

F170455



NOTICE OF MEETING

Notice is given that an informal meeting of the Manjimup Town Activation Advisory Committee will be held at the Northcliffe Visitors Centre on Thursday 9th December 2021 commencing at 4.30pm.

Please send apologies to Kaylene Roberts on 9771 7726 or kaylene.roberts@manjimup.wa.gov.au

**Andrew Campbell
CHIEF EXECUTIVE OFFICER
26 November 2021**

The Committees Function is to:

1. *Identification of opportunities for space activation within Northcliffe townsite;*
2. *Liaison with other relevant community groups and/or service agencies over potential art of cultural projects;*
3. *Assisting Shire of Manjimup Officers in draft design guidelines to guide future developments within the Town Centre Precinct;*
4. *Assist in co-ordinating community participation; and*
5. *Communicate and inform the local community about activities of the committee.*

AGENDA

1. **DECLARATION OF OPENING MEETING**
2. **Acknowledgement of Country**
The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the land in which we work throughout the region and we pay our respects to their Elders, past, present and emerging.
3. **ATTENDANCE / APOLOGIES**
4. **GUESTS**
5. **PRESENTATIONS**
6. **DISCLOSURE OF INTERESTS**
7. **COUNCIL DECISION ON PREVIOUS RECOMMENDATIONS**

8. **CONFIRMATION OF PREVIOUS MINUTES**
9. **STANDING ITEMS**
10. **MATTERS ARISING FROM PREVIOUS MINUTES**
11. **NEW BUSINESS**
 - 10.1 Election of Chairperson
 - 10.2 Committee Vacancies
 - 10.3 Meeting Dates 2022

12. **NEXT MEETING**
To be confirmed.

13. **MEETING CLOSURE**

There being no further business, the Chair closed the meeting at _____.

DISTRIBUTION:

Cr Donelle Buegge, Brian Robinson, Michael Leers, Gail Ipsen Cutts, Evy Apeldoorn, Mary Nixon, Phillipa Gavranich, David Giblett

**ATTACHMENT
APPENDIX**

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

| | |
|---------------------------------|----------------------------------|
| PROPONENT: | Shire of Manjimup |
| OWNER: | Whole Shire |
| LOCATION / ADDRESS: | Whole Shire |
| WARD: | Whole of Shire |
| ZONE: | N/A |
| DIRECTORATE: | Office of CEO |
| FILE REFERENCE: | F170454 |
| LEGISLATION: | <i>Local Government Act 1995</i> |
| AUTHOR: | Gaye Burrige/Brian Robinson |
| DATE OF REPORT: | 5 October 2021 |
| DECLARATION OF INTEREST: | Nil |

BACKGROUND:

A review of Council Committee appointments / reappointments is required to be made following the Ordinary Elections held on 16 October 2021. This is also an opportunity to review the Terms of Reference for each committee.

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

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

A copy of the Terms of Reference as adopted by Council at its Ordinary Meeting held on 13 February 2020 are appended.

APPENDIX: 9.16.11(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).

Following Council's endorsement of the Community Representatives in February 2020, the ability to hold meetings has at times been limited to due restrictions associated with the COVID-19 pandemic response and officer availability over the past two years. As a result, only one committee meeting was held and it is therefore recommended that the composition of the committee be retained.

Given the above, the only changes to the Terms of Reference relate to the identification of Council member representation for the new period ending 21 October 2023. A copy of the proposed Terms of Reference (excluding the Council members) is attached.

ATTACHMENT: 9.16.11(1)

It should be noted that at the time of preparing this agenda item a current Community Representative had nominated as a candidate for the Central Ward. In the event that they are elected to Council, there will be a need to remove them from the committee as Community Representative and advertise the vacant Community Representative position.

STATUTORY ENVIRONMENT:

Section 5.11 of the *Local Government Act 1995* (the Act), specifies that where a person is appointed to a Committee of the local government, their membership continues until, at the latest, the next ordinary elections day is held. As a result all Committee positions are effectively vacated, with members to be appointed by resolution of Council.

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 2021 – 2025 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: 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 Centre Revitalisation Advisory Committee for the biennial period 21 October 2021 to 21 October 2023.

| | |
|----------------------------|--|
| Cr | Central Ward Councillor |
| Cr | Councillor (Proxy) |
| Mr Michael Leers | Director Works & Services |
| Mr Spencer Roberts | Manager Parks Operations (Proxy) |
| Mr Brian Robinson | Director Development & Regulation |
| Ms Jocelyn Baister | Manager Planning Services (Proxy) |
| Ms Gail Ipsen Cutts | Director Community Services |
| Ms Evy Apeldoorn | Manager Community & Recreation Services (Proxy) |
| Mrs Sarah Alexander | Events Administration Officer (Proxy) |
| To be Confirmed | Manjimup Chamber of Commerce |
| Mary Nixon | Community Representative |
| David Giblett | Community Representative |
| Phillipa Gavranich | Community Representative |
| Donelle Buegge | Community Representative |

2. Confirm the Terms of Reference for the Manjimup Town Activation Advisory Committee as provided in Attachment: 9.16.11(1) including nominations contained in point 1) above; and
3. Request that the Chief Executive Officer undertake a public consultation period to seek a nominated representative sought from the Manjimup Chamber.

COUNCIL RESOLUTION:**MOVED: Buegge, D SECONDED: Willcox, J****28591****That Council:**

1. Pursuant to Section 5.10 of the *Local Government Act 1995*, make the following appointments to the Manjimup Town Centre Revitalisation Advisory Committee for the biennial period 21 October 2021 to 21 October 2023.

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

2. Confirm the Terms of Reference for the Manjimup Town Activation Advisory Committee as provided in Attachment: 9.16.11(1) including nominations contained in point 1) above; and
3. Request that the Chief Executive Officer undertake a public consultation period to seek a nominated representative sought from the Manjimup Chamber.

CARRIED: 10/0



MANJIMUP TOWN ACTIVATION ADVISORY COMMITTEE

TERMS OF REFERENCE

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

FUNCTIONS OF COMMITTEE

1. Identification of opportunities for space activation within Manjimup townsite;
2. Liaison with other relevant community groups and / or service agencies over potential art or cultural projects;
3. Assisting Shire of Manjimup officers in drafting design guidelines to guide future developments within the Town Centre precinct;
4. Assist co-ordinating community participation; and
5. Communicate and inform the local community about activities of the Committee.