



# ATTACHMENTS

## EXTRAORDINARY MEETING OF COUNCIL

24 October 2023

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## AIRFIELD MANAGEMENT COMMITTEE

### TERMS OF REFERENCE

<b>Status:</b>	Management Committee
<b>Members:</b>	1 Councillor 1 Airport Reporting Officer 2 Deputy Airport Reporting Officer Manager Technical Services 1 representative Manjimup Aero Club 1 representative DBCA 1 representative Local Pilots 1 representative St John Ambulance (Total 9)
<b>Proxies:</b>	1 Councillor, 1 St John Ambulance, Officer, 1 DBCA
<b>Quorum:</b>	At least 4 members of Committee
<b>Term of Appointment:</b>	2 years to 21 October 2023
<b>Officer Responsible:</b>	Manager Technical Services
<b>Meetings:</b>	Quarterly
<b>Reporting:</b>	Direct to Council Meeting
<b>Requirement:</b>	Open to the public
<b>Delegated Powers:</b>	Authorised to carry out voluntary or contributory maintenance activities at the Airport within budgetary limits.

### FUNCTIONS OF COMMITTEE

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).

### Members Reviewed: 13 September 2023

Cr Cliff Winfield	Councillor
Cr Robert Taylor	Councillor (Proxy)
Catherine Mills	Manager Technical Services
Michael Leers	Director of Works (Proxy)
Max Lefroy	Airport Reporting Officer
Sean Tysoe	Deputy Airport Reporting Officer
Bruce Ward	Deputy Airport Reporting Officer
Gavin Ladhams	Deputy Airport Reporting Officer (Proxy)
Peter Casonato	Representative Manjimup Aero Club
Jeffrey Bennett	Representative DBCA

Updated 27 September 2023



## AIRFIELD MANAGEMENT COMMITTEE

### TERMS OF REFERENCE

Alison Raper	Representative DBCA (Proxy)
Shane Hawily	Representative Local Pilot
Barbara Hunter	Representative St John Ambulance
Shane Clarke	Representative St John Ambulance (Proxy)

Updated 27 September 2023



## LOCAL EMERGENCY MANAGEMENT COMMITTEE

### Terms of Reference

**Status:**

**Advisory Committee**

(Established under the *Emergency Management Act 2005* and the *Local Government Act 1995*)

**Members:**

**Voting Members as detailed below (Total 14)**

Shire of Manjimup - Shire President  
 Shire of Manjimup - Deputy Shire President (Proxy for President)  
 Shire of Manjimup - Chief Executive Officer  
 Shire of Manjimup - Community Emergency Services Manager  
 Chief Bush Fire Control Officer  
 Deputy Chief Bush Fire Control Officer (Proxy for Chief)  
 Department of Primary Industries & Regional Development  
 Department of Primary Industries & Regional Development (Proxy)  
 Department of Communities  
 Department of Communities (Proxy)  
 Department of Fire and Emergency Services  
 Department of Fire and Emergency Services (proxy)  
 Department of Biodiversity, Conservation & Attractions  
 Department of Biodiversity, Conservation & Attractions (Proxy)  
 Police Service – Manjimup  
 Police Service - Pemberton  
 Police Service - Walpole  
 Warren Health Services  
 Warren Health Services (Proxy)  
 Pemberton Northcliffe Health Services  
 Pemberton Northcliffe Health Services (Proxy)  
 St John Ambulance – Manjimup (Community Paramedic)  
 St John Ambulance – Manjimup (Proxy)

**Non-Voting Representatives (6) from:**

DEMC / SEMC  
 Manjimup Shire – Recovery Coordinator  
 St John Ambulance Walpole Chair  
 St John Ambulance Walpole (Community Paramedic)  
 Water Corporation  
 Western Power

**Proxies:**

As shown above under Voting Members

**Quorum:**

At least 8 Voting Members

**Term of Appointment:**

To 18 October 2025

**Officer Responsible:**

Community Emergency Services Manager

**Meetings:**

3 Meetings per year. (The Chairman or Shire Chief Executive Officer may call supplementary meetings when required).

**Reporting:**

Direct to Council and South West Region DEMC

**Delegated Power:**

*Emergency Management Act 2005 and Local Government Act 1995.*

**Area of Operation:**

Shire of Manjimup

### **FUNCTIONS OF COMMITTEE**

The functions of the Manjimup LEMC are as set down in Section 39 of the *Emergency Management Act 2005*:

- (a) to advise and assist the Council in ensuring that local emergency arrangements are established; and
- (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.

### **COMMITTEE MEMBERS 2023 – 2025 v1**

<b>Member – Voting</b>	<b>Organisation</b>	<b>Member - Proxy</b>
Vacant	Shire of Manjimup - Shire President	Vacant
Brian Robinson	Shire of Manjimup – Interim Chief Executive Officer	NA
Todd Ridley	Shire of Manjimup - Community Emergency Services Manager	NA
Remo Pessotto	Chief Bush Fire Control Officer	Brad Wren
Ian Guthridge	Department of Primary Industries & Regional Development	Graham Blincow
Roma Boucher	Department of Communities	Brooke Thomas
Chris Sousa	Department of Fire and Emergency Services	Nathan Hall
Tim Foley	Department of Biodiversity, Conservation & Attractions	Jeffrey Bennett
Jayden Lowe	Police Service - Manjimup	NA
Steve Page	Police Service – Walpole	NA
Vacant	Police Service - Pemberton	NA
Justine Kelly	Warren Health Services	Vacant
Paige Weaver	Pemberton Northcliffe Health Services	Kathy Smith
Gary Willcox	St John Ambulance Manjimup	Darryl Church

<b>Non Voting</b>	<b>Organisation</b>
Erin Hutchins	DEMC / SEMC
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



# **NORTHCLIFFE FOREST PARK ADVISORY COMMITTEE TERMS OF REFERENCE**

**Status:** Advisory Committee

**Members:**

Councillor  
Manager Parks & Gardens  
Northcliffe Visitor Centre Representative  
Southern Forest Arts Representative  
4 Community Representatives  
(Total 8)

**Proxies:** 1 Councillor, 1 Manager Parks & Gardens, 1 Southern Forests Arts.

**Quorum:** At least 5 Members of the Committee

**Term of Appointment:** 2 years to 19 October 2025

**Officer Responsible:** Manager Parks & Gardens

**Meetings:** Biannually

**Reporting:** Direct to Council

**Meeting Requirements:** Open to the public to attend and observe  
(Advertise by local public notice)  
(Public Forum / Question Time required each meeting.)

**Delegated Powers:**

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,
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.

## **FUNCTIONS OF COMMITTEE**

1. As stated above under "Delegated Powers".

## **CURRENT MEMBERS FROM 24 OCTOBER 2023**

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



## NORTHCLIFFE TOWN HALL MANAGEMENT COMMITTEE TERMS OF REFERENCE

<b>Status:</b>	<u>Management Committee</u>
<b>Members:</b>	1 Councillor 1 Building Officer 4 Members of the Community (Total 6)
<b>Proxies:</b>	1 for Councillor, 1 for Building Officer
<b>Quorum:</b>	At least 4 Members
<b>Term of Appointment:</b>	2 years to 18 October 2025
<b>Officer Responsible:</b>	Manager of Building Services
<b>Meetings:</b>	Biannual
<b>Reporting:</b>	Direct to Council
<b>Meeting Requirements:</b>	Open to public (Advertise by local public notice, Public Forum / Question Time.)

### **Delegated Powers:**

1. Management of the Northcliffe Town Hall
2. Expenditure of approved Council budget for the Northcliffe Town Hall in consultation with relevant manager.

### **FUNCTIONS OF COMMITTEE**

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.

### **CURRENT MEMBERS FROM 24 OCTOBER 2023**

	Councillor
	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



**COMMUNITY FUNDS PROGRAM**  
**OCCASIONAL COMMITTEE OF COUNCIL**  
**TERMS OF REFERENCE**

<b>Status:</b>	<u>Occasional Committee of Council</u>
<b>Members:</b>	Shire President Councillor (Urban Ward) Councillor (Urban Ward) Councillor (Rural Ward) Councillor (Rural Ward) Manager Community & Recreation Services (Non-voting) Community Development Officer (Non-voting) (Total 5 Voting)
<b>Proxies:</b>	Nil.
<b>Quorum:</b>	At least 3 committee members.
<b>Term of Appointment:</b>	October 2025.
<b>Officer Responsible:</b>	Manager Community & Recreation Services.
<b>Meetings:</b>	Occasionally as required during the annual Council budget deliberation process upon the closure date of the annual Community Funds program round.
<b>Reporting:</b>	Direct to Council.
<b>Delegated Powers:</b>	Nil.

**FUNCTIONS OF COMMITTEE**

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.

**MEMBERS FROM 24 OCTOBER 2023**

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)





## ACCESS AND INCLUSION ADVISORY COMMITTEE

### TERMS OF REFERENCE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	1 Councillor Community Development Officer Building Services Manager, Technical Services NDIS Coordinator, Home and Community Care 2 Disability Services Sector Community Health Industry Representative 4 Community Representatives (Total 12)
<b>Proxies:</b>	1 for each Councillor, Shire Officer, and Organisation representative
<b>Quorum:</b>	At least 7
<b>Term of Appointment:</b>	2 years to 18 October 2025
<b>Officer Responsible:</b>	Director Community Services
<b>Meetings:</b>	Quarterly
<b>Reporting:</b>	Direct to Council
<b>Meeting Requirements:</b>	Nil
<b>Delegated Powers:</b>	Nil

### FUNCTIONS OF COMMITTEE

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.



**MEMBERS UPDATED (24 OCTOBER 2023)**

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



## AUDIT AND RISK MANAGEMENT ADVISORY COMMITTEE TERMS OF REFERENCE

<b>Status:</b>	<u>Occasional Committee</u>
<b>Members:</b>	At least 5 councillors (May include community members. Officers cannot be members but may attend in an advisory capacity.)
<b>Proxies:</b>	Nil
<b>Quorum:</b>	3 Councillors
<b>Term of Appointment:</b>	2 years to 18 October 2025
<b>Officer Responsible:</b>	Director Business
<b>Meetings:</b>	Minimum of 3 times per financial year.
<b>Reporting:</b>	Direct to Council

### **FUNCTIONS OF COMMITTEE**

The Committee has a statutory function to provide guidance and assistance to the local government –

- i. As to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
- ii. As to the development of a process to be used to select and appoint a person to be an auditor.

In addition, the Audit Committee undertakes:

- 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.

### **MEMBERS FROM 24 October 2023**

	Councillor
	Councillor
	Councillor
	Councillor
	Councillor



## BUSH FIRE ADVISORY COMMITTEE TERMS OF REFERENCE

**Status:**Advisory Committee**Members:****Voting members (13)**

1 Councillor  
 10 Brigade Representatives  
 - 1 Walpole Zone  
 - 1 Coastal Zone  
 - 1 Pemberton North Zone  
 - 1 Pemberton West Zone  
 - 1 Manjimup North West Zone  
 - 1 Manjimup East Zone  
 - 1 Manjimup West Zone  
 - 1 Manjimup South West Zone  
 - 1 Manjimup South East Zone  
 - 1 Manjimup Central East Zone  
 Chief Bushfire Control Officer  
 Community Emergency Services Manager

**Non-voting representatives (3) from:**

- DBCA  
 - DFES  
 - BFB Training Coordinator

**Proxies:**

1 representative for each Zone, Shire of Manjimup, and Councillor.

**Quorum:**

At least 7 Members of the Committee

**Term of Appointment:**

2 years to 21 October 2023

**Officer Responsible:**

Community Emergency Services Manager

**Meetings:**

3 meetings per year. The Chairperson or Shire Chief Executive Officer may call supplementary meetings when required).

**Reporting:**

Direct to Council

**Delegated Powers:**

Nil

**FUNCTIONS OF COMMITTEE**

To represent Volunteer Bush Fire Brigades within the Municipality and to make recommendations to Council on the following:

1. Annual bushfire budget and relevant financial matters.
2. General management of the Bushfire organisation.
3. Planning, setting standards and works program for fire prevention within the Shire.
4. Formation, rationalisation or winding up of any Bushfire Brigades within the Shire.
5. Standards of equipment that should be provided and maintained under Brigade control.
6. Distribution of fire fighting 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.

**MEMBERS 2021 – 2023 Version 4 (Updated October 2022)**

Cr Cliff Winfield	Councillor (Chair)
Mr T Ridley	Community Emergency Services Manager
Mr R Pessotto	Chief Bush Fire Control Officer
Vacant	Walpole Zone (Walpole)
Mrs K Nickels	Coastal Zone (Northcliffe & Northcliffe Central)
Mr T Backhouse	Pemberton West Zone (Springfield)
Mr S Otway	Pemberton North Zone (Pemberton Rural)
Mr T Muir	Manjimup East Zone (Perup, Dunreath & Mordalup)
Mr B Wren	Manjimup West Zone (Yanmah & Glenoran)
Mr F Shaw	Manjimup North West Zone (Ringbarkers & Linfarne)
Mr J Kanny	Manjimup Central East Zone (Balbarrup, Dingup & Diamond)
Mr T Winfield	Manjimup South West Zone (Seven Day Road)
Mr B Rice	Manjimup South East Zone (Quinninup, Quinninup Town, Upper Warren & Smithbrook)

**PROXIES**

Cr Kim Skoss	Councillor (proxy)
Mr B Wren	Deputy CBFCO
Ms A Reeve	Senior Ranger (CESM Proxy)
Vacant	Walpole Zone (proxy) (Walpole)
Mr C Griffiths	Coastal Zone (proxy)
Mr M Ganatta	Pemberton West Zone (proxy)
Ms N Collings	Pemberton North Zone (proxy)
Mr M Connor	Manjimup East Zone (proxy)
Mr S Vidovich	Manjimup West Zone (proxy)
Mr P Temptra	Manjimup North West Zone (proxy)
Mr R Thorn	Manjimup Central East Zone (proxy)
Mr P Parker	Manjimup South West Zone (proxy)
Mr A Wayne	Manjimup South East Zone (proxy)

**Non Voting Members**

Representative DBCA
Representative DFES
BFB Training Coordinator

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## BUSH FIRE ADVISORY COMMITTEE

### Terms of Reference

<b>Status:</b>	<b><u>Advisory Committee</u></b> (Established under the <i>Bush Fires Act 1954</i> and the <i>Local Government Act 1995</i> )
<b>Members:</b>	<b><u>Voting Members (13)</u></b> Shire of Manjimup – Councillor 10 Brigade Representatives: 1 Walpole Zone 1 Coastal Zone 1 Pemberton North Zone 1 Pemberton West Zone 1 Manjimup North West Zone 1 Manjimup East Zone 1 Manjimup West Zone 1 Manjimup South West Zone 1 Manjimup South East Zone 1 Manjimup Central East Zone Chief Bush Fire Control Officer Community Emergency Services Manager  <b><u>Non-Voting Representatives (3)</u></b> from: Department of Biodiversity, Conservation & Attractions Department of Fire & Emergency Services BFB Training Coordinator
<b>Proxies:</b>	1 Representative for each Zone, Shire of Manjimup, and Councillor.
<b>Quorum:</b>	At least 7 Members of the Committee
<b>Term of Appointment:</b>	To 18 October 2025
<b>Officer Responsible:</b>	Community Emergency Services Manager
<b>Meetings:</b>	3 meetings per year. (The Chairperson or Shire Chief Executive Officer may call supplementary meetings when required).
<b>Reporting:</b>	Direct to Council
<b>Delegated Powers:</b>	Nil

### **FUNCTIONS OF COMMITTEE**

To represent Volunteer Bush Fire Brigades within the Municipality and to make recommendations to Council on the following:

1. Annual bushfire budget and relevant financial matters.
2. General management of the Bushfire organisation.
3. Planning, setting standards and works program for fire prevention within the Shire.
4. Formation, rationalisation or winding up of any Bushfire 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.

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**COMMITTEE MEMBERS 2023 – 2025 v1**

<b>Voting</b>	
Cr VACANT	Councillor (Chair)
Todd Ridley	Community Emergency Services Manager
Remo Pessotto	Chief Bush Fire Control Officer
Vacant	Walpole Zone (Walpole)
Eric Beckett	Coastal Zone (Northcliffe & Northcliffe Central)
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)

<b>Proxies</b>	
Cr VACANT	Councillor
Brad Wren	CBFCO
Stephen Burch	Senior Ranger (CESM 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)

<b>Non-Voting Members</b>	
Department of Fire and Emergency Services	
Department of Biodiversity, Conservation & Attractions	
BFB Training Coordinator	



## CHIEF EXECUTIVE OFFICER REVIEW ADVISORY COMMITTEE TERMS OF REFERENCE

<b>Status:</b>	<u>Occasional Committee</u>
<b>Members:</b>	Shire President and 4 Councillors (Total 5)
<b>Proxies:</b>	Nil
<b>Quorum:</b>	At least 3 Members
<b>Term of Appointment:</b>	2 years to 23 October 2025
<b>Officer Responsible:</b>	Chief Executive Officer
<b>Meetings:</b>	Annually
<b>Reporting:</b>	Direct to Council
<b>Delegated Power:</b>	Nil

### FUNCTIONS OF COMMITTEE

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.

### CURRENT MEMBERS FROM 21 OCTOBER 2023

	<b>Shire President</b>
	<b>Councillor</b>
	<b>Councillor</b>
	<b>Councillor</b>
	<b>Councillor</b>



## MANJIMUP REA PARK & COLLIER STREET REDEVELOPMENT ADVISORY COMMITTEE

### TERMS OF REFERENCE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	Councillor (1) Manager Community & Recreation (1) Community/Sport/Recreation Members (9) (Total 11)
<b>Proxies:</b>	1 for each representative
<b>Quorum:</b>	At least 6 voting committee members
<b>Term of Appointment:</b>	To 18 October 2025
<b>Officer Responsible:</b>	Manager Community & Recreation
<b>Meetings:</b>	Quarterly. Additional meetings may be called for when required.
<b>Reporting:</b>	Direct to Council
<b>Delegated Powers:</b>	Nil

### FUNCTIONS OF COMMITTEE

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.

[MEMBERSHIP LISTED OVER PAGE]





## MANJIMUP REA PARK & COLLIER STREET REDEVELOPMENT ADVISORY COMMITTEE

### TERMS OF REFERENCE

#### **MEMBERS FROM 24 OCTOBER 2023**

	Councillor
	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



## MANJIMUP RECREATION ADVISORY COMMITTEE

### TERMS OF REFERENCE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	<p>Councillor (1)            Manager Community &amp; Recreation (1)            Sport and Recreation group representatives (9)            Community/Sport/Recreation Members (3)            (Total 14)</p> <p>Manager Parks &amp; Gardens (Non-voting)            Director Works &amp; Services (Non-voting)</p>
<b>Proxies:</b>	1 for each representative
<b>Quorum:</b>	At least 8 voting committee members
<b>Term of Appointment:</b>	2 years to 18 October 2025
<b>Officer Responsible:</b>	Manager Community & Recreation
<b>Meetings:</b>	Biannually (additional meetings may be called for when required for specific, infrastructure or other, projects)
<b>Reporting:</b>	Direct to Council
<b>Delegated Powers:</b>	Nil

#### **FUNCTIONS OF COMMITTEE**

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.

[MEMBERSHIP LISTED OVER PAGE]



## MANJIMUP RECREATION ADVISORY COMMITTEE

### TERMS OF REFERENCE

#### **MEMBERS FROM 24 OCTOBER 2023**

	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)



## MANJIMUP TOWN ACTIVATION ADVISORY COMMITTEE

### TERMS OF REFERENCE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	<p>One (1) Central Ward Councillor          Director Works &amp; Services          Director Development &amp; Regulation          Director Community Services          One (1) Manjimup Chamber of Commerce Representative          Four (4) Community Representatives          (9 in total)</p>
<b>Proxies:</b>	One proxy each for Councillor and one for Director Works & Services, one for Director Development & Regulation and two for Director Community Services
<b>Quorum:</b>	At least 5 Members of the Committee
<b>Term of Appointment:</b>	2 years to 19 October 2025
<b>Officer Responsible:</b>	Director Development & Regulation
<b>Meetings:</b>	Biannual
<b>Reporting:</b>	Direct to Council
<b>Delegated Powers:</b>	Nil

### FUNCTIONS OF COMMITTEE

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.

**CURRENT MEMBERS FROM OCTOBER 2023 - 2025**

	Central Ward Councillor
	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



## NORTHCLIFFE TOWN ACTIVATION ADVISORY COMMITTEE

**Status:** Advisory Committee

**Members:**

1 Councillor  
 Director Development and Regulation  
 Director Works and Services  
 Director Community Services  
 7 Community Representatives  
 (11 in total)

**Proxies:** One for Councillor, one for Director Development & Regulation, one for Director Works and Services and two for Director Community Services.

**Quorum:** At least 6 Members of the Committee

**Term of Appointment:** 2 years to 19 October 2025

**Officer Responsible:** Director Development & Regulation

**Meetings:** 6 Monthly

**Reporting:** Direct to Council

**Meeting Requirements:** Nil

**Delegated Powers:** Nil

### FUNCTIONS OF COMMITTEE

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; and
5. Communicate and inform the local community about activities of the Committee.

### CURRENT MEMBERS FROM 24 OCTOBER 2023

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



## PEMBERTON TOWN ACTIVATION ADVISORY COMMITTEE

### TERMS OF REFERENCE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	2 Councillors Director Works and Services Director Development and Regulation Director Community Services Pemberton Arts Group Representative 5 Community Representatives (Total of 11)
<b>Proxies:</b>	One for Director Works and Services, one for Director Development and Regulation and two for Director Community Services.
<b>Quorum:</b>	At least 6
<b>Term of Appointment:</b>	2 years to 19 October 2025
<b>Officer Responsible:</b>	Director Works & Services
<b>Meetings:</b>	Biannually
<b>Reporting:</b>	Direct to Council
<b>Meeting Requirements:</b>	Quarterly
<b>Delegated Powers:</b>	Nil

### FUNCTIONS OF COMMITTEE

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

### MEMBERS FROM 24 October 2023

Cr	Chairperson
Cr	Councillor
Michael Leers	Director Works & Services
Spencer Roberts	Manager Parks and 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



## PLANT REPLACEMENT COMMITTEE TERMS OF REFERENCE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	5 Councillors Chief Executive Officer Director Works and Services Manager Works Director Business (Total 9)
<b>Proxies:</b>	Nil
<b>Quorum:</b>	At least 5
<b>Term of Appointment:</b>	2 years to 18 October 2025
<b>Officer Responsible:</b>	Director Works & Services
<b>Meetings:</b>	Biannually
<b>Reporting:</b>	Direct to Council
<b>Meeting Requirements:</b>	Nil
<b>Delegated Powers:</b>	Nil

### FUNCTIONS OF COMMITTEE

- 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)
- Consider the merits of proposed new items of Plant
- Review tender specifications for Plant

### MEMBERS FROM 24 OCTOBER 2023

Cr	Councillor
Cr	Councillor
Cr	Councillor

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



**SHIRE OF MANJIMUP  
ROAD INFRASTRUCTURE ADVISORY COMMITTEE  
TERMS OF REFERENCE**

**Status:** Occasional Committee

**Members:** Two (2) Councillors – Regional Road Group elected members  
Five (5) Councillors – to be nominated  
Director Works and Services  
Director Business  
Manager Works  
Manager Technical Services  
(11)

**Proxies:** Nil  
**Quorum:** Six (6)  
**Term of Appointment:** To 18 October 2025  
**Officer Responsible:** Director Works & Services  
**Meetings:** March and September  
**Reporting:** To Council

**FUNCTIONS OF COMMITTEE**

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 occasions to investigate and/or evaluate urgent road infrastructure issues.

**MEMBERS FROM 24 OCTOBER 2023**

Cr	Shire President and MRWA Regional Road Group Elected Member Committee Representative
Cr	Deputy Shire President and MRWA Regional Road Group Elected Member Committee Representative (Proxy)
Cr	Councillor
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



## WALPOLE TOWN ACTIVATION ADVISORY COMMITTEE

### TERMS OF REFERENCE

**Status:** Advisory Committee

**Members:**

1 Councillor  
 Director Works and Services  
 Director Development and Regulation  
 Director Community Services  
 5 Community Representatives  
 (9 in total)

**Proxies:** One for Councillor, one for Director Development and Regulation, Director Works and Services and two for Director Community Services

**Quorum:** At least 5

**Term of Appointment:** 2 years to 18 October, 2023

**Officer Responsible:** Director Development and Regulation

**Reporting:** Direct to Council

**Meeting Requirements:** Biannually

**Delegated Powers:** Nil

### FUNCTIONS OF COMMITTEE

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 development s 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.

### MEMBERS FROM 24 October 2023

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

Evvy 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 Grey	Community Representative
Dave Tapley	Community Representative



## SUSTAINABILITY ADVISORY COMMITTEE

### TERMS OF REFERENCE

**Status:** Advisory Committee

**Members:**

#### VOTING

2 Councillors  
7 Community Members  
1 Member representing Southern Forests Community Landcare

#### NON-VOTING

Director Development and Regulation  
Environmental Sustainability Officer  
1 Member representing Department of Biodiversity Conservation and Attractions (ex officio)

**Proxies:** **1 Councillor**

**Quorum:** **6 voting members**

**Term of Appointment:** **October 2025**

**Officer Responsible:** **Director Development and Regulation**

**Meetings:** **Quarterly**

**Reporting:** **Direct to Council**

**Delegated Powers:** **Nil**

### COMMITTEE OBJECTIVE

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:

- 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.

### FUNCTIONS OF COMMITTEE

1. Identification of opportunities for activation of sustainability practices in the Shire of Manjimup;
2. Liaison with other relevant community groups and / or service agencies over potential sustainability projects;
3. Communicate and inform the local community about activities of the Committee;
4. To provide advice to Council on the development, management and promotion of sustainability practices in the Shire of Manjimup;
5. To make recommendation to Council in regard to matters that will improve sustainability in the Shire of Manjimup for the benefit of the broader community; and
6. To provide advice on trends in sustainability (e.g., technologies, government policy)



**CURRENT MEMBERS FROM 24 October 2023**

Cr Donelle Buegge	Councillor
Cr Wendy Eiby	Councillor
Cr Kim Skoss	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 Forests 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)
	Department of Biodiversity Conservation and Attractions (ex officio)



## RECONCILIATION ACTION PLAN ADVISORY COMMITTEE

### TERMS OF REFERENCE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	1 Councillor 1 Director Community Services 5 Aboriginal & Torres Strait Islander - Community Members/Key Stakeholders 2 Aboriginal & Torres Strait Islander – Youth Representatives 2 Community Representatives <b>(Total 11)</b>  1 Community Development Officer (Non-Voting)
<b>Proxies:</b>	1 for Councillor and Shire Representative
<b>Quorum:</b>	At least 6 voting committee members
<b>Term of Appointment:</b>	2 years to 18 October 2025
<b>Officer Responsible:</b>	Director Community Services
<b>Meetings:</b>	Quarterly
<b>Reporting:</b>	Direct to Council
<b>Delegated Powers:</b>	Nil

#### **FUNCTIONS OF COMMITTEE**

1. To provide guidance and support to the Shire of Manjimup for the implementation of the 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. To communicate and inform represented groups and the local community regarding activities of the Committee; and
5. To play an active role in the promotion and development of Aboriginal and Torres Strait Islander cultural awareness across the Shire of Manjimup.
6. 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.

**[MEMBERSHIP LISTED OVER PAGE]**



## RECONCILIATION ACTION PLAN ADVISORY COMMITTEE

### TERMS OF REFERENCE

#### **MEMBERS FROM 24 OCTOBER 2023**

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	Community Development 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



## MANJIMUP HERITAGE PARK ADVISORY COMMITTEE

### TERMS OF REFERENCE

<b>Status:</b>	Advisory Committee
<b>Members:</b>	Councillor Director Community Services Manager Parks Operations Community Garden Representative Manjimup Historical Society Representative Manjimup Visitor Centre Representative Manjimup Woodturners Association Representative Indigenous Representative 2 Community Representatives (Total 10)
<b>Proxies:</b>	1 for each Councillor, Shire Officer, and representative from Community Organisations
<b>Quorum:</b>	At least 6
<b>Term of Appointment:</b>	2 years to 18 October 2025
<b>Officer Responsible:</b>	Director Community Services
<b>Meetings:</b>	Quarterly
<b>Reporting:</b>	Direct to Council
<b>Delegated Powers:</b>	Nil

### FUNCTIONS OF THE COMMITTEE:

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. To assist, advise and participate in Manjimup Heritage Park Activation.

### MANJIMUP HERITAGE PARK ADVISORY COMMITTEE – TERMS OF REFERENCE

**MEMBERS FROM 24 OCTOBER 2023**

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
Vacant	Wood Turners (Proxy)
Vicki Winfield	Community Representative
Jessica Winters	Community Representative

**MANJIMUP HERITAGE PARK ADVISORY COMMITTEE – TERMS OF REFERENCE**



## PEMBERTON COMMUNITY HUB ADVISORY COMMITTEE

### Terms of Reference

<b>Status:</b>	<b><u>Stakeholder Representatives</u></b>
<b>Members:</b>	Councillor Director Community Services Pemberton Library Representative Pemberton Community Resource Centre Representative Pemberton Visitor Centre Representative Pemberton RSL Representative Pemberton Chamber of Commerce & Industry Representative Pemberton Arts Group Representative Pemberton Heritage & History Group Representative  <b>(Total 9 members)</b>
<b>Proxies</b>	1 Councillor, 1 Representative from Shire and 1 each from each stakeholder group <b>(Total 9 Proxys)</b>
<b>Quorum:</b>	5 members
<b>Term of Appointment:</b>	to 31 December 2023
<b>Officer Responsible:</b>	Director Community Services
<b>Meetings:</b>	Quarterly
<b>Reporting:</b>	Direct to Council
<b>Delegated Powers:</b>	Nil

#### Functions of the Advisory Committee:

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).

#### Terms of Reference – Pemberton Community Hub Advisory Committee



### Members from 24 October 2023

Cr.	Councillor (Chair)
Cr.	Councillor (proxy)
Gail Ipsen Cutts	Director Community Services
Evy Apeldoorn	Manager Community and Recreation Services (Proxy)
Sherril Jackson	Librarian
Vanda Dei-Tos	Manager of Library and Cultural Services (Proxy)
Anna Czerkasow	Pemberton Arts Group
Jill Baker	Pemberton Arts Group (Proxy)
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
Noeleen 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)

### Terms of Reference – Pemberton Community Hub Advisory Committee



## AIRFIELD MANAGEMENT COMMITTEE TERMS OF REFERENCE

<b>Status:</b>	<u>Management Committee</u>
<b>Members:</b>	1 Councillor Airport Reporting Officer 2 Deputy Airport Reporting Officers Manager Technical Services 1 representative Manjimup Aero Club 1 representative DBCA 1 representative Local Pilots 1 representative St John Ambulance (Total 9)
<b>Proxies:</b>	1 Councillor, 2 Staff, 1 DBCA 1 St John Ambulance, 1 DBCA
<b>Quorum:</b>	At least 5 members of Committee
<b>Term of Appointment:</b>	2 years to 21 October 2023
<b>Officer Responsible:</b>	Manager Technical Services
<b>Meetings:</b>	Quarterly
<b>Reporting:</b>	Direct to Council
<b>Meeting Requirements:</b>	Open to the public.
<b>Delegated Powers:</b>	Authorised to carry out voluntary or contributory maintenance activities at the Airport within budgetary limits.

### FUNCTIONS OF COMMITTEE

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).

### MEMBERS UPDATED 13 APRIL 2023

Cr Cliff Winfield	Councillor
Cr Robert Taylor	Councillor (Proxy)
Mrs Catherine Mills	Manager Technical Services
Mr Michael Leers	Director Works and Services (Proxy)
Mr Max Lefroy	Airport Reporting Officer
Mr Sean Tysoe	Deputy Airport Reporting Officer
Mr Bruce Ward	Deputy Airport Reporting Officer
Mr Gavin Ladhams	Deputy Airport Reporting Officer (Proxy)
Mr Peter Casonato	Representative Manjimup Aero Club
Mr Nathan Ramage	Representative DBCA
Mr Jeffery Bennett	Representative DBCA (Proxy)
Mr Shane Hawily	Representative Local Pilot
Ms Barbara Hunter	Representative St John Ambulance
Mr Shane Clark	Representative St John Ambulance (Proxy)





## LOCAL EMERGENCY MANAGEMENT COMMITTEE

### Terms of Reference

<b>Status:</b>	<u>Advisory Committee</u> (Established under the Emergency Management Act 2005)
<b>Members:</b>	<p><b><u>Voting Members as detailed below (Total 14)</u></b></p> <p>Shire of Manjimup - Shire President          Shire of Manjimup - Deputy Shire President (Proxy for President)          Shire of Manjimup - Chief Executive Officer          Shire of Manjimup - Community Emergency Services Manager          Chief Bush Fire Control Officer          Deputy Chief Bush Fire Control Officer (proxy for Chief)          Department of Primary Industries &amp; Regional Development          Department of Primary Industries &amp; Regional Development (Proxy)          Department of Communities          Department of Communities (Proxy)          Department of Fire and Emergency Services          Department of Fire and Emergency Services (proxy)          Department of Biodiversity, Conservation &amp; Attractions          Department of Biodiversity, Conservation &amp; Attractions (Proxy)          Police Service – Manjimup          Police Service - Pemberton          Police Service - Walpole          Warren Health Services          Warren Health Services (Proxy)          Pemberton Northcliffe Health Services          Pemberton Northcliffe Health Services (Proxy)          St John's Ambulance – Manjimup (Community Paramedic Warren Blackwood)          St John's Ambulance – Manjimup (Proxy)</p> <p><b><u>Non-Voting Representatives (6) from:</u></b>          DEMC / SEMC          Manjimup Shire – Recovery Coordinator          St John's Ambulance Walpole Chair          St John's Ambulance Walpole (Community Paramedic)          Water Corporation          Western Power</p>
<b>Proxies:</b>	As shown above under Voting Members
<b>Quorum:</b>	At least 8 Voting Members
<b>Term of Appointment:</b>	To 21 October 2023
<b>Officer Responsible:</b>	Community Emergency Services Manager
<b>Meetings:</b>	3 Meetings per year. (The Chairman or Shire Chief Executive Officer may call supplementary meetings when required).
<b>Reporting:</b>	Direct to Council and South West Region DEMC
<b>Delegated Power:</b>	<i>Emergency Management Act 2005 and Local Government Act 1995.</i>
<b>Area of Operation:</b>	Shire of Manjimup

### **FUNCTIONS OF COMMITTEE**

The functions of the Manjimup LEMC are as set down in Section 39 of the Emergency Management Act 2005:

- (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.

### Local Emergency Management Committee

#### **MEMBERS 2021 – 2023 v4 (Updated June 2023)**

<b>Member – Voting</b>	<b>Organisation</b>	<b>Member - Proxy</b>
Cr Paul Omodei	Shire of Manjimup - Shire President	Cr Denise Jenkins
Mr Brian Robinson	Shire of Manjimup – Interim Chief Executive Officer	NA
Mr Todd Ridley	Shire of Manjimup - Community Emergency Services Manager	NA
Mr Remo Pessotto	Chief Bush Fire Control Officer	Mr Brad Wren
Mr Ian Guthridge	Department of Primary Industries & Regional Development	Graham Blincow
Ms Roma Boucher	Department of Communities	Mrs Brooke Thomas
Mr Chris Sousa	Department of Fire and Emergency Services	Mr Nathan Hall
Mr Tim Foley	Department of Biodiversity, Conservation & Attractions	Mr Jeffrey Bennett
Mr Jayden Lowe	Police Service - Manjimup	NA
Mr Steve Page	Police Service – Walpole	NA
Mr Gavin Barke	Police Service - Pemberton	NA
Ms Justine Kelly	Warren Health Services	Vacant
Ms Paige Weaver	Pemberton Northcliffe Health Services	Mrs Kathy Smith
Mr Gary Willcox	St John's Ambulance Manjimup	Darryl Church

#### **NON VOTING Representatives**

<b>Name</b>	<b>Organisation</b>
Mrs Erin Hutchins	DEMC / SEMC
Mrs Gail Ipsen Cutts	Shire of Manjimup – Recovery Coordinator
Ivan Woodhams	St John's Ambulance Walpole Chair
Mr David Rae	St John's Ambulance Walpole (Community Paramedic SW Great Southern)
Ms Mel Robertson	Water Corporation
Mr Colin Jones	Western Power



## NORTHCLIFFE FOREST PARK MANAGEMENT COMMITTEE TERMS OF REFERENCE

**Status:** Management Committee

**Members:**

Councillor  
 Manager Parks & Gardens  
 Northcliffe Visitor Centre Representative  
 Southern Forest Arts Representative  
 Northcliffe Volunteer Fire and Rescue Service Representative  
 Northcliffe Environment Centre Representative  
 2 Community Representatives  
 (Total 9)

**Proxies:** 1 Councillor, 1 Manager Parks & Gardens, 1 Department Parks and Wildlife, 1 Northcliffe Volunteer Fire & Rescue Service, 1 Southern Forests Arts, Northcliffe Environment Centre.  
**Quorum:** At least 5 Members of the Committee  
**Term of Appointment:** 2 years to 21 October 2023  
**Officer Responsible:** Manager Parks & Gardens  
**Meetings:** Quarterly  
**Reporting:** Direct to Council  
**Meeting Requirements:** Open to the public to attend and observe  
 (Advertise by local public notice)  
 (Public Forum / Question Time required each meeting.)

**Delegated Powers:**

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.

### **FUNCTIONS OF COMMITTEE**

1. As stated above under "Delegated Powers".

### **CURRENT MEMBERS FROM 13 APRIL 2023**

Cr Wendy Eiby	Councillor
Cr Murray Ventris	Councillor (Proxy)
Mr Spencer Roberts	Manager Parks & Gardens
Ms Melanie Blieschke	Supervisor Parks & Gardens (Proxy)
Vacant	Northcliffe Visitor Centre Representative
Mr Graham Evans	Southern Forests Arts Representative
Ms Diana Moss	Southern Forests Arts (Proxy)
Vacant	Northcliffe Volunteer Fire and Rescue Representative
Vacant	Northcliffe Volunteer Fire and Rescue Representative (Proxy).
Vacant	Northcliffe Environment Centre Representative
Vacant	Northcliffe Environment Centre Representative (Proxy)
Mr John Bailey	Community Representative
Mr Mark Batty	Community Representative
Vacant	Community Representative



## NORTHCLIFFE TOWN HALL MANAGEMENT COMMITTEE TERMS OF REFERENCE

**Status:** Management Committee

**Members:**

1 Councillor  
1 Building Officer  
4 Members of the Community  
(Total 6)

**Proxies:** 1 for Councillor, 1 for Building Officer

**Quorum:** At least 3 Members

**Term of Appointment:** 2 years to 21 October 2023

**Officer Responsible:** Manager of Building Services

**Meetings:** Quarterly

**Reporting:** Direct to Council

**Meeting Requirements:** Open to public  
(Advertise by local public notice, Public Forum / Question Time.)

**Delegated Powers:**

1. Management of the Northcliffe Town Hall
2. Expenditure of approved Council budget for the Northcliffe Town Hall in consultation with relevant manager.

### FUNCTIONS OF COMMITTEE

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.

### CURRENT MEMBERS FROM 19 JANUARY 2023

Cr Wendy Eiby	Councillor
Cr Ken Lawrence	Councillor (Proxy)
Mr Peter Krispyn	Manager Building Services
Mr Ethan Stokes	Building Surveyor (Proxy)
Gaye Van Hazendonk	Community Representative
Ethel Sale	Community Representative
Jodie Millar	Community Representative
Jenny Smith	Community Representative



**COMMUNITY FUNDS PROGRAM**  
**OCCASIONAL COMMITTEE OF COUNCIL**  
**TERMS OF REFERENCE**

<b>Status:</b>	<u>Occasional Committee of Council</u>
<b>Members:</b>	Shire President Councillor (Central Ward) Councillor (Central Ward) Councillor (Central Ward) Councillor (Outer Ward) Councillor (Outer Ward) Councillor (Outer Ward) Director Community Services (Non-voting) Community Development Officer (Non-voting) (Total 7 Voting)
<b>Proxies:</b>	Nil.
<b>Quorum:</b>	At least (4) committee members
<b>Term of Appointment:</b>	To October 2023
<b>Officer Responsible:</b>	Director Community Services.
<b>Meetings:</b>	Occasionally as required during the annual Council budget deliberation process upon the closure date of the annual Community Funds program round.
<b>Reporting:</b>	Direct to Council
<b>Delegated Powers:</b>	Nil.

**FUNCTIONS OF COMMITTEE**

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.

**MEMBERS FROM 13 APRIL 2023**

Cr. Paul Omodei	Shire President (Chair)
Cr. Donelle Buegge	Councillor (Central Ward)
Cr. Denise Jenkins	Councillor (Central Ward)
Cr. Robert Taylor	Councillor (Central Ward)
Cr. Wendy Eiby	Councillor (Outer Ward)
Cr. Murray Ventris	Councillor (Outer Ward)
Cr. Cliff Winfield	Councillor (Outer Ward)
Gail Ipsen Cutts	Director Community Services (Non-Voting)
Kelsie Brown	Community Development Officer (Non-Voting)



## ACCESS AND INCLUSION ADVISORY COMMITTEE TERMS OF REFERENCE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	2 Councillors Director Community Services Building Services Manager, Technical Services NDIS Coordinator, Home and Community Care 3 Disability Services Sector Community Health Industry Representative 4 Community Representatives (Total 13)
<b>Proxies</b>	1 Manager, Home and Community Care 1 Manager, Building Services 1 Disability Services Sector 1 for the WA Country Health Service (Occ. Therapy Manjimup)
<b>Quorum:</b>	At least 6 (including proxies as representative)
<b>Term of Appointment:</b>	To the 21 October 2023
<b>Officer Responsible:</b>	Director Community Services
<b>Meetings:</b>	Quarterly
<b>Reporting:</b>	Direct to Council
<b>Meeting Requirements:</b>	Nil
<b>Delegated Powers:</b>	Nil

### FUNCTIONS OF COMMITTEE

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.

**MEMBERS UPDATED (2 MARCH 2023)**

Cr Susan Dawson Vidovich	Councillor (Chair)
Cr Kim Skoss	Councillor
Ms Gail Ipsen Cutts	Director Community Services
Ms Liz Lockyear	Manager, Home and Community Care (Proxy)
Ms Sarah Alexander	Home and Community Care
Mr Ethan Stokes	Building Services
Mr Peter Krispyn	Manager, Building Services (Proxy)
Mrs Catherine Mills	Manager, Technical Services
Ms Coralie Peet	WA Country Health Service
Ms Tyler Della Franca	WA Country Health Service (Proxy)
Vacant	Disability Services Representative
Mr Christopher Smith	Disability Services Representative (Principal Manjimup Education Support Centre)
Mrs Danielle Mottram	Disability Services Representative (Manjimup Education Support Centre) (Proxy)
Mrs Nancy Giblett	Community Representative
Ms Sue Edmonds	Community Representative
Ms Marlena Hayhow	Community Representative
Mr David Tapley	Community Representative





## AUDIT AND RISK MANAGEMENT ADVISORY COMMITTEE TERMS OF REFERENCE

<b>Status:</b>	<u>Occasional Committee</u>
<b>Members:</b>	At least 5 councillors (May include community members. Officers cannot be members but may attend in an advisory capacity.)
<b>Proxies:</b>	Nil
<b>Quorum:</b>	3 Councillors
<b>Term of Appointment:</b>	2 years to 21 October 2023
<b>Officer Responsible:</b>	Director Business
<b>Meetings:</b>	3 monthly
<b>Reporting:</b>	Direct to Council

### **FUNCTIONS OF COMMITTEE**

The Committee has a statutory function to provide guidance and assistance to the local government –

- i. As to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
- ii. As to the development of a process to be used to select and appoint a person to be an auditor.

In addition, the Audit Committee undertakes:

- 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.

### **MEMBERS FROM 21 OCTOBER 2021**

Cr Paul Omodei	Councillor
Cr Denise Jenkins	Councillor
Cr Robert Taylor	Councillor
Cr Murray Ventris	Councillor
Cr Cliff Winfield	Councillor





## CHIEF EXECUTIVE OFFICER REVIEW ADVISORY COMMITTEE TERMS OF REFERENCE

<b>Status:</b>	<u>Occasional Committee</u>
<b>Members:</b>	Shire President and 4 Councillors (Total 5)
<b>Proxies:</b>	Nil
<b>Quorum:</b>	At least 3 Members
<b>Term of Appointment:</b>	2 years to 21 October 2023
<b>Officer Responsible:</b>	Chief Executive Officer
<b>Meetings:</b>	Annually
<b>Reporting:</b>	Direct to Council
<b>Delegated Power:</b>	Nil

### FUNCTIONS OF COMMITTEE

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.

### CURRENT MEMBERS FROM 21 OCTOBER 2021

<b>Cr Paul Omodei</b>	<b>Shire President</b>
<b>Cr Robert Taylor</b>	<b>Councillor</b>
<b>Cr Murray Ventris</b>	<b>Councillor</b>
<b>Cr Kim Skoss</b>	<b>Councillor</b>
<b>Cr Susan Dawson Vidovich</b>	<b>Councillor</b>



## MANJIMUP REA PARK & COLLIER STREET REDEVELOPMENT ADVISORY COMMITTEE

### TERMS OF REFERENCE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	Councillor (Chair) Councillor Manager Community & Recreation Director Community Services (Proxy) Community/Sport/Recreation Members (9) (Total 12)
<b>Proxies:</b>	1 for each representative
<b>Quorum:</b>	At least 6 voting committee members
<b>Term of Appointment:</b>	2 years to 21 October 2023
<b>Officer Responsible:</b>	Manager Community & Recreation
<b>Meetings:</b>	Quarterly. Additional meetings may be called for when required.
<b>Reporting:</b>	Direct to Council
<b>Delegated Powers:</b>	Nil

### FUNCTIONS OF COMMITTEE

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.



# MANJIMUP REA PARK & COLLIER STREET REDEVELOPMENT ADVISORY COMMITTEE

## TERMS OF REFERENCE

### MEMBERS FROM 16 DECEMBER 2021

Cr Paul Omodei	Councillor (Chair)
Cr Denise Jenkins	Councillor
Cr. Susan Dawson Vidovich	Councillor (Proxy)
Cr. Cliff Winfield	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
Joshua Rayson	Community/Sport/Recreation Member



## MANJIMUP RECREATION ADVISORY COMMITTEE

### TERMS OF REFERENCE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	<p>Councillor            Manager Community &amp; Recreation            Community/Sport/Recreation Members (10)            (Total 12)</p> <p>Manager Parks &amp; Gardens (Non-voting)            Director Works &amp; Services (Non-voting)</p>
<b>Proxies:</b>	1 for each representative
<b>Quorum:</b>	At least 6 voting committee members
<b>Term of Appointment:</b>	2 years to October 2023
<b>Officer Responsible:</b>	Manager Community & Recreation
<b>Meetings:</b>	4 monthly (additional meetings may be called for when required for specific infrastructure or other projects)
<b>Reporting:</b>	Direct to Council
<b>Delegated Powers:</b>	Nil

#### **FUNCTIONS OF COMMITTEE**

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.

[MEMBERSHIP LISTED OVER PAGE]



## MANJIMUP RECREATION ADVISORY COMMITTEE

### TERMS OF REFERENCE

#### MEMBERS FROM 13 APRIL 2023

Cr Susan Dawson Vidovich	Councillor
Cr Donelle Buegge	Councillor (Proxy)
Evy Apeldoorn	Manager Community & Recreation
Gail Ipsen Cutts	Director Community Services (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
Carol Samsa	Hockey Representative
Ray Curo	Manjimup Country Club Representative
Vacant	Manjimup Country Club Representative (Proxy)
Jo Luzny	Warren Equestrian Centre Representative
Vacant	Warren Equestrian Centre Representative (Proxy)
Vacant	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)



## MANJIMUP TOWN ACTIVATION ADVISORY COMMITTEE

### TERMS OF REFERENCE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	<p>One (1) Central Ward Councillor          Director Works &amp; Services          Director Development &amp; Regulation          Director Community Services          One (1) Manjimup Chamber of Commerce Representative          Four (4) Community Representatives          (9 in total)</p>
<b>Proxies:</b>	One proxy each for Councillor and one for Director Works & Services, one for Director Development & Regulation and two for Director Community Services
<b>Quorum:</b>	At least 6 Members of the Committee
<b>Term of Appointment:</b>	2 years to 21 October 2023
<b>Officer Responsible:</b>	Director Development & Regulation
<b>Meetings:</b>	Quarterly
<b>Reporting:</b>	Direct to Council
<b>Delegated Powers:</b>	Nil

### FUNCTIONS OF COMMITTEE

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.

**CURRENT MEMBERS FROM 20 OCTOBER 2022**

Cr Donelle Buegge	Central Ward Councillor
Cr Denise Jenkins	Councillor (Proxy)
Mr Michael Leers	Director Works & Services
Mr Spencer Roberts	Manager Parks Operations (Proxy)
Mr Brian Robinson	Director Development & Regulation
Ms Jocelyn Baister	Manager Planning Services (Proxy)
Ms Gail Ipsen Cutts	Director Community Services
Ms Evy Apeldoorn	Manager Community & Recreation Services (Proxy)
Mrs Sarah Alexander	Events Administration Officer (Proxy)
Mr Bevan Eatts	Manjimup Chamber of Commerce
Ms Mary Nixon	Community Representative
Mr David Giblett	Community Representative
Ms Philippa Gavranich	Community Representative
Michelle Di Salvo	Community Representative



## NORTHCLIFFE TOWN ACTIVATION ADVISORY COMMITTEE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	1 Councillor Director Development and Regulation Director Works and Services Director Community Services 7 Community Representatives (11 in total)
<b>Proxies:</b>	One for Councillor, one for Director Development & Regulation, one for Director Works and Services and two for Director Community Services.
<b>Quorum:</b>	At least 6 Members of the Committee
<b>Term of Appointment:</b>	2 years to 21 October 2023
<b>Officer Responsible:</b>	Director Development & Regulation
<b>Meetings:</b>	6 Monthly
<b>Reporting:</b>	Direct to Council
<b>Meeting Requirements:</b>	Nil
<b>Delegated Powers:</b>	Nil

### FUNCTIONS OF COMMITTEE

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; and
5. Communicate and inform the local community about activities of the Committee.

### CURRENT MEMBERS FROM 24 MARCH 2022

Cr Wendy Eiby	Councillor
Cr Ken Lawrence	Councillor (Proxy)
Mr Michael Leers	Director Works & Services
Mr Spencer Roberts	Manager Parks Operations (Proxy)
Mr Brian Robinson	Director Development & Regulation
Ms Jocelyn Baister	Manager Planning Services (Proxy)
Ms Gail Ipsen Cutts	Director Community Services
Ms Evy Apeldoorn	Manager Community & Recreation Services (Proxy)
Mrs Sarah Alexander	Events Administration Officer (Proxy)
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





## PEMBERTON TOWN ACTIVATION COMMITTEE

### TERMS OF REFERENCE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	2 Councillors Director Works and Services Director Development and Regulation Director Community Services Pemberton Arts Group Representative 5 Community Representatives (Total of 11)
<b>Proxies:</b>	One for Director Works and Services, one for Director Development and Regulation and two for Director Community Services.
<b>Quorum:</b>	At least 6
<b>Term of Appointment:</b>	2 years to 21 October 2023
<b>Officer Responsible:</b>	Director Works & Services
<b>Meetings:</b>	Quarterly
<b>Reporting:</b>	Direct to Council
<b>Meeting Requirements:</b>	Quarterly
<b>Delegated Powers:</b>	Nil

### FUNCTIONS OF COMMITTEE

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

### MEMBERS FROM 23 MARCH 2023

Cr Murray Ventris	Chairperson
Cr Ken Lawrence	Councillor
Mr Michael Leers	Director Works & Services
Mr Spencer Roberts	Manager Parks and Gardens (Proxy)
Mr Brian Robinson	Director Development & Regulation
Ms Jocelyn Baister	Manager Planning Services (Proxy)
Ms Gail Ipsen Cutts	Director Community Services
Ms 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



## PLANT REPLACEMENT COMMITTEE TERMS OF REFERENCE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	5 Councillors Chief Executive Officer Director Works and Services Manager Works Director Business (Total 9)
<b>Proxies:</b>	Nil
<b>Quorum:</b>	At least 5
<b>Term of Appointment:</b>	2 years to 21 October 2023
<b>Officer Responsible:</b>	Director Works & Services
<b>Meetings:</b>	Annually (in November)
<b>Reporting:</b>	Direct to Council
<b>Meeting Requirements:</b>	Nil
<b>Delegated Powers:</b>	Nil

### FUNCTIONS OF COMMITTEE

- 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)
- Consider the merits of proposed new items of Plant
- Review tender specifications for Plant

### MEMBERS FROM 21 OCTOBER 2021

Cr Paul Omodei	Councillor
Cr Murray Ventris	Councillor
Cr Robert Taylor	Councillor
Cr Ken Lawrence	Councillor
Cr Kim Skoss	Councillor
Mr Andrew Campbell	Chief Executive Officer
Mr Michael Leers	Director Works and Services
Mr Andrew Johns	Manager Works
Mr Greg Lockwood	Director Business



**SHIRE OF MANJIMUP  
ROAD INFRASTRUCTURE ADVISORY COMMITTEE  
TERMS OF REFERENCE**

**Status:** Occasional Committee

**Members:** Two (2) Councillors – Regional Road Group elected members  
Five (5) Councillors – to be nominated  
Director Works and Services  
Director Business  
Manager Works  
Manager Technical Services  
(11)

**Proxies:** Nil

**Quorum:** Six (6)

**Term of Appointment:** To 16 October 2023

**Officer Responsible:** Director Works & Services

**Meetings:** March and September

**Reporting:** To Council

**FUNCTIONS OF COMMITTEE**

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.

**MEMBERS FROM 21 OCTOBER 2021**

Cr Paul Omodei	Councillor and MRWA Regional Road Group elected member
Cr Denise Jenkins	Councillor and MRWA Regional Road Group elected member
Cr Murray Ventris	Councillor
Cr Jennifer Willcox	Councillor
Cr Cliff Winfield	Councillor
Cr Robert Taylor	Councillor
Cr Wendy Eiby	Councillor
Michael Leers	Director Works & Services
Greg Lockwood	Director Business
Andrew Johns	Manager Works
Catherine Mills	Manager Technical Services



## WALPOLE TOWN ACTIVATION ADVISORY COMMITTEE

### TERMS OF REFERENCE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	1 Councillor Director Works and Services Director Development and Regulation Director Community Services 5 Community Representatives (9 in total)
<b>Proxies:</b>	One for Councillor, one for Director Development and Regulation, Director Works and Services and two for Director Community Services
<b>Quorum:</b>	At least 6
<b>Term of Appointment:</b>	2 years to 21 October, 2023
<b>Officer Responsible:</b>	Director Development and Regulation
<b>Meetings:</b>	Quarterly
<b>Reporting:</b>	Direct to Council
<b>Meeting Requirements:</b>	Quarterly
<b>Delegated Powers:</b>	Nil

### FUNCTIONS OF COMMITTEE

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.

### MEMBERS FROM 16 DECEMBER 2021

Cr Jennifer Willcox	Councillor
Cr Wendy Eiby	Councillor (Proxy)
Mr Michael Leers	Director Works & Services
Mr Spencer Roberts	Manager Parks Operations (Proxy)
Mr Brian Robinson	Director Development & Regulation
Ms Jocelyn Baister	Manager Planning Services (Proxy)
Ms Gail Ipsen Cutts	Director Community Services
Ms Evy Apeldoorn	Manager Community & Recreation Services (Proxy)
Mrs Sarah Alexander	Events Administration Officer (Proxy)
Louise Pickett	Community Representative
Sarah Walker	Community Representative
Cherie Smith	Community Representative
Sheree Grey	Community Representative
Dave Tapley	Community Representative



## SUSTAINABILITY ADVISORY COMMITTEE

### TERMS OF REFERENCE

**Status:** Advisory Committee

**Members:**

#### VOTING

- 2 Councillors
- 7 Community Members
- 1 Member representing Warren Catchments Council

#### NON-VOTING

- Director Development and Regulation
- Environmental Sustainability Officer
- 1 Member representing Department of Biodiversity, Conservation and Attractions (ex officio)

**Proxies:** **1 Councillor**

**Quorum:** **6 voting members**

**Term of Appointment:**

**Officer Responsible:** **Director Development and Regulation**

**Meetings:** **Quarterly**

**Reporting:** **Direct to Council**

**Delegated Powers:** **Nil**

### COMMITTEE OBJECTIVE

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:

- 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.

### FUNCTIONS OF COMMITTEE

1. Identification of opportunities for activation of sustainability practices in the Shire of Manjimup;
2. Liaison with other relevant community groups and / or service agencies over potential sustainability projects;
3. Communicate and inform the local community about activities of the Committee;
4. To provide advice to Council on the development, management and promotion of sustainability practices in the Shire of Manjimup;
5. To make recommendation to Council in regard to matters that will improve sustainability in the Shire of Manjimup for the benefit of the broader community; and
6. To provide advice on trends in sustainability (e.g., technologies, government policy)

**CURRENT MEMBERS FROM 15 June 2023**

Cr Donelle Buegge	Councillor
Cr Wendy Eiby	Councillor
Cr Kim Skoss	Councillor (Proxy)
Ms Jayde Darin	Community Member
Mr Stephen King	Community Member
Ms Clare Bailey	Community Member
Mr Rob Telford	Community Member
Mr Ian Wilson	Community Member
Ms Ashleigh Collins	Community Member
Mitchell East	Community Member
TBC	Warren Catchments Council
Brian Robinson	Director Development and Regulation (non Voting)
Jason Giadresco	Senior Governance Officer (Proxy) (Non Voting)
Ann Bentley	Environmental Sustainability Officer (Non Voting)
	Department of Biodiversity, Conservation and Attractions (ex officio)



## RECONCILIATION ACTION PLAN ADVISORY COMMITTEE

### TERMS OF REFERENCE

<b>Status:</b>	Advisory Committee
<b>Members:</b>	2 Councillor Director Community Services (Proxy) RAP Project Officer (Non-Voting) 5 Aboriginal & Torres Strait Islander - Community Members/Key Stakeholders 2 Aboriginal & Torres Strait Islander – Youth Representatives 2 Community Representatives <b>(Total 12)</b>
<b>Proxies:</b>	1 for Council and Shire
<b>Quorum:</b>	At least 5 voting committee members
<b>Term of Appointment:</b>	To October 2023
<b>Officer Responsible:</b>	Director Community Services
<b>Meetings:</b>	Bi-monthly. Additional meetings may be called for when required.
<b>Reporting:</b>	Direct to Council
<b>Delegated Powers:</b>	Nil

#### **FUNCTIONS OF COMMITTEE**

1. To provide guidance and support to the Shire of Manjimup for the implementation of the 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.

**[MEMBERSHIP LISTED OVER PAGE]**



## RECONCILIATION ACTION PLAN ADVISORY COMMITTEE

### TERMS OF REFERENCE

#### **MEMBERS FROM 27 July 2023**

Vacant	Councillor
Cliff Winfield	Councillor
Gail Ipsen Cutts	Director Community Services
Vanda Dei-Tos	Manager of Libraries & Cultural Services (Proxy)
Emily O'Neil	Community Development Officer (Non-voting)
Wayne Herdigan	Aboriginal and Torres Strait Islander Community/ Stakeholder
Suzanne Kelly	Aboriginal and Torres Strait Islander Community/ Stakeholder
Susanne Griffiths	Aboriginal and Torres Strait Islander Community/ Stakeholder
Betty Michelle Cornwall	Aboriginal and Torres Strait Islander Community/ Stakeholder
Katrice May	Aboriginal and Torres Strait Islander Community/ Stakeholder
<b><i>Vacant</i></b>	Aboriginal and Torres Strait Islander Youth Representative
<b><i>Vacant</i></b>	Aboriginal and Torres Strait Islander Youth Representative
Wendy Eiby	Community Representative
Fiona Sinclair	Community Representative





## MANJIMUP HERITAGE PARK ADVISORY COMMITTEE

### TERMS OF REFERENCE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	2 Councillors Director Community Services Manager Parks Operations Community Garden Representative Manjimup Historical Society Representative Manjimup Visitor Centre Representative Manjimup Wood Turners Representative Indigenous Representative 2 Community Representatives (Total 11)
<b>Proxies:</b>	1 representative from (Shire Community, Shire Parks, Visitor Centre, Historical Society and Community Garden)
<b>Quorum:</b>	At least 5
<b>Term of Appointment:</b>	2 years to 21 October 2023
<b>Officer Responsible:</b>	Director Community Services
<b>Meetings:</b>	Quarterly
<b>Reporting:</b>	Direct to Council
<b>Delegated Powers:</b>	Nil

### FUNCTIONS

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. To assist, advise and participate in Manjimup Heritage Park Activation.

### MEMBERS FROM 13 APRIL 2023

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



## PEMBERTON COMMUNITY HUB ADVISORY COMMITTEE

### Terms of Reference

<b>Status:</b>	<b><u>Stakeholder Representatives</u></b>
<b>Members:</b>	Pemberton Ward Councillor Community Development Project Officer Pemberton Library Pemberton Community Resource Centre Representative Pemberton Visitor Centre Representative Pemberton RSL Representative Pemberton Chamber of Commerce & Industry Representative Pemberton Arts Group Representative Pemberton Heritage & History Group Representative  <b>(Total 9 members)</b>
<b>Proxies</b>	1 Councillor, 1 Representative from Shire and 1 each from each stakeholder group <b>(Total 9 Proxys)</b>
<b>Quorum:</b>	5 members
<b>Term of Appointment:</b>	to October 2023
<b>Officer Responsible:</b>	Director Community Services
<b>Meetings:</b>	Quarterly
<b>Reporting:</b>	Direct to Council
<b>Delegated Powers:</b>	Nil

#### Functions of the Advisory Committee;

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).

#### Terms of Reference – Pemberton Community Hub Management Committee



### Members from 28 September 2023

Cr. Ken Lawrence	Councillor
Cr Murray Ventris	Councillor (proxy)
Cr Paul Omodei	Councillor – Shire President
Gail Ipsen Cutts	Director Community Services
Evy Apeldoorn	Manager Community and Recreation Services (Proxy)
Sherril Jackson	Librarian
Vanda Dei-Tos	Manager of Library and Cultural Services (proxy)
Anna Czerkasow	Pemberton Arts Group
Jill Baker	Pemberton Arts Group (proxy)
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
Noeleen 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)

### Terms of Reference – Pemberton Community Hub Management Committee