



# 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**

<b>PROPONENT:</b>	Shire of Manjimup
<b>WARD:</b>	Whole of Shire
<b>DIVISION:</b>	Office of the CEO
<b>FILE REFERENCE:</b>	F160233
<b>LEGISLATION:</b>	<i>Local Government Act 1995</i>
<b>AUTHOR:</b>	Brian Robinson
<b>INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	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.
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	9.2	CORPORATE & GOVERNANCE	

	<b>9.3</b>	<b>FINANCE &amp; ADMINISTRATION</b>	
	<b>9.4</b>	<b>INFORMATION COMMUNICATIONS TECHNOLOGY</b>	
<b>DEVELOPMENT &amp; REGULATION DIRECTORATE</b>			
	<b>9.5</b>	<b>STATUTORY PLANNING</b>	
	<b>9.6</b>	<b>BUILDING SERVICES</b>	
	<b>9.7</b>	<b>RANGER &amp; EMERGENCY SERVICES</b>	
	<b>9.8</b>	<b>ENVIRONMENTAL HEALTH SERVICES</b>	
<b>COMMUNITY SERVICES DIRECTORATE</b>			
	<b>9.9</b>	<b>COMMUNITY &amp; RECREATION SERVICES</b>	
	<b>9.10</b>	<b>HACC SERVICES</b>	
	<b>9.11</b>	<b>LIBRARIES &amp; CULTURAL SERVICES</b>	
<b>WORKS AND SERVICES DIRECTORATE</b>			
	<b>9.12</b>	<b>TECHNICAL SERVICES</b>	
	<b>9.13</b>	<b>WORKS</b>	
	<b>9.14</b>	<b>PARKS &amp; GARDENS</b>	
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## ATTACHMENT APPENDIX

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

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

<b>Functions</b>	<ol style="list-style-type: none"> <li>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;</li> <li>2. Carry out voluntary and contributory maintenance activities within the annual allocated operating budget;</li> <li>3. To advise Council on matters relating to Airfield Policy; and</li> <li>4. To advise Council on the future development of the airfield (at the existing or alternative locations).</li> </ol>
<b>Meeting Frequency</b>	Quarterly.
<b>#members</b>	9
<b>Quorum</b>	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

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

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

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

<b>Functions</b>	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.
<b>Meeting frequency</b>	3 Meetings per year
<b># members</b>	14
<b>Quorum</b>	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**

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

**Non-Voting Representatives**

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

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 Managment Committee - Terms of Reference 2023 - 2025 2 Pages

## APPENDICES

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

## ATTACHMENT APPENDIX

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

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

<b>Functions</b>	<ol style="list-style-type: none"> <li>1. To allocate funds approved by Council for Northcliffe Forest Park and in conjunction with relevant manager.</li> <li>2. To maintain and develop the Northcliffe Forest Park in accordance with the Council endorsed Northcliffe Forest Park Management Plan.</li> <li>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.</li> </ol>
<b>Meeting frequency</b>	Quarterly
<b># members</b>	9
<b>Quorum</b>	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

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

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

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


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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Page

## **APPENDICES**

<b>A</b> 	Northcliffe Town Hall Management Committee Terms of Reference 19 January 2023	1 Page
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## ATTACHMENT APPENDIX

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

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

<b>Functions</b>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>
<b>Meeting Frequency</b>	Occasionally as required during the annual Council budget deliberation upon the closure date of the annual Community Funds program round.
<b>Members</b>	7
<b>Quorum</b>	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

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

<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Promote the benefits of access and inclusion to the residents and businesses of the Shire of Manjimup.</li> <li>2. Be available to provide relevant advice on the development of proposals or plans for any activity, building or infrastructure within the Shire.</li> <li>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.</li> <li>4. Make recommendations to Council on matters arising not clearly dealt with by the Shire of Manjimup's Access and Inclusion Plan.</li> <li>5. Monitor and review the Access and Inclusion Plan.</li> </ol>
<b>Meeting frequency</b>	Quarterly or as required
<b>Members</b>	13
<b>Quorum</b>	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;

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

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

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

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

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

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**

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

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

- 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;**

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

**PROXIES**

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

- |            |  |            |
|------------|--|------------|
| <b>1</b> ➡ | Bush Fire Advisory Committee - Terms of Reference 2021 - 2023          | 2<br>Pages |
| <b>2</b> ➡ | Proposed - Bush Fire Advisory Committee Terms of Reference 2023 - 2025 | 2<br>Pages |

## ATTACHMENT APPENDIX

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

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

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

## **APPENDICES**

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

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

<b>Functions</b>	<ol style="list-style-type: none"> <li>1. To provide advice to Council on the Manjimup Rea Park &amp; Collier Street Redevelopment Project for the duration of the Project, including the Planning &amp; Design and Construction &amp; Implementation stages.</li> <li>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 &amp; Collier Street Precinct for the benefit of the broader community.</li> <li>3. To provide input into and feedback on design, research sport specific needs, and contribute to ideas for the Project.</li> <li>4. To provide advice on trends in sport and recreation (e.g. participation rates, regulations, facilities) where relevant to the Project.</li> <li>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.</li> <li>6. Communicate and inform represented groups and the local community regarding activities of the Committee.</li> </ol>
<b>Meeting Frequency</b>	Quarterly. Additional meetings may be called for when required.
<b># Members</b>	12
<b>Quorum</b>	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;

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

<b>Pat Martin</b>	<b>Community/Sport/Recreation Member</b>
<b>Vacant</b>	<b>Community/Sport/Recreation Member</b>

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

### **APPENDICES**

- 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**

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

<b>Functions</b>	<ol style="list-style-type: none"> <li>1. To provide advice to Council on the development, management and promotion of sport and recreation facilities in Manjimup.</li> <li>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.</li> <li>3. To provide advice on trends in sport and recreation (e.g. participation rates, regulations, facilities).</li> <li>4. To guide &amp; provide feedback to Council and staff in relation to strengthening key programs (such as: KidSport, GoodSport, Youth, Seniors, Club Development, Access &amp; Inclusion).</li> <li>5. To provide feedback and advice in regard to financial matters pertaining to sport and recreation.</li> <li>6. To provide feedback and advice in terms of Council's annual adoption of fees and charges.</li> <li>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.</li> </ol>
<b>Meeting Frequency</b>	4 monthly or when required
<b># members</b>	12
<b>Quorum</b>	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;**


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

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

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

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

**APPENDICES**

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

## ATTACHMENT APPENDIX

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

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

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

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

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**

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

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

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

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

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

<b>Function</b>	<ol style="list-style-type: none"> <li>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)</li> <li>2. Consider the merits of proposed new items of Plant</li> <li>3. Review tender specifications for Plant</li> </ol>
<b>Meeting frequency</b>	Annually
<b># members</b>	9
<b>Quorum</b>	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**

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

- 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

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

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


<b>Cr</b>	<b>Councillor</b>
<b>Michael Leers</b>	<b>Director Works &amp; Services</b>
<b>Greg Lockwood</b>	<b>Director Business</b>
<b>Andrew Johns</b>	<b>Manager Works</b>
<b>Catherine Mills</b>	<b>Manager Technical Services</b>

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

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

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

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

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

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

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

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

## ATTACHMENT APPENDIX

### 9.16.14 Sustainability Advisory Committee - Review Terms of Reference and Appointments

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

<b>Functions</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• Climate change;</li> <li>• Biodiversity;</li> <li>• Built Environment;</li> <li>• Land and waterway degradation;</li> <li>• Water quality and conservation;</li> <li>• Waste management;</li> <li>• Community engagement and information sharing on sustainable practices; and</li> <li>• Economic transition.</li> </ul>
<b>Meeting frequency</b>	Quarterly
<b># members</b>	10
<b>Quorum</b>	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


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

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

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

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

<b>Cr</b>	<b>Shire President (Chair)</b>
<b>Cr</b>	<b>Councillor (Proxy)</b>
<b>Gail Ipsen Cutts</b>	<b>Director Community Services</b>
<b>Vanda Dei-Tos</b>	<b>Manager of Libraries &amp; Cultural Services (Proxy)</b>

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

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

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

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

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

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

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

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

<b>Current functions of Committee</b>	<b>Relevancy upon Community Hub being operational</b>
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;

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


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

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 2 Pages  
2023-2025

## **APPENDICES**

- A  Current Pemberton Community Hub Advisory Committee 2 Pages  
Terms of Reference September 2023

**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.**