meeting held on 27 July 2023 is Appended.

APPENDIX: 9.16.15 (A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Reconciliation Action Plan Advisory Committee comprises of Council members, Shire employees, Aboriginal and Torres Strait Islander representatives and community members. The Reconciliation Action Plan Advisory Committee only has advisory responsibilities.

The majority of the Advisory Committee members are representatives of the Aboriginal and Torres Strait Islander Community. As such it is recommended that the current membership composition be retained in accordance with Section 5.10 of the *Local Government Act 1995* (the Act), with the exception of Councillors.

The following changes to the current Terms of Reference are proposed:

- Correct minor typographical errors;
- Change Reconciliation Action Plan Project Officer (Non-Voting) to Community Development Officer (Non-Voting);
- Change the meeting frequency from two-monthly to quarterly to ensure consistency with other advisory committees. Additional meetings can be called for on an as-needs basis;
- Reduction of the number of Councillor representatives on the committee to one Councillor and one Councillor proxy position as originally intended; and
- Vacate Council member representation following the Ordinary Elections.

A copy of the draft Terms of Reference, excluding the Council member representatives and resigning members is shown attached.

ATTACHMENT: 9.16.15 (1)

STATUTORY ENVIRONMENT:

It is proposed that all other current Committee representatives are reappointed in accordance with Section 5.10 of the *Local Government Act 1995* (the Act), with the exception of Councillors. Section 5.10(2) of the Act provides that each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Shire of Manjimup Reflect Reconciliation Action Plan (RAP) relates to goals and strategies in the Shire of Manjimup Strategic Community Plan 2021-2031 including, but not limited to:

- Community Goal 3.8: Diversity, inclusivity and harmony are the foundations of strong community spirit, and we celebrate and honour our diverse cultures, heritage, and lifestyles;
- Strategy C20: Facilitate, develop, and promote a broad range of cultural and art capabilities, facilities, events, and achievements;

- Strategy C23: Work with stakeholders to preserve and share local Indigenous tradition and culture, including identified sites of significance; and
- Community Infrastructure Goal 4.8: Places of heritage value are recognised and retained.

The Shire of Manjimup Corporate Business Plan 2023-2027 includes the following action: Implement the outcomes as identified in the Reconciliation Action Plan.

ORGANISATIONAL RISK MANAGEMENT:

The Shire RAP will foster engagement with local Aboriginal and Torres Strait Islander people and encourage participation in community consultations, cultural inclusion, and a better understanding of related issues.

FINANCIAL IMPLICATIONS:

The committee is an advisory committee only and therefore not responsible for the management of any budget. Any financial implications are to be determined by the Council.

SUSTAINABILITY:

Environmental: The Reflect RAP seeks to consider opportunities and appropriate processes to involve Aboriginal people in sustainable natural resource management and in the protection and restoration of significant cultural locations, including totemic trees.

Economic: The Reflect RAP outlines a number of actions which seek to consider opportunities for Aboriginal and Torres Strait Islander employment and supplier diversity.

Social: The Reflect RAP outlines the Shire of Manjimup's vision of reconciliation, which is to foster meaningful relationships communication and respect between all Australian peoples, thereby strengthening the foundation of our local communities.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Pursuant to Section 5.10 of the *Local Government Act 1995* make the following appointments to the Reconciliation Action Plan Advisory Committee for the biennial period 24 October 2023 to 18 October 2025; and

Cr	Shire President (Chair)
Cr	Councillor (Proxy)
Gail Ipsen Cutts	Director Community Services
Vanda Dei-Tos	Manager of Libraries & Cultural Services (Proxy)

Emily O'Neil	RAP Project Officer (Non-voting)
Suzanne Kelly	Aboriginal and Torres Strait Islander Community Stakeholder
Wayne Herdigan	Aboriginal and Torres Strait Islander Community Stakeholder
Susan Griffiths	Aboriginal and Torres Strait Islander Community Stakeholder
Michelle Cornwall	Aboriginal and Torres Strait Islander Community Stakeholder
Katrice May	Aboriginal and Torres Strait Islander Community Stakeholder
Vacant	Aboriginal and Torres Strait Islander Youth Representative
Vacant	Aboriginal and Torres Strait Islander Youth Representative
Wendy Eiby	Community Representative
Fiona Sinclair	Community Representative

2. **Confirm the Terms of Reference for the Reconciliation Action Plan Advisory Committee as provided in Attachment: 9.16.15(1); and**
3. **Request the Chief Executive Officer call for nominations for the representative and proxy vacancies on the Reconciliation Action Plan Advisory Committee.**

ATTACHMENTS

- 1 [⇒](#) Proposed Reconciliation Action Plan Advisory Committee Terms of Reference 2023-2025 2 Pages

APPENDICES

- A [⇒](#) Current Reconciliation Action Plan Advisory Committee Terms of Reference July 2023 2 Pages

**ATTACHMENT
APPENDIX**

9.16.16 Manjimup Heritage Park Advisory Committee - Review Terms of Reference and Appointments

PROPONENT	Shire of Manjimup
OWNER	Shire of Manjimup
LOCATION / ADDRESS:	Reserve 26199 (Manjimup Heritage Park) Ward, Giblett and Edwards Streets, Manjimup
WARD:	Urban
ZONE:	Parks and Recreation
DIRECTORATE:	Community Services
FILE REFERENCE:	F170453
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Kelsie Brown; Georgia Schipp
DATE OF REPORT:	5 October 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council Committee appointments / reappointments is required to be made following the Ordinary Elections held on 21 October 2023. This is also an opportunity to review the Terms of Reference for each committee.

A summary of the committee's current Terms of Reference is:

Functions	<ol style="list-style-type: none"> 1. To provide advice to Council on the orderly development, maintenance and promotion of the Manjimup Heritage Park. 2. Undertake voluntary work at the Manjimup Heritage Park. 3. To support delegate opportunities to represent the Heritage Park, specifically the heritage precinct, on external bodies. 4. 4. To assist, advise and participate in Manjimup Heritage Park Activation.
Meeting frequency	Quarterly
Members	11
Quorum	5

A copy of the current Terms of Reference, as adopted by Council at its Ordinary Meeting held on 13 April 2023 are appended.

APPENDIX: 9.16.16 (A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Manjimup Heritage Park Advisory Committee comprises of Council members, Shire Officers, existing community groups within the Park, and community representatives. This Committee only has advisory responsibilities.

With the functions of the committee still being relevant, it is recommended that this well-functioning committee be retained with the existing representatives of the community (groups).

The following changes to the current Terms of Reference are proposed:

- Removal of Rhiannon Evans as proxy representative of the Manjimup Historical Society as she has opted to resign from the Committee; and
- Reduction of the number of Councillor representatives on the committee to one Councillor and one Councillor proxy position as originally intended.

A copy of the proposed Terms of Reference (excluding Council members) is attached.

ATTACHMENT: 9.16.16 (1)

STATUTORY ENVIRONMENT:

It is proposed that all other current Committee representatives are reappointed in accordance with Section 5.10 of the *Local Government Act 1995* (the Act), with the exception of Councillors. Section 5.10(2) of the Act provides that each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Plan 2021 – 2031 and Corporate Business Plan 2023 – 2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

It should be noted that given there are 21 management, advisory and/or occasional Committees of Council that require administration as well as a Manager's and/or Director's direct involvement or input, the availability of Shire resources become limited, in turn affecting the provision of service to the Committee and community.

FINANCIAL IMPLICATIONS:

The committee is an advisory committee only and therefore not responsible for the management of any budget. Any financial implications are to be determined by the Council.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: The Manjimup Heritage Park is important to the Shire for social, recreational and historical purposes.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Pursuant to Section 5.10 of the *Local Government Act 1995*, make the following appointments to the Manjimup Heritage Park Advisory Committee for the biennial period 24 October 2023 to 18 October 2025;

Cr.	Councillor
Cr.	Councillor (Proxy)
Gail Ipsen Cutts	Director Community Services
Evy Apeldoorn	Manager Community and Recreation Services (Proxy)
Spencer Roberts	Manager Parks Operations
Michael Leers	Director Works and Services (Proxy)
Marie Manns	Community Garden Representative
Ann Bentley	Community Garden Representative (Proxy)
Samantha Cleveland	Manjimup Visitor Centre
Peter Casonato	Manjimup Visitor Centre (Proxy)
Ian Wilson	Historical Society
Vacant	Historical Society (Proxy)
Vacant	Indigenous Representative
Yvonne Pegrum	Wood Turners
Vicki Winfield	Community Representative
Jessica Winters	Community Representative

2. Confirm the Terms of Reference for the Manjimup Heritage Park Advisory Committee as provided in Attachment: 9.16.16(1) including nominations contained in point 1) above; and
3. Request the Chief Executive Officer call for nominations for the representative and proxy vacancies on the Manjimup Heritage Park Advisory Committee.

ATTACHMENTS

- 1⇒ Proposed Manjimup Heritage Park Advisory Committee - Terms of Reference 2023-2025 2 Pages

APPENDICES

- A⇒ Current Manjimup Heritage Park Advisory Committee - Terms of Reference April 2023 1 Page

**ATTACHMENT
APPENDIX**

9.16.17 Pemberton Community Hub Advisory Committee - Review Terms of Reference and Appointments

PROPONENT	Shire of Manjimup
OWNER	Shire of Manjimup
LOCATION / ADDRESS:	Brockman Street, Pemberton (Reserve 19566)
WARD:	Rural
ZONE:	Public Purposes – Civic and Cultural
DIRECTORATE:	Community Services
FILE REFERENCE:	F210291
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Evy Apeldoorn
DATE OF REPORT:	11 October 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of Council Committee appointments / reappointments is required to be made following the Ordinary Elections held on 21 October 2023. This is also an opportunity to review the Terms of Reference for each committee.

A summary of the committee's current Terms of Reference is:

Functions	<ol style="list-style-type: none"> 1. To ensure all facility stakeholders are working in collaboration in regard to the day to day management and general operations of the new Pemberton Community Hub; 2. To provide a platform for communication, troubleshooting and conflict resolution as the new collocation business model is bedded in; 3. To seek guidance from Council, on a needs basis, in regard to matters pertaining to the Hub; 4. To provide financial transparency and reporting in respect of the Hub management; 5. To address telecommunication issues as they arise; 6. To discuss facility hire and community access of the Hub; 7. To assist in identifying maintenance issues; and 8. To administer the functions and intentions of the Memorandum of Understanding (MOU).
Meeting frequency	Quarterly
# members	9
Quorum	5

A copy of the current Terms of Reference as adopted by Council at its Ordinary Meeting held on 28 September 2023 is appended.

APPENDIX: 9.16.17(A)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The Pemberton Community Hub Advisory Committee was established at the Council meeting held on 21 October 2021. Its primary role included assisting stakeholders work through the logistics of the Hub's construction phase, facilitate their subsequent transition into the new facility and determine an effective model for its management and operation. Once the construction was completed and all stakeholders had relocated into the hub, it was anticipated that the Advisory Committee may no longer be required.

Practical completion of the works at the Community Hub was achieved by 21 April 2023 with some outstanding items listed. Since then, several of the community organisations have moved into, and/or commenced making use of, the Hub under Early Occupancy and Memorandum of Understanding (MOU) arrangements (Pemberton Arts Group, Pemberton Heritage and History Group, and Pemberton RSL) and the Shire's Pemberton Public Library has commenced its operations in the Hub. The transition of the remaining organisations, the Pemberton Community Resource Centre and Pemberton Visitor Centre, are awaiting the rectification of the flooring issues. The Pemberton Chamber of Commerce and Industry and the Pemberton branch of the Returned and Services League, will use relevant spaces (e.g. conference room, and kitchen) as their activities warrant (stakeholder meetings and annual Remembrance activities).

Leases and MOUs are currently being prepared for the organisations which will be finalised and signed once the flooring issues have been resolved and the Community Hub is ready for occupation by each of the organisations. At that time most of the functions of this Committee will no longer be relevant, as shown in below overview.

Current functions of Committee	Relevancy upon Community Hub being operational
1. To ensure all facility stakeholders are working in collaboration in regard to the day to day management and general operations of the new Pemberton Community Hub.	This function is no longer relevant. Although the Community Hub will see several community organisations located within the premises, each will (have the ability to) operate and deliver their services independently from each other. Furthermore, managing a facility is not generally the role of an Advisory Committee.
2. To provide a platform for communication, troubleshooting	See previous point. Signed individual leases and MOUs will detail arrangements, rights and obligations

and conflict resolution as the new collocation business model is bedded in.	for each of the organisations. Any future issues will be managed according to these agreements.
3. To seek guidance from Council, on a needs basis, in regard to matters pertaining to the Hub.	This function is no longer relevant. Upon completion of the construction of the Hub, most future concerns are likely to be operational, and any future building issues will be dealt with in accordance with the lease responsibilities.
4. To provide financial transparency and reporting in respect of the Hub management.	This function is no longer relevant. Once the Community Hub is operational, lessees/occupants will manage their own operations.
5. To address telecommunication issues as they arise.	This function is no longer relevant. These are operational/maintenance matters.
6. To discuss facility hire and community access of the Hub.	This function is no longer relevant. Facility use and hire will be handled through the individual lessees/occupants.
7. To assist in identifying maintenance issues.	This function is no longer relevant. The processes for managing maintenance issues are included in the Leases and MOU's.
8. To administer the functions and intentions of the Memorandum of Understanding (MOU).	This function is no longer relevant. Advisory committees do not have delegated authority to undertake administration. The MOU's will be managed by the Shire and the organisations who have entered into the MOU's.

In the light of abovementioned considerations, it is proposed to maintain this Advisory Committee until such time that the Community Hub is fully operational. The Community Hub can become fully operational when the rectification of the above-mentioned flooring issues have been completed, which is anticipated within the next month. At that time, this Advisory Committee will have fulfilled its purpose, and as such the disbanding of this Committee is proposed as at 31 December 2023.

For the time being it is proposed that all other current Committee representatives are reappointed in accordance with Section 5.10 of the *Local Government Act 1995* (the Act), with the exception of Councillors. A copy of the draft Terms of Reference, excluding the Council member representatives is attached.

ATTACHMENT: 9.16.17 (1)

STATUTORY ENVIRONMENT:

It is proposed that all other current Committee representatives are reappointed in accordance with Section 5.10 of the *Local Government Act 1995*, with the exception of Councillors. Section 5.10(2) of the Act provides that each Council member is entitled to be a member of at least one committee.

POLICY / STRATEGIC IMPLICATIONS:

The Strategic Community Plan 2021-2031 and Corporate Business Plan 2023-2027 identifies the relevant themes and strategies.

ORGANISATIONAL RISK MANAGEMENT:

It should be noted that given there are 21 management, advisory and/or occasional Committees of Council that require administration as well as a Manager's and/or Director's direct involvement or input, the availability of Shire resources become limited, in turn affecting the provision of service to the Committee and community.

FINANCIAL IMPLICATIONS:

Nil.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: The Hub will provide a fit for purpose sustainable community space for multiple not-for-profit community organisations.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Pursuant to Section 5.10 of the *Local Government Act 1995* make the following appointments to the Pemberton Community Hub Advisory Committee for the biennial period 24 October 2023 to 31 December 2023;

Cr	Councillor (Chair)
Cr	Councillor (proxy)
Gail Ipsen Cutts	Director Community Services, Shire of Manjimup representative
Evy Apeldoorn	Manager Community and Recreation Services, Shire of Manjimup (proxy)
Sherril Jackson	Pemberton Public Library
Vanda Dei-Tos	Pemberton Public Library
Anna Czerkasow	Pemberton Arts Group
Jill Baker	Pemberton Arts Group
Mitchell Goddin	Pemberton Visitor Centre
Petula Holland	Pemberton Visitor Centre (proxy)

Gaye Van Hazendonk	Pemberton Community Resource Centre
Rob Baker	Pemberton Community Resource Centre (proxy)
Bob Hammond	Pemberton RSL
Noleen Collings	Pemberton RSL (proxy)
Deanne Ventris	Pemberton Heritage & History Group
Leanne Rowe	Pemberton Heritage & History Group (proxy)
Ardal Nigg	Pemberton Chamber of Commerce & Industry
Jacqui Moltoni	Pemberton Chamber of Commerce & Industry (proxy)

2. **Confirm the Terms of Reference for the Pemberton Community Hub Advisory Committee as provided in Attachment: 9.16.17(1);**
3. **Acknowledge that the Pemberton Community Advisory Committee has fulfilled its purpose once the Pemberton Community Hub is fully operational, and as such approve the disbanding of the Pemberton Community Hub Advisory Committee as at 31 December 2023.**

ATTACHMENTS

- 1 [⇒](#) **Proposed Pemberton Community Hub Advisory Committee 2023-2025** 2 Pages

APPENDICES

- A [⇒](#) **Current Pemberton Community Hub Advisory Committee Terms of Reference September 2023** 2 Pages

10. LATE REPORTS:

11. QUESTIONS FROM MEMBERS:

11.1 Response to questions from members taken on notice.

11.2 Questions from members.

12. MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING:

**13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY
DECISION OF THE MEETING:**

14. APPLICATIONS FOR LEAVE OF ABSENCE:

15. CLOSURE:

In closing I acknowledge the contributions of pioneers and group settlers who opened up this land and through their efforts allow us to enjoy the lifestyle we live today.

There being no further business to discuss the Shire President to thank those in attendance and close the meeting at.....pm.