APPENDICES

PART TWO

ORDINARY MEETING

To Be Held

Wednesday, 27 November 2019
Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: New Policy – CP090 – Community Engagement Policy

RISK THEME PROFILE:

6 - Engagement Practices
3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No compliance with meeting procedures could lead to penalties being imposed on the Shire	Minor (2)	Likely (4)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance will impact on the Shires business reputation	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.

COMMUNITY ENGAGEMENT FRAMEWORK

TABLE OF CONTENTS

1.   INTRODUCTION

The Shire of Dardanup undertakes a range of community engagement activities. This Community Engagement Framework aims to affirm the Shire's commitment to the principles of community engagement and to consolidate and enhance its practice. The Shire's Community Engagement Framework consists of four parts:

- The Policy, which underpins this Framework and provides a clear policy statement to ensure the community is aware and empowered to participate in civic life;

- This Framework Document to provide transparent and accountable procedures for how the Shire of Dardanup will engage with the community;

- The Operational Procedure: A 10 Step Guide to Community Engagement, to guide staff and consultants through the decision-making process on considering engagement levels, tools and activities; and

- The Toolkit, which will provide a template community engagement plan to help staff and consultants develop engagement plans that are appropriate, relevant and consistent across the organisation.

The Framework is relevant to many activities undertaken by the Shire and aims to provide a clear statement and guidelines for how the Shire will engage with the community. Using the Framework will facilitate improved decision making based on increased knowledge of community need, aspirations and strengths. This will also help in targeting Shire of Dardanup's resource and service priorities.

2.   WHAT IS COMMUNITY ENGAGEMENT?

The term 'community engagement' incorporates information sharing, consultation (seeking feedback) and active participation (involvement, collaboration and empowerment) between local government and communities.

Council defines community engagement as:

> *An ongoing dialogue with our community to identify civic issues and opportunities, to assist with planning and inform decision making.*

Community engagement does not replace Council's responsibility for decision making. The purpose of gaining input from the community is to enhance Council's decision-making processes. Community engagement is a key part in the relationship between Council staff, Councillors and the community. It is a process of working collaboratively with groups of people linked by geographic proximity, special interest or similar situations to address issues affecting their well-being.

The Community Engagement Framework provides the context in which to plan and implement a community engagement process for identified projects, strategies and decision making processes. The Framework outlines the relationship between Council's Community Engagement Policy, the Ten-Step Process to develop a community engagement plan and other related protocols.

Therefore, engagement may involve a range of activities that allow community members to be informed of, involved in, and provide input into, Council activities and local issues. These activities range from everyday informal discussions, contact with stakeholders during service delivery, group discussions or meetings and formal consultation processes through to Council supporting community members to take action on issues themselves.

3.   WHY IS COMMUNITY ENGAGEMENT IMPORTANT?

Communities are complex and many issues involve a wide range of stakeholders often with different views and areas of interest. Engagement activities need to incorporate the diversity and dynamics of the community, help different groups consider issues constructively and manage potentially conflicting interests. While engagement requires skills, resources and time, if it is planned and conducted well, it can be done efficiently and relatively easily.

Traditionally, Local Government has relied on the community representation of elected Councillors to ensure that community issues and priorities are reflected in Council activities. This is still crucial but increasingly community members have an expectation of more direct involvement in providing input to Council priorities.

Not only is greater transparency and engagement with community expected, but it is also good business practice for Council. Successful engagement can improve strategic planning and service delivery, ensure that Council is addressing the priorities of the community and increase community support and collaboration.

Engagement does not mean that every detail of Council operation is open to community comment or control. Nor does it mean that staff will be distracted from their delivery of services. There are many situations where engagement is not necessary or possible and the Community Engagement Framework is intended to clearly identify these situations.

4.   PURPOSE AND OBJECTIVES OF THE COMMUNITY ENGAGEMENT FRAMEWORK

The purpose of the Community Engagement Framework is to enable Council to implement one of the identified values in its Strategic Community Plan,

> *Outcome 1.6: A well informed, connected and engaged community that actively participates*
> *1.6.1: Provide opportunities for the community to engage with Councillors and Staff*

The objectives of the Community Engagement Framework is to:

- Establish a clear set of guidelines that informs the way the Shire of Dardanup engages with the community;
- Establish consistent and strategically targeted processes for community engagement;
- Ensures that those processes are implemented by the Shire of Dardanup; and
- Takes into account the legislative requirements for consultation such as notices of application for a planning permit.

5.   THE BENEFITS OF COMMUNITY ENGAGEMENT

There is an increasing expectation that all levels of government are transparent and accountable in the way they do business. Community engagement provides a valuable link between the Councillors, the Council organisation and the community they serve by:

- Enabling the community to be better informed;
- Reducing the level of misconception or misinformation;
- Ensuring commitment and greater ownership of the final decision by the community;
- Strengthening relationships between council and the community;
- Encouraging the community to put forward ideas;
- Assisting council to gain a better understanding of local needs; and
- Helping to identify issues which may not otherwise have been considered.

6. INTERNATIONAL ASSOCIATION FOR PUBLIC PARTICIPATION FRAMEWORK

The Shire of Dardanup will be using the International Association for Public Participation (IAP2) framework in these guidelines and it's Community Engagement Policy in recognition that IAP2 is a world-class leader in the engagement of communities. IAP2 has developed a spectrum for community engagement which provides a methodology for determining what level of influence a community has over a decision and therefore what level of engagement is appropriate. The IAP2 Spectrum4 shows that differing levels of participation are appropriate, depending on the outcomes, timeframes, resources and levels of concern or interest in the decision to be made.

The IAP2 Spectrum is a tool that enables the user to determine the level of engagement and the most suitable techniques to use during the engagement process. There are five different levels of engagement within the IAP2 Spectrum, which should be used as a guide in determining the level of community engagement to be considered. For example, if the Council has made a decision regarding a project, and it is not actively seeking community input then 'Inform' is the most appropriate category. On the other hand, if the outcome is of high community concern, then you may need to 'Involve' or 'Collaborate' with the community to determine an outcome that meets both the community and Council needs.

A summary of the five different levels of public participation along the IAP2 Spectrum and the definition for each is outlined in the table below, along with the suggested decision maker for each level:

LEVEL OF INFLUENCE	DESCRIPTION OF INTENT	DECISION-MAKER
Inform	To provide information about the problem or project to be addressed	Council
Consult	To seek an opinion or input to inform a decision	
Involve	To engage with stakeholders in order to understand and consider their input and feedback	Community and Council
Collaborate	To work in partnership to come to a decision	
Empower	To give the decision-making role to the stakeholders	Community

7. LEVELS OF ENGAGEMENT

Council and community stakeholders engage each other at different levels along the IAP2 spectrum with increasing levels of engagement. It is important to understand that each participation level involves a different promise made to the community. If the promise is not defined, or is understood differently by the participants and the decision maker, the process may result in dissatisfaction and/or disillusionment. At all public participation levels, promises should be made clear and upheld.

The table below has been adapted from the IAP2 spectrum, and shows the different promises at increasing levels of public impact as the engagement progress from *'inform'* through to '*empower*':

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal:				
To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	*Members of the Public make recommendations to Council through relevant Committees; or Empower groups by making Council owned facilities available for the group to deliver its services.*

(Appendix ORD: 12.3B)

INFORM	CONSULT	INVOLVE	COLLABORATE	*EMPOWER*
Promise to the Public:				
We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and Incorporate your advice and recommendations into the decisions to the maximum extent possible.	*Council will give due regard when considering the recommendations of Committees and Advisory Groups.*

The IAP2 Spectrum includes '*empower*' as a level of community engagement, where the final decision-making power is in the hands of the public. Under the Local Government Act 1995, community members can serve on a committee of Council that could be delegated authority to make decisions, or as a minimum make direct recommendations to Council for the final decision. Additionally, in a number of occasions the management of a Council owned facility could also be transferred to a community or sporting group which empowers that group to use the facility to advance its services rendered to the community. Therefore, the Shire of Dardanup will consider the *Empower* category in its Community Engagement Matrix as related to relevant Committees and Community Groups empowered through a lease, sublease or license agreement as well as community member representation on committees.

8.   COMMUNITY ENGAGEMENT APPROACH

The Shire of Dardanup Council in October/November 2019 restructured its Committees and Advisory Groups to provide greater opportunities for ongoing engagement. The following table outlines the forums within which engagement will be undertaken:

COUNCIL	GENERAL
Statutory Committees	Topic Specific
Place Based Advisory Group	Place Based
Topic Advisory Groups	Topic Specific
External Groups/Boards	General / Topic Specific / Place based
General Public	General / Topic Specific / Place based

As outlined above the Shire has set up Formal Place Based Advisory Groups of Council to replace the previous Townscape Committees. In addition to the Place Based Advisory Groups, Council has also established topic specific advisory groups. These advisory groups will allow more informal engagement by community members, groups, sporting clubs or businesses on topics related to arts, culture, sport and recreation, economic development, environmental sustainability, waste and road safety.

Each of these committees and advisory groups provide a significant opportunity for community members to collaborate or become empowered and to assist the Shire to develop meaningful outcomes related to the *FACTS* of the relevant locations or topics as outlined in the table below:

Place Based	Topic Specific
Facilities	Facilities
Activities	Activities
Character	Concepts
Technology	Technology
Services	Services

8.1   Place-Based Approach

The Shire acknowledges that in order to meet the needs of its ever-evolving community, local places and services should be designed, delivered and programmed with consideration to the uniqueness of each community. This will require a more coordinated and integrated approach to support the economic, social, environmental and local government activities delivered in place.

The Shire of Dardanup currently comprises of 12 suburbs and/or localities across an area of 526 square kilometres. While these suburbs share similarities with one another, they also possess unique and distinctive characteristics based on their history, location, design, access and the people who call these places home. In implementing a Place-Based Approach, the Shire acknowledges the Noongar People as the traditional custodians of this place, and aims to work collaboratively with its unique local communities to ensure all local places encompass the history, culture, values, beliefs, languages and lifestyles of the Shire of Dardanup.

Our Place Based approach to service delivery therefore recognises that the Shire is made up of many local communities (Places) and that planning for such a diverse area requires creative solutions. As such the main objective of the Place Based Approach is to ensure that the Shire is working as one in its planning and delivery of services, programs and infrastructure unique to each Place.

To deliver on the Place Based approach it is intended to develop Place Plans that identifies and explores the *FACTS* of the area as outlined below:

Facilities: Identifies the community facility priorities within the place required to support the community's needs, activities and services.

Activity: Sets out actions and projects which assist the Shire to enhance the activity in the locality so that the area can reach its activation and economic potential.

Character: Sets out the actions and projects which contribute to the locality's unique sense of place, based on the culture, heritage and character of the area.

Technology: Considers the opportunities to incorporate smart technologies to assist in delivery of facilities and services within the place.

Services: Set out the actions and projects which will maintain and improve the coordination of service delivery in the locality.

The Integrated Planning and Reporting Framework outlined by the Local Government (Administration) Regulations 1996 requires the Shire to adopt a Strategic Community Plan, a Corporate Business Plan and relevant Informing Strategies. The Place Plans is to form a part of the Shire's suite of informing strategies. The creation of the Place Plans is to be identified in the Shire's future Strategic Community Plan and Corporate Business Plan.

8.2   Topic Based Approach

The Shire also recognises the importance of the Triple Bottom Line approach incorporated in the Local Government Act 1995 that aims to achieve Economic Prosperity, Social Advancement and Environmental Protection. Therefore, in addition to place specific solutions, the Shire acknowledges that a more coordinated and integrated approach to support economic, social, environmental and local government activities across the shire district as a whole, is imperative to deliver effective and efficient facilities and services to its community.

Our Topic Based approach to service delivery therefore recognises that in planning and implementation of infrastructure, activities and services requires coordination across the whole shire district and not just in place. Additionally it is recognized that within the community there are experts within relevant fields of interest that may be able to contribute significantly towards a specific topic which may not be place based. As such, the main objective of the Topic Based approach is to ensure that the Shire is coordinating its planning and delivery of services, programs and infrastructure across the shire district.

To deliver on the Topic Based approach it is intended to develop relevant Topic Plans that identifies and explores the FACTS of the area as outlined below:

Facilities: Identifies the community facility priorities within the place required to support the community's needs, activities and services.

Activity: Sets out actions and projects which assist the Shire to enhance the activity in the locality so that the area can reach its activation and economic potential.

Concepts: Identifies ideological concepts that should be considered in policy statements, or advocacy for State and Federal Government Policy change agendas, or may include new initiatives that could drive triple bottom line outcomes.

Technology: Considers the opportunities to incorporate smart technologies to assist in delivery of facilities and services within the place.

Services: Set out the actions and projects which will maintain and improve the coordination of service delivery in the locality.

The Topic Plans are to form a part of the Shire's suite of informing strategies. The creation of the relevant Topic Plans is to be identified in the Shire's future Strategic Community Plan and Corporate Business Plan.

9.   DETERMINING THE LEVEL OF ENGAGEMENT

The Community Engagement Matrix set out below is a tool designed to assist with the selection of a level of engagement. The axes on the Matrix relate to "degree of complexity, and potential community impact /political sensitivity". Measures on a scale of 1 - 6 are set out to provide further definition.

To determine the level of Engagement the Shire use this matrix to consider both the degree of complexity and the potential impact of the community to select the appropriate engagement level and to then select appropriate engagement tools and activities. The below table will help determine the level of engagement for each project by considering the most relevant of the below statements with regards to the particular project:

	SCORE 1 - 2	SCORE 3 - 4	SCORE 5 - 6	This Project
Degree of complexity	There is one clear issue and or problem that needs to be addressed.	There are more than one or two issues/problems that can be resolved.	There are multiple issues/problems and it is unclear how to resolve them.	
	SCORE 1 - 2	SCORE 3 - 4	SCORE 5 - 6	This Project
Degree of potential community impact and political sensitivity	The project will have little effect on communities, and they will hardly notice any changes. The project has acceptance throughout the community.	The project will fix a problem that will benefit communities and the change will cause minor inconvenience. There are groups in communities who may see potential in raising the profile of a project to gain attention for their cause.	The project will create a change that will have an impact on communities and the living environment and the degree of impact/outrage and acceptance will vary. Community expectations about the project are different to those of the decision makers and there is high potential for individuals and groups to use the uncertainty to gain attention.	

Project score for Degree of Complexity: ………………

Project score for Degree of Community Impact/Political Sensitivity: ……………

Using the scores from above on the graph below will indicate the project engagement level based on the Community Engagement Matrix below:
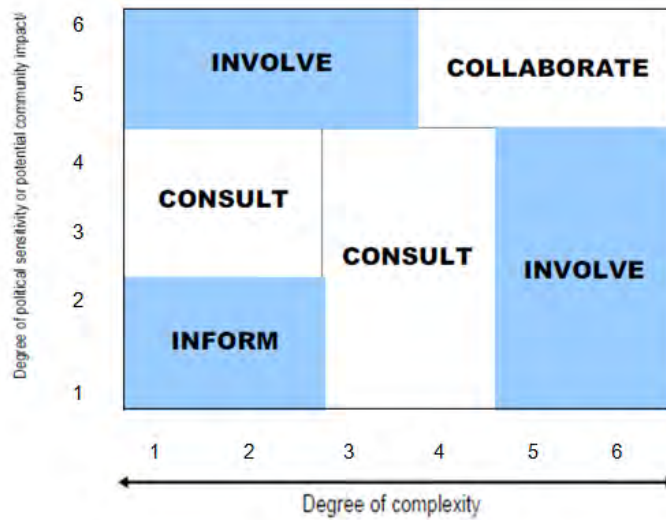
The engagement level for this project is: _____

10. ENGAGEMENT TOOL AND ACTIVITIES

There are a range of tools and activities that could be used to engage with the community. Selecting the right engagement tool or activity is an essential step for a successful decision-making outcome. The table below is an amended extract from the IAP2 Spectrum which indicates examples of techniques suited to each level of community engagement.

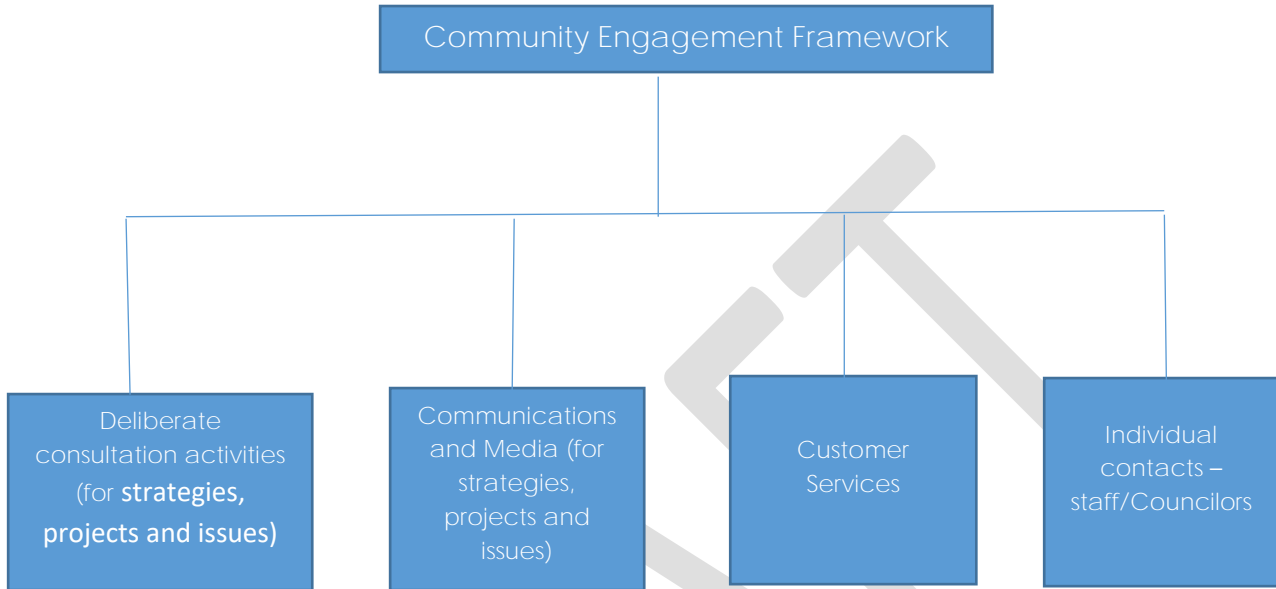| INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Example Tools:				
• Fact Sheets • Frequently Asked Question Sheets • Web sites • Public meetings • Media releases • Project Bulletins	• Public Comment • Focus groups • Surveys • Public meetings • Targeted feedback e.g. specific stakeholders	• Workshops • Project/ Strategy planning • Steering Committees	• Advisory Groups • Consensus Building • Participatory decision making	• *Council committees* • *Community or Sporting Groups leasing Council owned facilities*

More examples of tools/activities are set out in the Toolkit/Template, (to be developed to show what techniques work most effectively with the levels of inform, consult, involve, collaborate on the spectrum).

11. REVIEW

The Community Engagement Framework will be reviewed as required. Feedback on the success or failures of the framework is likely to be forthcoming as part of engagement processes undertaken following its adoption.

One aspect of the framework will also be to seek comment from community members during engagements on how the engagement can be improved and what engagement tools are preferred. This data will be used in continuous improvement of this framework.

COMMUNITY ENGAGEMENT 10 STEP GUIDE

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                    │  Community Engagement Framework   │
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Deliberate consultation activities (for **strategies, projects and issues)**	Communications and Media (for strategies, projects and issues)	Customer Services	Individual contacts – staff/Councilors

Do you need to engage the community in your project?

NO
You may still need to inform the community

YES
Use the Template and toolkit

STEPS 2 & 3
Gather background Information. Establish the engagement

Contact the Media & Promotions Officer

The purpose is not always clear. Talk to various people to get consensus on the desired outcomes and who the key stakeholder are.

STEPS 4 & 5
Clarify the desired outcomes. Identify the stakeholders involved

STEP 10
Feedback your results

If the recommended tools are not appropriate, revisit the desired outcomes and the matrix. Ask other to gain consensus.

EVALUATE

STEPS 7, 8 & 9
✓Select tools/activities
✓Develop Action Plan
✓Establish evaluation methods

STEP 6
✓Select the level of engagement

Inform

Consult

Involve

Collaborate

Manager/Director Approval

MCD & EMG Approval

Final Approval Community Engagement

Final Approval: Council

STEP 1:

Determine if you need to undertake Community Engagement

The first step is to determine if Community Engagement is necessary for your project or issue. One way to do this is to consider the following:

"Will there be a CHANGE in the level of existing environment, space, accessibility, convenience, or provision of a service to the community?"

and

"Is there opportunity for stakeholders to influence your project or its outcome? (ie the project or its outcome is not fixed or already determined)"

NO

There may be no need to develop and implement a Community Engagement Plan. It may still be necessary to 'inform' relevant community members or groups, as appropriate, particularly if there is a perceived level of change from a community perspective. For example: an annual fee increase, changes to rubbish collection.

YES

The 10 Step Guide is for you! The steps that follow will help you to:

• clarify the decision that needs to be made

• determine the type of community engagement that will be appropriate

• design and implement a Community Engagement Plan

• undertake evaluation and

• clearly communicate the 'next steps' (feedback).

Other considerations in making the decision to undertake Community Engagement

What is the broader context of the project or issue at hand? When determining whether or not community engagement is necessary, also consider the following:

• Is there a history associated with the project or issue that may impact on the current situation?

• Does the project or issue have the potential to become highly politicised?

• Is there an opportunity to build or maintain a positive relationship through engaging proactively and openly with a section of the community?

• Is there a chance that there will be considerable public outrage if the community is displeased with, or feels no ownership over, the outcome?

Where to start…

The next steps and *Engagement Toolkit/template <mark>(to be developed)</mark>* have been developed to assist you with your project's community engagement.

STEP 2:

Gather Background Information

It is useful to provide background information which describes the key events and provides a clear outline as to the reason for community engagement. The information does not need to be extensive and it does not replace your Project's existing documentation, i.e. project brief etc.

Brief information to include may be the history, current status and information on what needs to happen to address the decision to be made.

Sources of background information may include the following:

- Council reports

- Briefing papers

- Shire records

- Community petitions

- Media clippings

- Internal and external reviews

- Shire staff with some involvement in the project

- Community groups and individuals

- Stakeholders

Please use the attached *toolkit/template <mark>(to be developed</mark>* for your project

Step 3:

Establish Engagement Parameters

Parameters provide a clear description of the limitations, the negotiables and non-negotiables involved in a project. Setting parameters is necessary to provide Council with a starting point or baseline that allows for realistic expectations. All resources have limitations and therefore effective

allocation is dependent upon the technical, budgetary and human resources available, and/or legislative requirements. The key parameters to consider are:

Legislative –   Is there any legislation that determines what consultation needs to occur?

Geographic
boundaries -   the areas selected to include in the community engagement.

Budget –   Funds available for a project will drive what can be expected and provided. It is unfair and unwise to raise the expectations of stakeholders by asking them what   they want and then telling them they cannot have it because of a shortage of funds. The cost of community engagement increases as the method of community engagement becomes more complex. It is important to know what funds are available for community engagement to avoid having to withdraw from a process due to lack of funds.

By using the *10 Steps* you can work out the cost of community engagement and include it in your project proposal so that the total budget can be considered upfront, and not as an afterthought.

Timelines-   Communities need enough time to participate in a community engagement process. Are there legislative requirements for the time of consultation or the schedule of Council meetings to consider?

Please use the attached *toolkit/template (to be developed* for your project.

Step 4:

Clarify the Engagement Purpose and Objectives

Ask yourself what the outcome is that you seek from your engagement, as well as the experience you are trying to create for participants.

It is important to be clear about what the intended outcome or purpose is. Being unclear is a common reason for tension between Councils and communities and why some issues seem to remain unresolved over a long period of time. Try to speak to a number of different people about what they see as the purpose of engagement for your project. There are often varying views, so the more consensus gained, the more chance you have of people agreeing with it.

An example of an engagement purpose objective is:

To ensure there are equitable opportunities for all staff to influence how the Shire's Social Club will be managed by the Shire.

Please use the attached *toolkit/template (to be developed* for your project.

Step 5:

Identify the Stakeholders

A stakeholder is defined as someone who may be affected by or have a specific interest in the decision or issue under consideration.

There are various ways to categorise stakeholders. However it is important to have a consistent approach to ensure equitable inclusion of all potential stakeholders who reflect the demographics of the community. Not only will this ensure a credible process and equitable representation, but the approach will help to develop community trust in the process.
The Shire has chosen to sort stakeholders into primary, secondary and tertiary groups (a method used in project management.)

Primary stakeholders are those who have a direct interest in an outcome such as: Councillors, key community members, groups and businesses who live/operate in or near the location of a project or who will be directly affected by a project or decision (this may include "absent owners" of leased/rented business or residential properties). The direct interest could be proximity or economic.

Secondary stakeholders are those who have a general interest in a project or issue such as Council staff working on a project, people who live and work in the broader Council area, business owners, community groups in the Council area and consultants involved in a project.

Tertiary stakeholders are those that do not always fit neatly into the primary or secondary stakeholder category depending on the nature of the community engagement, such as: State and Federal Government authorities/agencies, non-government agencies and organisations and the media.

Please use the *Toolkit/template (to be developed* for your project.

Step 6:

Determine Level of Engagement (matrix and matrix scoresheet)

Council and community stakeholders engage each other at different levels on a spectrum of increasing engagement**.**

The International Association for Public Participation (IAP2) has developed the Public Participation Spectrum to demonstrate the possible types of engagement with stakeholders and communities. The spectrum also shows the increasing level of public impact as you progress from 'inform' through to 'empower'.

The Shire has adapted this as follows:

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal:				
To provide the public with balanced and objective information to assist them in understanding the problems, alternatives solutions	To obtain public feedback on analysis, alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	. To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	*Public make recommendations to Council.*
Promise to the Public				
We will keep you informed	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	*Council will consider the recommendations*

The selection of a level or levels of community engagement will be driven by the expectations of internal and external stakeholders. It is important to be aware of and understand the source and nature of these expectations.

Consideration will need to be given to the following:

- Background information: Council Reports, Briefing Papers, Project Scopes and Reviews.
- Level of interest from community as perceived by staff and Council.
- Level of interest being shown by the community.
- Underlying values and views of internal and external stakeholders.
- Degree of complexity – is there a single issue or multiple issues?
- Degree of potential community impact and/or outrage – what is the general community perception of the issue/s?
- Media interest.
- Level of resources available – time, budget, human.

Community Engagement Matrix:

The Community Engagement Matrix below is a tool designed to assist with the selection of a level of engagement. The axes on the Matrix relate to "degree of complexity, and potential community impact /political sensitivity".
Measures on a scale of 1 - 6 are set out to provide further definition.

Degree of complexity
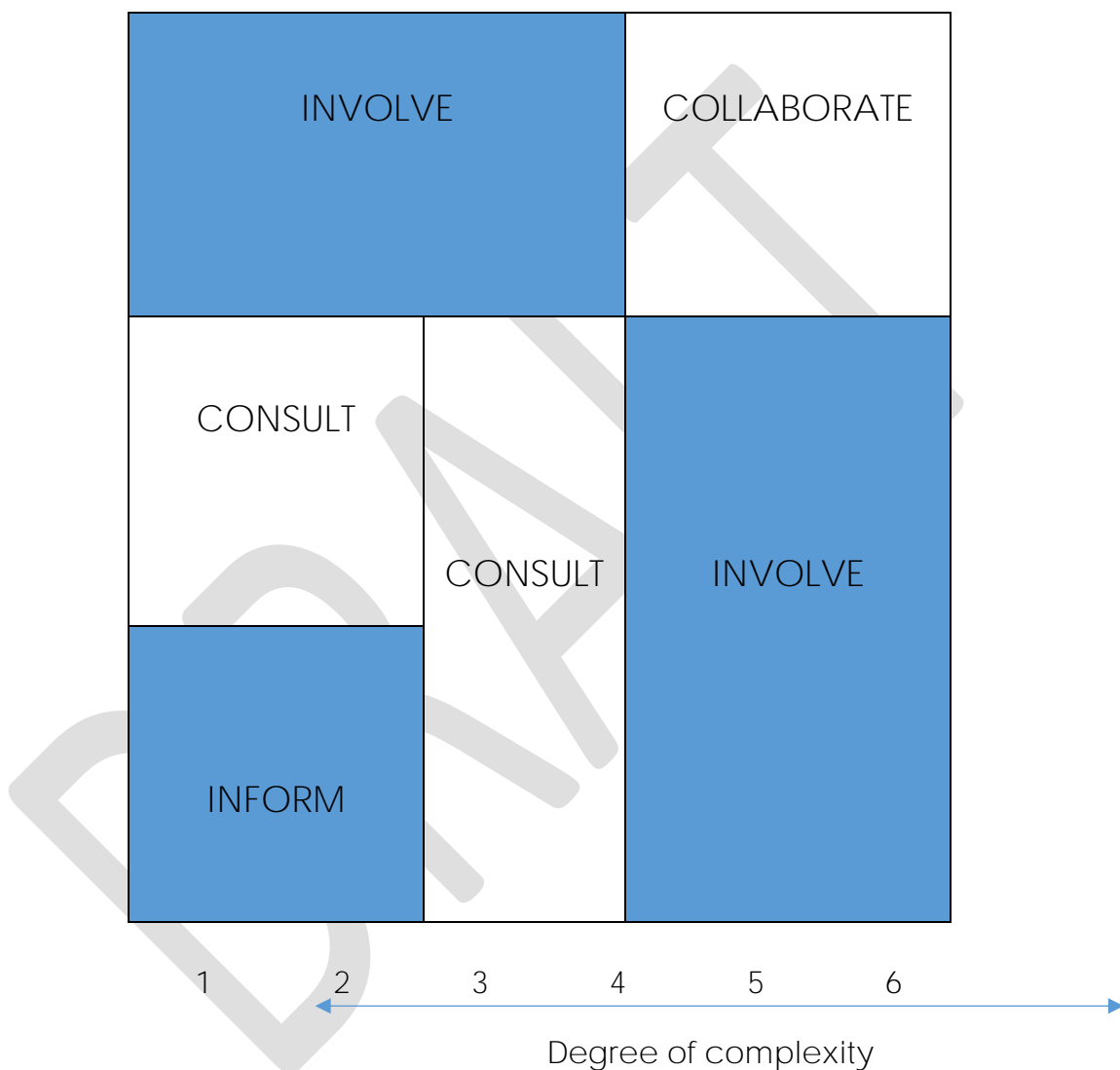
The table below will help you determine the level of engagement for your project. Consider your project and the statements below and place your response in the right hand column:

	Score 1 – 2	Score 3 - 4	Score 5 - 6	Your Project
Degree of complexity	There is one clear issue and or problem that needs to be addressed	There are more than one or two issues/problems that can be resolved	There are multiple issues/problems and it is unclear how to resolve them	

	Score 1 – 2	Score 3 - 4	Score 5 - 6	Your Project
Degree of potential community impact and political sensitivity	The project will have little effect on communities and they will hardly notice any changes. The project has acceptance throughout the community.	The project will fix a problem that will benefit communities and the change will cause minor inconvenience. The r There are groups in communities who may see potential in raising the profile of a project to gain attention for their cause.	The project will create a change that will have an impact on communities and the living environment and the degree of impact/outrage and acceptance will vary. Community expectations about the project are different to those of the decision makers and there is high potential for individuals and groups to use the uncertainty to gain attention.	

Your project score for Degree of Complexity: _____

Your project score for Degree of Community Impact/Political Sensitivity: _____

Using these scores on the graph above will indicate your project's engagement level.
Please use the attached *Toolkit/template (to be developed* for your project.

Decision requirements for your project based on selected level of engagement:

Inform – Manager and Director need to approve the Engagement Plan (Media and Promotions Officer needs to be involved to help develop printed materials and media items).

Consult and Involve – As above and Community Services needs to be involved in helping to develop your plan. The Executive Management Group (EMG) needs to approve the plan.

Collaborate – As above and Council needs to approve the plan.

Step 7:

Select Tools/Activities

Selecting the right engagement tool or activity is an essential step for a successful decision making outcome. The below table is an amended extract from the IAP2 Spectrum which indicates examples of techniques suited to each level of community engagement.

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Example Tools:				
*Fact Sheets *Web Site *Public Meetings *Project Bulletins	*Public comment *Focus groups *Surveys *Public meetings *Targeted feedback eg. specific stakeholders	*Workshops *Project/Strategy planning *Steering Committees *Field Trips *Deliberate polling	*Citizen Advisory Committees *Consensus Building *Participatory decision making	Committees of Council (with delegated authority

More examples of tools/activities are set out in the *Toolkit/Template*, *(to be developed* to show what techniques work most effectively with the levels of inform, consult, involve, collaborate on the spectrum.

Step 8:

Develop Action Plan

The Community Engagement Action Plan puts all the pieces of the plan together and presents a snapshot of the tasks required and the operational decisions to be made.
Below is an example of what one looks like:

Date	Tool/Activity	Stakeholders Involved	Person Responsible	Budget	Status	Communication / message
8 July	Focus group	Staff	Bridget	Nil	1%	Start after xxx

Please use the attached Toolkit/template *(to be developed* for your project

Step 9:

Establish Evaluation Methods

In *Step Two* you outlined what the intended outcome of your engagement was – i.e. the purpose of the Community Engagement. Now you need to identify *'how will you know you have gotten there?'* What are the evaluation measures you will take once the Community Engagement has occurred?
It is important to establish these before the Community Engagement is actually undertaken.

Ask yourself the following questions:

1.   What needs to happen for this process to be a 'success'? (consider the perspectives of both Council and community/stakeholders)
2.   How will we know if this has been achieved? (i.e. visible sign of success)
3.   What data will you need to indicate this? (what will you need to demonstrate the results)
4.   How will you collect this data? (participant feedback, surveys, informal discussions etc):
5.   How will you document the learning's (both positive and negative) from this process, for future learning for yourself and others in the Shire of Dardanup?

Please use the attached *Toolkit/template (to be developed* for your project.

Step 10:

Reporting/ Feedback of Results

Following the Community Engagement process, you will need to collate the data you have obtained, as per your evaluation questions (previous step), analyse it and write a report or summary to the decision makers (often Council).

Use your evaluative data to compile a report that reflects on the process as well as the outcome. It is important for participants to know before the process commences how their input/feedback will be used. Equally important is informing participants about how they themselves will receive feedback about their involvement in the process, and the resulting outcome or decision.

If the project is a longer-term, or on-going one, it is important to keep participants updated on its progress.

Please use the attached *Toolkit/template (to be developed* for your project.

Shire of Dardanup

Xxx Project

Community Engagement Plan

(Month/Year)

Project name:

Project owner:

Project manager:

BACKGROUND

Provide background information which describes the key events and provides a clear outline as to the reason for community engagement.

The information does not need to be exhaustive as this does not replace your Project's existing documentation, i.e. project brief etc.

Information to include may be the history, current status and information on what needs to happen to address the decision to be made.
Sources of background information may include the following:

- *Council reports*
- *Briefing papers*
- *Shire records*
- *Community petitions*
- *Media clippings*
- *Internal and external reviews*
- *Shire staff with some involvement in the topic*
- *Community groups and individuals*
- *Stakeholders*

ESTABLISH ENGAGEMENT PARAMETERS

Parameters provide a clear description of the limitations, and the negotiables and non-negotiables involved in a project. Setting parameters provide a starting point or baseline that allows for realistic expectations. The key parameters to consider are:

Legislative *– is there any legislation that determines what consultation needs to occur?*

Geographic boundaries *- the areas selected to include in the community engagement.*

Budget *– Funds available for a project will drive what can be expected and provided. It is unfair and unwise to raise the expectations of stakeholders by asking them what they want and then telling them they cannot have it because of a shortage of funds. The cost of community engagement increases as the method of community engagement becomes more complex. It is important to know what funds are available for community engagement to avoid having to withdraw from a process due to lack of funds.*

Timelines - *Communities need enough time to participate in a community engagement process. Are there legislative requirements for the time of consultation or the schedule of Council meetings to consider?*

ENGAGEMENT DECISION TO BE MADE / PURPOSE AND OBJECTIVES

Clearly identify the decision that needs to be made – the aim or practical purpose of your engagement process, as well as the experience you are trying to create for participants.

It might be useful to think about what 'success' is for your project, as this might help make it clear what the decision is.

It is important to be clear about what the decision is. Being unclear is a common reason for tension between Councils and communities and why some issues seem to remain unresolved over a long period of time.

Try speak to a number of different people about what they see as the decision to be made for your project. There are often varying views, so the more you can get consensus, the more chance you have of people agreeing with it.

An example of a decision statement (engagement objective) is:
To ensure there are equitable opportunities for all staff to influence how the Shire's Social Club will be managed by the Shire.

IDENTIFY TARGET STAKEHOLDERS
A stakeholder is defined as someone who may be affected by or have a specific interest in the decision or issue under consideration.

Primary Stakeholders *(those who have a direct interest in an outcome – be it proximity or economic interest.) Egs only – please tailor for your specific project*
Council *EMG* *Yawuru* *ETC*
Secondary Stakeholders *(those who have a general interest in a project or issue)*
Shire Staff *Broome Community* *Consultants*
Tertiary Stakeholders *(those that do not always fit neatly into the primary or secondary)*
Government Authorities *Media*

DETERMINE LEVEL OF ENGAGEMENT

The Community Engagement Matrix is a tool designed to assist with the selection of a level of engagement. The axes on the Matrix relate to "degree of complexity, and potential community impact /political sensitivity". Measures on a scale of 1 - 6 are set out to provide further definition.

Shire of Dardanup
COMMUNITY ENGAGEMENT PLAN

Community Engagement Matrix:
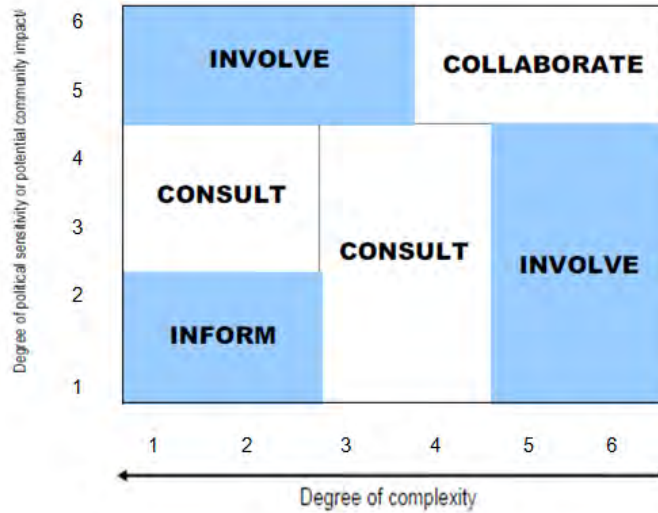
The below table will help determine the level of engagement for each project by considering which are the most relevant of the below statements with regards to the particular project:

	SCORE 1 - 2	SCORE 3 - 4	SCORE 5 - 6	This Project
Degree of complexity	There is one clear issue and or problem that needs to be addressed.	There are more than one or two issues/problems that can be resolved.	There are multiple issues/problems and it is unclear how to resolve them.	

	SCORE 1 - 2	SCORE 3 - 4	SCORE 5 - 6	This Project
Degree of potential community impact and political sensitivity	The project will have little effect on communities and they will hardly notice any changes. The project has acceptance throughout the community.	The project will fix a problem that will benefit communities and the change will cause minor inconvenience. There are groups in communities who may see potential in raising the profile of a project to gain attention for their cause.	The project will create a change that will have an impact on communities and the living environment and the degree of impact/outrage and acceptance will vary. Community expectations about the project are different to those of the decision makers and there is high potential for individuals and groups to use the uncertainty to gain attention.	

Project score for Degree of Complexity: _____
Project score for Degree of Community Impact/Political Sensitivity: _____

Using these scores on the graph above will indicate the project engagement level

The engagement level for this project is:_____ .

The table below explains what the different levels of engagement mean:

INFORM	CONSULT	INVOLVE	COLLABORATE	*EMPOWER*
Public Participation Goal:				
To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	*To place final decision-making in the hands of the public.*
Promise to the Public:				
We will keep you informed	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	*We will implement what you decide.*

Shire of Dardanup

ENGAGEMENT TOOLS AND ACTIVITIES *(To help you select your activities for your determined level of engagement please refer to the tables below. These are examples only and not representative of all possible approaches. You may delete these table once you have referred to them)*

TOOLS at INFORM level	Always Think it Through	What can go right	What can go wrong
Printed Materials <mark>See Media and Promotions Officer</mark> • Fact sheets • Newsletter • Media Advertising • Brochures • Issues Papers	• Keep it short & simple • Make it visually interesting & engaging but not too busy or slick • Proof-read all documents • Engage at least 5 randomly selected staff members to trail material & provide feedback • Use language that is inclusive and jargon free • Always include opportunities for comment &include reply paid forms or envelopes to encourage two-way communication • Explain public role & how comments have affected project decisions • Offer interpretation services	• Can reach a large target audience • Public look for information in regular format, ie newsletter, media coloum • Allows for techincal & legal reviews • Written comments returned in reply paid format • Documentation of public involvement facilitated • Mailing list development	• Distribution planning inadequate • Materials do not reach the mark • Material not read • Limited capacity to communicate complicated mesages • Information misinterpreted
Displays • Council Offices • Libraries • Community Centres • Shopping Centres • Schools • Childcare centres	• Establish regular sites of possible to build on community culture • Develop distribution list • Make sure personnel at locations know what materials are about & contact for further information • Consider electronic displays eg touch screens, TV video loop • Make sure materials are removed when past their use-by date	• Information is accessbile to the public at relatively little cost • Public use the distribution locations to look for materials • Pubic visit Council facilties & may learn more about service provision • Public ask for further information at Council distribution sites	• Distribution sites are overcrowded with information & the materials get lost among the collection of materials • There is no active promotion of the materials • Upkeep of information at sites is not well managed.

Website Information directly into the household	• Needs to be visible & easy to navigate • Keep information updated	• Capable of reaching a large audience at low cost • Popular information resource	• People without access disadvantaged • Technical difficulties • Hard to navigate
TOOLS at CONSULT level	Always Think it Through	What can go right	What can go wrong
Printed Materials **Displays** **Website**	Refer to Inform Table	Refer to Inform table	Refer to Inform table.
Briefings: • Council Staff • Elected Members Technicians • Consultants • Key Stakeholders Community Groups (including marginalised groups)	• Keep it short & simple • Use clear, jargon free, inclusive language • Use easy to read diagrams and visuals that are consistent with the verbal & written content	• Control of information/presentation Opportunities to clarify misinformation • Reach a wider variety of people • Build community capacity • Evaluate & readjust approach	• Some groups may be left out of briefings • Inaccurate information may be passed on to community • Expectations may be raised • Information may be used inappropriately
Mailed Surveys/ **Questionnaires** • Sheets • Blanket distribution • Random distribution • Selected distribution	• Surveys/Questionnaires should be developed using specific guidelines and trialled before distribution • Collection and method of analysis to be considered & clarified • Level of engagement & parameters need to be clear	• Can gather information from people other than those with special interest • Gather information from people who might not attend meetings • Can gather specific information • Statistically tested results have more credibility	• Response rate can be poor • Communities over surveyed • Can be labour intensive • Questions may be misinterpreted • Results not trusted • Results not fed back to communities effectively
Technical Assistance Attendance at: • Briefings • Meetings • Workshops	• Technical resource persons must be perceived as credible by communities • Ensure technical resource persons have access to information about the communities attitudes	• Build credibility & address public concerns about equity • Facts in dispute can be debated & consensus reached	• Resource availability may be limited • Technicians may not be prepared for working too closely with communities & may lack empathy with community concerns
Open House • Communities engage at their own pace in a comfortable	• Be there when you say you are going to be • Consider the demographics of the area &	• Facilitates a wide variety of people • Break down perceived barriers • Fosters communication	• Special interest groups may boycott or disrupt • Groups may use "dots" to lobby for special

environment • Drop in to individually to view plans, ask questions, give opinions have an informal chat & a coffee, tea etc.	time sessions accordingly • Greet people at the door & explain the format, provide comments sheet • Give people a task eg. "good/ bad" dots to place on the displays to record their preferences	• More convenient for people • Engages people more effectively • Minimise aggressive approach to Council staff	interests • Staff resource intensive • May not be accessible to people who rely on public transport
Feedback Register Resident pool for feedback	• Check the register content is relative to your purpose	• Gather input from a broad range of people	• Register maintenance can be resource intensive
TOOLS at INVOLVE level	Always Think it Through	What can go right	What can go wrong
Printed materials, displays, website, briefings, surveys etc	See Inform and Consult tables	See Inform and Consult tables	See Inform and Consult tables
Focus Groups Use to test message with randomly sleected peopel or to gain input to asssit with planning for engagement	• Clear tasks • Relevant representation • Skilled facilitation	• Provides opportunity to test materail • Verify prior assumptions • Raise unexpected additional benefits	• Participants may feel restricted by the approach • May be perceived as exclusive • May be costly
Interviews • Face-toface • Telephone	• Be clear & open about the intent • Consider quetions carefully to gather relevent info • Ensure effective infomation recording methods • Be inclusive • Be equitable	• Gather clear udnerstanding of public concenrs & issues • Individuals feel inclined toprovide input based on personalised format • Able to reach more peopel by varying timeframe for interviews	• Can be very time consuming • Apriticpants can tke their issues oout on the interviewer • Particpants are tired of being interviewd on a range of issues & not will not engage willingly.
Workshops Commence with presentation & allow for interaction in small groups with feedback to larger group to bring all the info together at the end of the workshop	• Know how you plan to use public input before the workshop • How are you going to manage the group rules for engagement • Use trained facilitators & give them clear instructions to ensure the aims of the workshop are achieved	• Participants can use the opportunity to raise their concerns, needs, issues • Foster equity and credibility • Opportunity to hear the 'silent' voices • Special interest groups get to listen to other voices • Unexpected additonal benefits	• Small numbers of participants • Resistance to breaking up into small groups by some participants • Special interest groups monopolise the workshop • Participants alter the agenda • Facilitators not impartial or not skilled enough to deal with some behaviours

	Always Think it Through	What can go right	What can go wrong
	• How are you going to feedback outcomes of workshop to participants	• Relational benefits	• Imformation session format used rather than wroskshop format • Feedback not recorded effectively
Field Trips Tour of project site or comparable site for stakeholders, elected members, community groups, media	• Set up booking system to manage demand efffetivly • Make accessible to diverse groups • Provide itenrery/tour guide • Plan question.answer session • Plan refreshement break &provide water during the trip • Consider safety	• Opportunity to develop rapoort with stakholders • Increas knowledge of issues & process for all involved • Unexpected additional benefits	• Number of pariticpatns can be limited by resource availabiltiy • Intention can be misintperpreted • Project site may reveval uninteneded conditions • Aggrieved participant may take the opporutniy to monploise captured audience.
TOOLS at COLLABORATE level	Always Think it Through	What can go right	What can go wrong
Design Charrettes Sessions where participants become involved in the design of a projects features	• Plan how the "Design-in" will take place • Provide clear information & guidelines for participants • Provide clear parameters • Provide technical support • Provide opportunities to foster creative ideas	• Can create effective partnerships & working relationships with communities & individuals • Can develop sense of trust for all concerned • Can identify issues & concerns in early stages of projects • Can result in improved outcomes	• Participants bring unrelated agenda to the session/s • Not enough time allowed for sessions Small representation of community • None of what is discussed in the session/s is incorporated into the final design • Future expectations can not be met
Citizen Juries Group of citizens selected to learn about an issue & then examine the data by questioning decision-makers, technicians, and interested parties – all of who are witnesses to the process. The Jury makes recommendations based on their evaluation of the discussions	• Ensure the sessions are managed by a skilled facilitator • Be clear about how the results will be used • Ensure a cross-section from the community • Consider current levels of expertise of participants	• Great opportunity to develop deep understanding of an issue • Positions of interest can shift • Limitations & possibilities can be identified • Can dispel misinformation • Can build credibility • Can provide unexpected benefits	• Group selection can be mistrusted • Participants may not show up on the day • Sessions can loose focus • Cost can be extensive

Deliberative Polling Selecting people from communities to measure informed opinions. Essential elements required to ensure a democratic deliberative process are, *influence, inclusion and deliberation, Carson, Hartz-Karp, 2005*	• Ensure a skilled facilitator is used • Commit to full process Consider resources required & check against budget & hidden costs • Aim for a cross-section of participants from communities • Plan to develop capacity in communities	• Participants can be exposed to views & arguments from different backgrounds • Special interest lobbying can be diffused • Can develop capacity in communities • Can provide unexpected benefits	• Mistrust of the organisers & unfamiliar process can hamper participation • People do not have the time required to commit to the process • Timeframes are unrealistic • Agenda too ambitious or not specific enough
Mediation/Negotiation/Dialogue Designed to create shared meanings through effective listening and reflective questioning	• Establish firm guidelines • Ensure the role of the mediator/negotiator & participants are clear • Seek commitment to the process	• Helps participants towards an understanding of others viewpoint • Forward thinking approach sets new directions • Win/Win outcomes • Promotes accountability on both sides	• Can be difficult to identify who the parties are & who & what they represent • Time & resource intensive • Knowledge and skill base required to facilitate mediation/negotiation not acknowledged
TOOLS at EMPOWER level	**Always Think it Through**	**What can go right**	**What can go wrong**
Committee – workshops	•	•	•
Committee – meetings	•	•	•
Advisory Group Forums	•	• Networks • External parties take actions on specific topic without Shire involvement •	•

The Tools selected for this project are:

•

ENGAGEMENT ACTION PLAN

Complete the table below with all the actiivites / tools for your Community Engagement. This actino plan will be a snapshot of what will happen when and by whom.

Date	Tool/Activity	Stakeholders involved	Person Responsible	Budget	Status	Communication /message
8 July	*Focus group*	*Staff*	*Bridget*	*Nil*	*0%*	*Commence in two weeks after xx*

ENGAGEMENT EVALUATION

Identify the evaluation measures you will take once the Community Engagement has occurred? How you will know if your engagement has been successful. The measures should be determined by looking at the specific purpose & objectives for your project. It is important to establish these before the Community Engagement is actually undertaken.

Ask yourself the following questions:

1. **What needs to happen for this process to be a 'success'?** (Consider the perspectives of both Council and community/stakeholders.)

2. **How will we know if this has been achieved?** (i.e. visible sign of success)

3. **What data will you need to indicate this?** (What will you need to demonstrate the results?)

4. **How will you collect this data?** (Participant feedback, surveys, informal discussions etc):

5. **How will you document the learning's (both positive and negative) from this process, for future learning for yourself and other in the Shire of Dardanup**?

REPORTING / FEEDBACK

Following you Community Engagement, you will need to collate the date you have obtained, as per your evaluation questions (previous step), analyse it and write a report or summary to the decision makers (often Council.)

Use your evaluative date to compile a report that reflects on the process as well as the outcome.

It is important for participants to know before the process commences how their input/feedback will be used. Equally as important is informing participants about how they themselves will receive feedback about their involvement in the process, and the resulting outcome or decision. If the project is a longer-term, or on-going one, it is important to keep participants updated on the progress.

<u>Council will be advised of the evaluation and outcomes by:</u>
 (what, when, by who eg: Council report at its October OCM written by the project manager etc.)…………………………….

<u>Stakeholders will be advised of evaluation by:</u>
(eg a letter outling the steps from here and the feedback so far due within 2 months of completion of engagement, written by project manager etc.)

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: New Policy – CP088 – Forums of Council – Concept Forums, Agenda Forums and Workshop

RISK THEME PROFILE:

6 - Engagement Practices
3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No compliance with meeting procedures could lead to penalties being imposed on the Shire	Minor (2)	Likely (4)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance will impact on the Shires business reputation	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.

Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Operational Guidelines

Number 05 – January 2004

Council Forums

1. Introduction

Over recent years many local governments have introduced procedures that allow elected members and officers to meet and discuss matters relating to the operation and affairs of their local government outside of the formal council meeting framework. This has been done through an informal meeting process that has been given a range of titles including briefing or information sessions, workshops and corporate discussions. For the purposes of this guideline the term "forum" will be used to encompass such meetings.

The forum approach has allowed the ordinary meeting of council to focus on the decision-making needs of the local government. Many local governments that have adopted the forum process in preference to standing committees claim that it has led to better informed elected members and a more efficient and effective decision-making regime. This guideline is designed to assist those local governments that do conduct forums by listing appropriate procedural and behavioural controls. The adoption of such controls should reassure the community that the council decision-making mechanisms are accountable, open and transparent.

Local government forums range from one-off events discussing a particular issue through to regular, structured meetings, albeit not convened under the auspices of the *Local Government Act 1995* (the Act). This guideline is intended to address those forums that are held on a regular basis.

While acknowledging that regular forums are invaluable and legitimate, the Department advises that the conduct of such has generated complaints regarding the potential for a reduced level of transparency in the decision-making process and hence a reduction in accountability to and involvement by the community. Local governments need to make a clear distinction between forums and the formal debate and decision-making process.

It is recognised that local governments may conduct other sessions or workshops which would include items such as team building exercises, strategic planning workshops and community input forums. It is not intended that these guidelines would necessarily be applied to such sessions, but some of the suggested procedural controls may have relevance.

Issues relating to council forums that are addressed in these guidelines include:

- accountability;
- openness and transparency;
- probity and integrity;
- authority for the presiding person;
- participation by elected members and staff;
- proposals under Town Planning Schemes;
- formulating management documents; and
- forums immediately prior to an ordinary meeting of council.

2. Principles of the Act

Part 5 of the Act sets out the framework whereby elected members meet as the governing body for the purpose of decision-making on behalf of the local government.

It is an intention of the Act that councils conduct business and make decisions –

- openly and transparently;
- with a high level of accountability to their community;
- efficiently and effectively;
- with due probity and integrity;
- acknowledging relevant community input;
- with all available information and professional advice; and
- with the fullest possible participation of elected members.

The Act establishes ordinary, special and committee meetings. Each council must decide the meeting structure it will adopt within the legal framework for it to achieve the most efficient and effective decision-making process. It is a legal requirement that all decisions made on behalf of the local government are to be made at meetings called and convened under the provisions of the Act.

In addition to ordinary and special meetings, elected members can meet as a committee, membership of which may vary in number from three to all members of council. Committees can discuss matters and make recommendations to the council or, if given delegated authority by the council, can make decisions on its behalf. A council does not need to have committees and can have all matters presented to it directly for decision. A recent trend has been for councils to abolish the system of standing committees or limit the number and/or range of committees and adopt a forum approach.

3. Council Forums

Local government forums range from a once-only event to discuss and explore a particular issue, a number of sessions to address matters such as a specific project or the compilation of a report for internal or external use, through to forums held at regular intervals with a consistent structure and objectives.

Regular forums run in local governments exhibit two broad categories which we have titled agenda and concept. They are differentiated by the stage of development of issues which are discussed by elected members and staff. The two types are described below along with the variations in procedural controls and processes suggested for each.

Concept Forums

Concept forums involve elected members and staff meeting to propose, discuss and formulate philosophies, ideas, strategies and concepts for the development of the local government and the district. Such forums often involve projects that are in the early planning stage and are some time away from being presented to council for decision. In discussing such issues, staff are looking for guidance from the elected members as they research the matter and draft the report. Elected members and staff are also looking to present ideas and concepts for future consideration. If the response is favourable staff can proceed with their research and eventual report on the matter.

Examples of the type of issues concept forums may cover include –

- current matters of a local or regional significance;
- matters relating to the future development of the local government;
- significant revenue-raising requirements or expenditure needs;
- the development of internal strategic, planning, management and financial documents; and
- development of the selection criteria and performance objectives for the Chief Executive Officer (CEO).

Behind closed doors and in a relatively informal manner are the two notable characteristics of concept forums. Holding such meetings behind closed doors is justified in that many of the ideas and concepts are preliminary and while looking for that creative gem some may be extreme, expensive or impractical and never adopted.

Discussion on such proposals in a public forum would be counter-productive. Privacy and informality allows elected members to propose ideas, ask questions and discuss issues for the better understanding of those in attendance. Such forums assist individuals to become better informed and to clarify their views.

The privacy and informality of concept forums also has pitfalls including the risk of neglecting proper standards of probity and public accountability. Over time, participants can become too familiar, and therefore more lax, with the procedure and purpose of the meeting. Unless procedures are adopted and rigorously applied to these forums, there is a danger that collective or collaborative decisions may be made, implied and otherwise.

Agenda Forums

For proper decision-making, elected members must have the opportunity to gain maximum knowledge and understanding of any issue presented to the council on which they must vote. It is reasonable for elected members to expect that they will be provided with all the relevant information they need to understand issues listed on the agenda for the next or following ordinary council meetings. The complexity of many items means that elected members may need to be given information additional to that in a staff report and/or they may need an opportunity to ask questions of relevant staff members. Many local governments have determined that this can be achieved by the elected members convening as a body to become better informed on issues listed for council decision. Such assemblies have been termed agenda forums. It is considered they are much more efficient and effective than elected members meeting staff on an individual basis for such a purpose with the added benefit that all elected members hear the same questions and answers.

To protect the integrity of the decision-making process it is essential that agenda forums are run with strict procedures.

4. Principles Governing Procedural and Behavioural Controls for Forums

Local governments that conduct forums or are considering doing so have the right to implement a forum system that best suits their needs. The principles and associated procedures set out below, if adopted by local governments when conducting

forums, will ensure that all requirements of accountability, openness and transparency are satisfied.

The identified principles and associated procedures are accountability, openness and transparency, probity and integrity, authority for the chair and meeting notification. Each of these is explained below.

Accountability

The Act requires that ordinary and special council meetings and committee meetings that have delegated authority must be open to the public. Most local governments also open committee meetings even where there is no delegated authority. This openness allows the community to view the decision-making process from the time an issue is first presented to elected members through to the final decision.

There must be no opportunity for a collective council decision or implied decision that binds the local government to be made during a forum.

Agenda forums should be for staff presenting information and elected members asking questions, not opportunities to debate the issues. A council should have clearly stated rules that prohibit debate or vigorous discussion between elected members that could be interpreted as debate. Rules such as questions through the chair and no free-flowing discussion between elected members should be applied.

If there is minimum debate in the ordinary meeting because the elected member attitudes have been established through the item being thoroughly canvassed in the agenda forum then the community

is denied the opportunity to witness any debate and understand how the council reached its decision. Other concerns relate to elected members agreeing on movers, seconders and/or amendments. Such an approach must not be allowed by the council whether the agenda forum is open or closed to the public but a closed forum will almost certainly generate a perception by the community of secret meetings where the decisions are made beyond public scrutiny.

Councils, when considering conducting closed forums, need to consider their reasons for justification against the likely damage to their public standing from the perception of secrecy. A policy that the forums will generally be open to the public will make a significant contribution to the community perception of council accountability. A clearly delineated distinction between agenda and concept forums is important for these reasons.

Openness and Transparency

A significant strength of local government is the openness and accessibility of its processes to the community. In conducting forums each local government should make a conscious decision to promote the community perception that it embraces the concept of openness and transparency. Therefore, whenever appropriate, forums should be open to the public.

Probity and Integrity

The legislation provides that in ordinary meetings and committee meetings elected members must disclose conflicts of interest and exclude themselves from proceedings where they have a financial interest.

Disclosure in forums is a matter of ethics. The disclosure requirements only apply to meetings that are convened under the provisions of the Act. Elected members can legally participate at forums without being in breach of the legislation even where they have a clear financial interest or conflict of interest. Such participation is ethically unacceptable and is clearly at odds with the probity and accountability principles of the Act and codes of conduct. It is essential that councils adopt standards for forums that stipulate that disclosure rules applying to meetings constituted under the Act also apply at all forums. Disclosure should lead to an individual departing the forum.

Authority for the Chair

Many councils have established a forum process without specifying how the forums should be chaired and what authority the chair is given to control proceedings. In some local governments, the CEO chairs the forums in certain circumstances. This latter approach is not supported because it confuses the roles and relationships established in the Act.

It is recommended that the mayor or president or, if appropriate, another elected member, chairs all forums that involve elected members. Properly managed forums rely on strength and leadership from the chair. Therefore, a forum's chair should be supported by established rules similar to the standing orders that apply to formal meetings.

Meeting Notification

The provisions of the Act are designed to ensure that members are given timely notice of, and information for, council and committee meetings. Formal provisions

do not apply to forums but the principles remain the same. Adequate notice needs to be given of the time, location and content of the forum.

The forum process is most successful in those local governments where forums are held on a regular basis such as on the alternative weeks to the ordinary council meeting (where they are held fortnightly) or a week before the ordinary council meeting. By setting the dates for forums well in advance, elected members, staff and the community can plan for their attendance.

Forums that are organised without adequate notice or a proper agenda are often poorly attended and inefficiently run. This will be detrimental to the purpose of the forum.

5. Particular Issues of Concern in the Forum Process

There are a number of concerns relating to the content and conduct of forums. These are set out below. Councils need to be aware of these and take action to overcome the concerns if such apply to them.

Dealing With Proposals Under the Town Planning Scheme

The discretion available to council when making decisions under the Act is not always available when making decisions under town planning legislation. When a council is dealing with town planning matters, it does so under the powers conferred by the State planning legislation. Council assumes the role of a planning authority (ie Western Australian Planning Commission) and an elected member the

role of a planning commissioner. Council is not only constrained by the conditions of its Town Planning Scheme but also by the relevant State Acts.

Decision-making in town planning matters requires the decision-maker to maintain a high degree of independence from the process leading up to the decision being made. The elected member needs to be in a position of being able to make his or her decision after taking into account the relevant and material facts and circumstances as presented to all fellow elected members. These same comments apply whether councils do or do not work with specialist planning committees. Elected members need to be wary of involvement in the lead-up process to a certain decision, especially as a sole agent or member of a small group and being subjected to information from the developer or parties associated with the developer. This may be interpreted as reducing the independence of the decision-maker.

Councils will often have briefings relating to development issues and these are important in terms of the elected members becoming fully informed on the matter on which they have to vote. The nature of the decision means that briefing sessions involving planning matters should be conducted with the strictest of rules. There should be no implication of debate between elected members; the session should primarily involve information being given by the relevant officer and other parties with questions from the floor directed through the chair. In cases where an elected member has relevant information on a development matter to be conveyed to the meeting, it must be done through the chair so that all decision-makers are privy to that information.

Formulating Management Documents

Many local governments prepare their management documents, such as budgets, plans for the future and policy manuals, through a forum process. In many cases this involves a number of forums to which all elected members are invited and the public are excluded. Such forums are not set up under the auspices of the Act. There are no formal decisions made as in due course the documents are adopted at a formal meeting of council. Nevertheless, as the forums proceed and the document is developed, some issues are included, some are discarded and others may need further research by staff. If records of the matters discussed at the forums are not kept, development stages of the documents will be uncertain and hence any orderly progress inhibited. Additionally, the process may lack accountability and the probity of elected members and staff could be challenged. Change of membership of the group by either staff or elected members would again place doubt on the validity of the process.

A more suitable procedural process for the development of management documents would be the formal establishment of a committee under the Act with that assigned purpose. Although the committee meetings, if no power or duty has been delegated to the committee, are not required by legislation to be open to the public, the integrity of the process is protected by the legislative requirement for the agenda and minutes to be available for public inspection. Such committees, upon completion of their assigned task(s), could be wound up or reconvened the following year when the task was again required. Examples would be a committee reviewing standing orders and a "Budget

Committee". The former would be wound up upon submission of its report to council. The "Budget Committee" would be an ongoing but occasional committee which would meet each year from (say) March to early July.

Some committees could have a select and limited membership whereas others (such as the budget committee) could include all elected members.

Forums Immediately Prior to an Ordinary Meeting of Council

Some local governments hold forums immediately prior to ordinary council meetings. Anecdotal evidence suggests that in discussing the agenda of the forthcoming meeting at such forums implied decisions may be made. This familiarity with the issues and known attitudes can lead to debate at the ordinary council meeting being stifled or non-existent much to the chagrin of the public who are not privy to the earlier discussions. Forums held immediately prior to ordinary council meetings cause more complaints of secret meetings and predetermined decisions than any other type of forums.

Pre-meeting forums may be beneficial where an elected member has additional or alternative information to that contained in a staff report which may be controversial or cause problems within the ordinary meeting at the time the item is discussed. Certainly, it is an advantage for the CEO, council and particularly the presiding member to be aware of potential problems in the forthcoming ordinary meeting. While a pre-meeting forum provides the opportunity to inform others of the potential problem it would be preferable to raise the matter with likely concerned

parties such as the presiding member, CEO and reporting officer much earlier than immediately before the meeting. Early advice will give those concerned the opportunity to undertake action to address the identified problems.

It is recognised that with many local governments, especially those that are in rural locations, the timing of the pre-meeting forum is understandable in that the elected members can only get together once a month because of travel time and they need an opportunity to discuss issues with the freedom of a forum.

After consideration of these issues, it is recommended that if a council determines that the only time available for a forum is prior to an ordinary council meeting and it is to be closed to the public, then it be established as a concept forum and reference to the forthcoming agenda should be prohibited unless a special circumstance is conveyed to the presiding member. An example of a special circumstance would be information additional to, or contradicting the staff report which is likely to lead to non-adoption or significant variation of the recommendation and it has not been possible to convey such information at an earlier time. Adoption of the concept forum approach means elected members needing additional information or explanations from staff on forthcoming agenda items will have to make alternative arrangements to meet their requirements.

The adoption of such rules on pre-meeting forums should be conveyed to the public. Advice of the conducting of such a forum and its general content at the ensuing ordinary meeting will reinforce the openness and accountability of council.

6. Forums that Incorporate Both Concept and Agenda Items

Many local governments will run only one forum and it will cover both agenda items to be addressed at the next council meeting and wide-ranging concept issues. It is suggested that the different requirements of the two types are recognised and they be categorised as such in the forum agenda. The most important aspect is that the presiding person apply appropriate procedures regarding debate and discussion between elected members when agenda items are being covered.

Such forums should also be open to the public.

7. Model Procedures for Forums

Before introducing, or continuing with forums, councils have a responsibility to weigh carefully the risks as well as the benefits associated with such a process and consider if there are better, alternative ways of achieving the desired outcomes.

Councils that hold forums should adopt meeting rules and processes to ensure that proper standards of probity and public accountability are adhered to. Particular emphasis must be placed on ensuring that there is no decision-making during these forums and that this is rigidly enforced.

Procedures Applying to Both Concept and Agenda Forums

The Department recommends that councils adopt a set of procedures for both types of forums which include the following –

- Dates and times for forums should be set well in advance where practical;
- The CEO will ensure timely written notice and the agenda for each forum is provided to all members;
- Forum papers should be distributed to members at least three days prior to the meeting;
- The mayor/president or other designated elected member is to be the presiding member at all forums;
- Elected members, employees, consultants and other participants shall disclose their financial and conflicts of interest in matters to be discussed;
- Interests are to be disclosed in accordance with the provisions of the Act as they apply to ordinary council meetings. Persons disclosing a financial interest will not participate in that part of a forum relating to their interest and leave the meeting room;
- There is to be no opportunity for a person with an interest to request that they continue in the forum; and
- A record should be kept of all forums. As no decisions will be made, the record need only be a general record of items covered but should record disclosures of interest with appropriate departures/returns.

Procedures Specific to Concept Forums

The Department recommends that councils adopt specific procedures for concept forums which include the following –

- Concept forums may be open to the public when an issue is being discussed that council believes would benefit from public awareness and debate;

- Discussion between members is to be limited to those issues which are in the preliminary development stages. Items already listed on a council meeting agenda are not to be discussed; and
- As discussion items are not completely predictable there is to be some flexibility as to disclosures of interest. A person may disclose an interest at the time discussion commences on an issue not specifically included on the agenda.

Procedures Specific to Agenda Forums

The Department recommends that councils adopt specific procedures for agenda forums which include the following –

- Agenda forums should be open to the public unless the forum is being briefed on a matter for which a formal council meeting may be closed;
- Items to be addressed will be limited to matters listed on the forthcoming agenda or completed and scheduled to be listed within the next two meetings (or period deemed appropriate);
- Briefings will only be given by staff or consultants for the purpose of ensuring that elected members and the public are more fully informed; and
- All questions and discussions will be directed through the chair. There will be no debate style discussion as this needs to take place in the ordinary meeting of council when the issue is set for decision.

8. General Discussions in Councils Without Forums

Travel and time constraints mean that many councils can convene for a limited time; for many, only one day per month. As a result, some local governments have continued with the traditional ordinary meeting format where the decision-making is combined with wide-ranging discussion on other matters. A major problem with this approach is that the wide-ranging discussions result in meetings continuing for long periods of time.

There are benefits to elected members, the public and the staff if the issues requiring decision are dealt with during one continuous stage early in the meeting.

Elected members can have more effective broad ranging discussion during the same time frame as the traditional council meeting with a revised structure. It is suggested a better format would be for the ordinary meeting to be closed as soon as the required decisions have been made. The general discussions would then be pursued in a concept format environment. The advantages of this approach are the opportunity for councillors to discuss issues of concern in an informal environment.

9. Summary

With most local governments, elected members need opportunities to discuss issues outside of the formal ordinary meeting process. The Department acknowledges this approach because those elected members that have the maximum opportunities for input will obtain the greatest satisfaction emanating from their time in local government.

The opportunity for input can be best gained through forums or committees of the full council.

Councils that wish to hold forums of either the concept or agenda type are encouraged to adopt rules and processes that are in line with these guidelines. This will assist with openness and accountability, minimise public criticism and lead to a more effective and efficient local government.

These guidelines are also available on the Department's website at www.dlgc.wa.gov.au

Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Advisory Hotline
1300 762 511

Email: lghotline@dlgc.wa.gov.au
8.30am–5.00pm, Monday to Friday

About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines,
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Translating and Interpreting Service (TIS) – Tel: 13 14 50

COUNCIL POLICY NO:-		
~~CP005~~ CP088 **–** DRAFT FORUMS OF COUNCIL **–** CONCEPT FORUMS, AGENDA FORUMS, ~~WORKING GROUPS~~ AND WORKSHOPS		

Shire of Dardanup

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:				Synopsis:		
Version:	New	OCM	Res: ???-19	Synopsis:	Policy created & adopted by Council.	

1.   RESPONSIBLE DIRECTORATE

Executive

2.   PURPOSE OR OBJECTIVE

Local government forums range from a once-only event to discuss and explore a particular issue, to a number of sessions to address matters such as a specific project; or the compilation of a report for internal or external use, through to forums held at regular intervals with a consistent structure and objectives.

3.   POLICY

3.1   Concept Forums

Background

Concept forums involve Council members and employees meeting to propose, discuss and formulate philosophies, ideas, strategies and concepts for the development of the local government and the district. Such forums often involve projects that are in the early planning stage and are some-time away from being presented to Council for decision.

In discussing such issues, employees are looking for general guidance from the Council members as they research the matter and draft the report. Council members and employees are also looking to present ideas and concepts for future consideration. If the response is favourable employees can proceed with their research and eventual report on the matter.

Examples of the type of issues concept forums may cover include –

- Current matters of a local or regional significance;
- Matters relating to the future development of the local government;
- Significant revenue-raising requirements or expenditure needs;
- The development of internal strategic, planning, management and financial documents;
- Development of the selection criteria and performance;
- Objectives for the Chief Executive Officer (CEO).
- Reports from ~~Working~~ Advisory Groups, ~~Consultation Forums~~ Community Engagement Outcomes or other non-formal activities involving Councillors or employees.

Behind Closed Doors:

Behind closed doors and in a relatively informal manner are the two notable characteristics of concept forums. Holding such meetings behind closed doors is justified in that many of the ideas and concepts are preliminary and while looking for that creative gem some may be extreme, expensive or impractical and never adopted.

Managing Concept Forums:

Unless otherwise determined by the Chief Executive Officer in consultation with the Shire President, Concept Forums will be held ~~an hour~~ on the Wednesday afternoon prior to the Ordinary Council Meetings.

The Shire President shall Chair these meetings or if the Shire President is not available then the Deputy Shire President. If either is not available the Council members' present shall choose a person who shall preside over the Concept Forum so as to ensure the guidelines as addressed in this policy are adhered to.

A general record should be kept of the Concept Forum noting attendance, requests for further information and interests declared. No minutes as such will be taken, nor will specific discussions, actions or outcomes be recorded, received or adopted at a later date.

Conduct at Concept Forums

Councillors and employees shall adhere to the provisions of the *Local Government (Rules of Conduct) Regulations 2007* and the Shire of Dardanup Code of Conduct for Council Members, Committee Members and Employees, in relation to their conduct at Concept Forums.

The forums shall run in a formal manner with all questions being directed through the Chair.

Quorum (Non-Technical):

To ensure integrity of information flow/guidance and to avoid repetition, there shall be a requirement that a minimum of four Council members are to be in attendance for a Concept Forum to proceed. If a non-technical quorum is unable to be achieved the forum is to lapse and reconvene again at another opportunity.

Project Updates:

The Chief Executive Officer shall cause presentations to be made in relation to the following;

a)   Presentations on achieving major projects; progress updates regarding major projects.
b)   New Ideas - Concept Forums are a place for which new ideas and projects are to be discussed.

Councillor Reports

At every Concept Forum each Councillor may raise issues that have arisen since the last meeting. This may include discussions that have come from ratepayers/electors or third parties that require further information, clarification on employee's actions to date or general information.

Managing Conflicts of Interest

No Council member or staff member shall raise any matter at a Concept Forum for which they have or may perceive to have a Financial or Proximity Interest.

As a matter of probity and integrity, members and employees are required to make disclosures of interest in accordance with sections 5.59 – 5.90 of the *Local Government Act 1995* (Financial and Proximity Interests) and regulation 11(1) of the *Local Government (Rules of Conduct) Regulations 2007* and regulation 34(C)(1) of the *Local Government (Administration) Regulations 1996* (Impartiality Interests).

It is noted that this is above and beyond the scope of the legislation, however is required to ensure a high level of governance and transparency.

Members shall make written disclosures of interest to the Chief Executive Officer at Concept Forums.

~~Where the declaration is Financial or a Proximity Interest the Councillor or employee shall leave the room for the duration of the enquiries regarding the item so as not to add to the discussion in any manner and ensure appropriate independence for those members remaining.~~

If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member may seek approval from the Chairperson and meeting to determine whether the interest is:

- Trivial or insignificant; or
- An interest in common to a significant number of electors or ratepayers.

The Member should make that request to the Chairperson at the meeting and not only disclose the nature of their interest, but also the extent of that interest.

The Member should then depart the meeting, whilst the meeting considers the request. The meeting should then be in a position to:

- determine that the Member should not participate in that part of the meeting;
- remain in the meeting and participate in discussion; or
- remain in the meeting only, but not participate in discussion on the matter.

  (Note: If the Disclosing Member is the Chairperson, such disclosure shall be made to the meeting.)

Once the meeting has made a decision concerning a request, the Chairperson shall inform the Member of the decision and the Member shall comply with the Meeting's decision.

3.2   Agenda Forums

Background

For proper decision-making, Council members should have the opportunity to gain maximum knowledge and understanding of any issue presented to the Council on which they must vote. It is reasonable for Council members to expect that they will be provided with all the relevant information they need to understand issues listed on the agenda for the next or following ordinary Council meetings.

The complexity of many items means that Council members may need to be given information additional to that in an employees report and/or they may need an opportunity to ask questions of relevant employees.

Many local governments have determined that this can be achieved by the Council members convening as a body to become better informed on issues listed for Council decision. Such assemblies have been termed Agenda Forums. It is considered they are much more efficient and effective than Council members meeting employees on an individual basis for such a purpose with the added benefit that all Council members hear the same questions and answers. To protect the integrity of the decision-making process it is essential that Agenda Forums are run with strict procedures.

Managing Agenda Forums

Agenda Forums will be held on the Monday or Tuesday (depending on public holidays) preceding the Ordinary Council meeting. Preference will be for Monday 2pm to 3pm. Agenda Forums will only be called if an item or items on the agenda are consider to be complex and may require further clarification. Alternatively to Agenda Forums, Councillors could send an email to the Executive Support Officer to seek further information or clarification with regards to an item. When sending such an email it is requested that all Councillors be copied into the original email and will also be copied into the reply.

The Shire President shall Chair these meetings or if the Shire President is not available then the Deputy Shire President. If either is not available the Council members present shall choose a person who shall preside over the Agenda Forum so as to ensure the guidelines as addressed in this policy are adhered to.

(Appendix ORD: 12.4C)

Agenda Forums shall not be open to the public and therefore no debate on the items shall be entered into during the Agenda Forum. There shall be no opportunity for a collective Council decision or implied decision that binds the local government. Fundamental to this decision is that any debate shall be held at Council meetings so as to ensure the public in attendance at a Council meeting can see and hear the decisions and debate around Council decisions.

The purpose of the Agenda Forum is to allow questions in relation to the item or to request further information from the Chief Executive Officer in relation to the item in a collective environment. Where questions are 'Taken on Notice', answers will be distributed to all Councillors prior to the Council meeting.

A Councillor may still choose to raise issues associated with the Agenda independently through the Chief Executive Officer or another Senior Officer as defined in the Shire of **Dardanup's** Code of Conduct.

A general record should be kept of the Agenda Forum noting attendance, requests for further information and interests declared. No minutes as such will be taken, nor will specific discussions, actions or outcomes be recorded, received or adopted at a later date.

Conduct at Agenda Forums

Councillors and employees shall adhere to the provisions of the *Local Government (Rules of Conduct) Regulations 2007* and the Shire of Dardanup Code of Conduct for Council Members, Committee Members and Employees, in relation to their conduct at Agenda Forums.

The forums shall run in a formal manner with all questions being directed through the Chair.

Quorum (Non-Technical):

To ensure integrity of information flow/guidance and to avoid repetition, there shall be a requirement that a minimum of four Council members are to be in attendance for an Agenda Forum to proceed. If a non-technical quorum is unable to be achieved the forum is to lapse and may be reconvened again at another opportunity.

Managing Conflicts of Interest

As a matter of probity and integrity, members and employees are required to make disclosures of interest in accordance with sections 5.59 – 5.90 of the *Local Government Act 1995* (Financial and Proximity Interests) and regulation 11(1) of the *Local Government (Rules of Conduct) Regulations 2007* and regulation 34(C)(1) of the *Local Government (Administration) Regulations 1996* (Impartiality Interests).

It is noted that this is above and beyond the scope of the legislation, however is required to ensure a high level of governance and transparency.

Members shall make written disclosures of Interest to the Chief Executive Officer at Agenda Forums.

~~Where the declaration is Financial or a Proximity Interest the Councillor or employee shall leave the room for the duration of the enquiries regarding the item so as not to add to the discussion in any manner and ensure appropriate independence for those members remaining.~~

If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member may seek approval from the Chairperson and meeting to determine whether the interest is:

- Trivial or insignificant; or
- An interest in common to a significant number of electors or ratepayers.

The Member should make that request to the Chairperson at the meeting and not only disclose the nature of their interest, but also the extent of that interest.

The Member should then depart the meeting, whilst the meeting considers the request. The meeting should then be in a position to:

(Appendix ORD: 12.4C)

- determine that the Member should not participate in that part of the meeting;
- remain in the meeting and participate in discussion; or
- remain in the meeting only, but not participate in discussion on the matter.

(Note: If the Disclosing Member is the Chairperson, such disclosure shall be made to the meeting.)

Once the meeting has made a decision concerning a request, the Chairperson shall inform the Member of the decision and the Member shall comply with the Meeting's decision.

3.3 Working Group Meetings

Background

Council Working Groups are held to work through projects prior to presentation to the Chief Executive Officer, Committee and Council.

Council Working Groups may be convened on an occasional basis as a forum for information exchange and discussion between Council Members and Council employees and if appropriate, other relevant stakeholders. Working Groups provide an opportunity for elected members, employees and, at times, community members and/or engaged consultants to provide a detailed presentation on specific matters/projects.

Working Groups can be called by a resolution of Council, or at the request of the Chief Executive Officer and conducted as required.

Managing Working Groups

The preferred scheduling of Working Groups is on Wednesday's, other than the day of an Ordinary Council Meeting. Debating, collective decision making or revelation of one's intention on how they will vote at a future Council or Committee Meeting is not permitted. Expressing an opinion or seeking clarification on matters under discussion generally however, is appropriate and welcome.

The Chief Executive Officer or delegate will be the chair for the relevant working group.

Discussion is limited to the subject on the Working Group Agenda.

Notes are to be kept of the Working Group meetings to ensure clarity and integrity of the workshop outcomes.   Notes will not be made available to the public.

Outcomes of the Working Group meetings will only go to Council if the Working Group has a decision that needs to be made. This will be presented via an officer report to Council or a Council Committee at the direction of the Chief Executive Officer.

Conduct at Working Groups

Councillors and employees shall adhere to the provisions of the Local Government (Rules of Conduct) Regulations 2007 and the Shire of Dardanup Code of Conduct for Council Members, Committee Members and Employees, in relation to their conduct at Working Groups.

The Working Groups shall run in a formal manner with all questions being directed through the Chair.

Quorum (Non Technical):

To ensure integrity of information flow/guidance and to avoid repetition, there shall be a requirement that a minimum of four Council members are to be in attendance for an Agenda Forum to proceed. If a non-technical quorum is unable to be achieved the forum is to lapse and reconvene again at another opportunity.

~~Managing Conflicts of Interest~~

~~As a matter of probity and integrity, members and employees are required to make disclosures of interest in accordance with sections 5.59 – 5.90 of the *Local Government Act 1995* (Financial and Proximity Interests) and regulation 11(1) of the *Local Government (Rules of Conduct) Regulations 2007* and regulation 34(C)(1) of the *Local Government (Administration) Regulations 1996 (Impartiality Interests).*~~

~~It is noted that this is above and beyond the scope of the legislation, however is required to ensure a high level of governance and transparency.~~

~~Members shall make written disclosures of Interest to the Chair at the Working Groups.~~

~~Where the declaration is Financial or a Proximity Interest the Councillor or employee shall leave the room for the duration of the enquiries regarding the item so as not to add to the discussion in any manner and ensure appropriate independence for those members remaining.~~

~~Voting~~

~~Voting will generally work on consensus however, all present including employees and community members but excluding consultants, observers or ex office members, can vote.~~

3.4   Workshops

Background

Council **Workshops are held to 'workshop' matters prior to presentation to** Council. They are not to be confused with Concept or Agenda Forums.

Council Workshops may be convened on an occasional basis as a forum for information exchange and discussion between Council Members and Council employees and if appropriate, other relevant stakeholders. A Workshop provides an opportunity for employees or engaged consultants to provide a detailed presentation on specific matters/projects.

Workshops can be called by a resolution of Council, or at the request of the <u>Shire President or the </u>Chief Executive Officer and <u>may be </u>conducted as required.

Managing Workshops

The preferred scheduling of Workshops is on ~~the ~~<u>a Wednes</u>day ~~of a pre scheduled Agenda or Concept Forum~~<u>that is not prior to a Council meeting</u>. **Debating, collective decision making or revelation of one's** intention on how they will vote at a future Council or Committee Meeting is not permitted. Expressing an opinion or seeking clarification on matters under discussion generally however, is appropriate and welcome.

The Shire President shall Chair these meetings or if the Shire President is not available then the Deputy Shire President. If either is not available the Council members present shall choose a person who shall preside over the Workshop so as to ensure the guidelines as addressed in this policy are adhered to.

Discussion is limited to the subject on the Workshop Agenda.

A general record should be kept of the workshop noting attendance, requests for further information and interests declared. No minutes as such will be taken, nor will specific discussions, actions or outcomes be recorded, received or adopted at a later date.

Conduct at Workshops

Councillors and employees shall adhere to the provisions of the Local Government (Rules of Conduct) Regulations 2007 and the Shire of Dardanup Code of Conduct for Council Members, Committee Members and Employees, in relation to their conduct at Workshops.

The Workshops shall run in a formal manner with all questions being directed through the Chair.

Quorum (Non-Technical):

To ensure integrity of information flow/guidance and to avoid repetition, there shall be a requirement that a minimum of four Council members are to be in attendance for a Workshop to proceed. If a non-technical quorum is unable to be achieved the forum is to lapse and may be reconvened again at another opportunity.

Managing Conflicts of Interest

As a matter of probity and integrity, members and employees are required to make disclosures of interest in accordance with sections 5.59 – 5.90 of the *Local Government Act 1995* (Financial and Proximity Interests) and regulation 11(1) of the *Local Government (Rules of Conduct) Regulations 2007* and regulation 34(C)(1) of the *Local Government (Administration) Regulations 1996* (Impartiality Interests).

It is noted that this is above and beyond the scope of the legislation, however is required to ensure a high level of governance and transparency.

Members shall make written disclosures of Interest to the Chair at the Workshops.

~~Where the declaration is Financial or a Proximity Interest the Councillor or employee shall leave the room for the duration of the enquiries regarding the item so as not to add to the discussion in any manner and ensure appropriate independence for those members remaining.~~

If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member may seek approval from the Chairperson and meeting to determine whether the interest is:

- Trivial or insignificant; or
- An interest in common to a significant number of electors or ratepayers.

The Member should make that request to the Chairperson at the meeting and not only disclose the nature of their interest, but also the extent of that interest.

The Member should then depart the meeting, whilst the meeting considers the request. The meeting should then be in a position to:

- determine that the Member should not participate in that part of the meeting;
- remain in the meeting and participate in discussion; or
- remain in the meeting only, but not participate in discussion on the matter.

    (Note: If the Disclosing Member is the Chairperson, such disclosure shall be made to the meeting.)

Once the meeting has made a decision concerning a request, the Chairperson shall inform the Member of the decision and the Member shall comply with the Meeting's decision.

4.   REFERENCE DOCUMENTS

Local Government Operational Guidelines Number 05 – January 2004 - Council Forums.

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: New Policy – CP089 – Advisory Groups Policy

RISK THEME PROFILE:

6 - Engagement Practices
3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No compliance with meeting procedures could lead to penalties being imposed on the Shire	Minor (2)	Likely (4)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance will impact on the Shires business reputation	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Appointment of Councillors to Advisory Groups

RISK THEME PROFILE:

6 - Engagement Practices
3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No compliance with meeting procedures could lead to penalties being imposed on the Shire	Minor (2)	Likely (4)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance will impact on the Shires business reputation	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.

Shire of Dardanup

EATON
ADVISORY GROUP

INSTRUMENT OF APPOINTMENT
&
TERMS OF REFERENCE

2019

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1   AIMS

The Eaton Advisory Group aims to provide advice on the development of the facilities, activities, character, technology and services within Eaton and the surrounding area, through initiatives, policies and processes that deliver on the Shire of Dardanup Strategic Community Plan.

2   OBJECTIVES

The Objectives of the Advisory Group are to:

2.1   Provide a means of participation and communication between the community of Eaton, surrounding areas and the Shire of Dardanup.

2.2   Act in an advisory capacity on matters relating to the facilities, activities, character, technology and services within Eaton and the surrounding area, with a specific focus on:

- Developing a distinctive place that is based on identity and connected with the community;
- Coordinating community priorities, with regards to community facilities;
- Activating facilities, parks and local areas to support community connection and provide safe spaces; and
- Working with partners and the community to identify and address service gaps.

2.3   Provide advice and make recommendations relating to:

- The formulation of a community and Council vision for Eaton; and
- The development and implementation of relevant initiatives and programs, and where possible grant applications.

3   MEMBERSHIP

3.1   The term of appointment for membership will be a period of two (2) years.

3.2   *Community Representation*: Membership will be sought from the Shire of Dardanup Community.   A maximum of twelve (12) community representatives will be appointed.

3.3   *Elected Members*:   Council will nominate three (3) Elected Members to the Eaton Advisory Group.   All other Elected Members will be notified of all meetings and may attend Group meetings at will, but are not entitled to vote on matters.

3.4   *Shire Officers*: The Chief Executive Officer shall appoint an officer to manage the Advisory Group. In normal circumstances this is the Director Infrastructure. Shire staff attending the Advisory Group will table papers for discussion and participate in the discussion. Shire Officers are not members of the Advisory Group and shall not vote.

3.5   *Chair and Deputy Chair*: One of the elected Members will be appointed by Council as the Chair and another as the Deputy Chair of the Advisory Group. The Chairperson shall ensure that the Advisory Group operates in accordance with the Terms of Reference at all times.

3.6   *Advisory Group Support*:   The relevant Director will arrange for administrative support.   Such support will include the preparation and distribution of the agenda, notice of meetings, and recording and distribution of meeting notes. The Advisory Group secretariat is also responsible for arranging the meeting venue, refreshments and coordinating any presentations.

3.7   *Specialist Advice:*   Individuals and groups may be invited to attend Advisory Group meetings to provide specialist advice. They must not be involved in the decision making process and cannot vote on any issue.

4   MEETINGS

4.1   Advisory Groups will meet at least bi-annually, with a minimum of 2 meetings per year, dates to be resolved by Council. Extraordinary meetings may be called by the Chair in consultation with the relevant Director or Chief Executive Officer.

4.2   As there are no powers or duty delegated to the Advisory Group the meetings are not open to the public.

4.3   Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting.

4.4   The Chairperson shall ensure that detailed meeting notes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members with a copy of such meeting notes.

4.5   All members of the Advisory Group shall have one vote. If the vote of the members present are equally divided, the Chairperson is to cast a second vote.

4.6   Advisory Group members may list matters for consideration by tabling matters at least ten (10) days prior to the next meeting with the relevant Director. The Director will be responsible for preparing the Advisory Group Agenda, researching and reporting on those matters tabled for discussion. It is at the discretion of the Chief Executive Officer as to whether a matter will be included in the Agenda.

4.7 Meeting notes will form a record for the Shire of Dardanup, but will not require endorsement by Council. Matters requiring Council consideration will be subject to a separate specific report to be prepared by the appropriate Officer and taken to the next Council meeting. The meeting notes will be presented to Council through the Information Bulletin.

5 QUORUM

5.1 Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Advisory Group will be made by a show of hands.

6 DELEGATIONS

6.1 The Advisory Group performs an advisory function and does not have any delegated authority.

7 CONFLICTS OF INTEREST

7.1 All members need to be aware that any conflict of interest needs to be disclosed in writing, to ensure probity is maintained at all times. All previous disclosures of interest will remain listed in the Agenda and will be acknowledged at the start of a meeting, thereby negating to disclose it in writing again.

7.2 If a Member discloses a financial or proximity interest in a matter under consideration by the Group, the member should disclose the nature of their interest, and also the extent of that interest.

7.3 If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member is to inform the Chairperson that the Member intends to remain and participate in the meeting.

7.4 The meeting notes shall record the members' disclosure of interests and the extent of the interests. They shall also record the times a Disclosing Member has departed and/or re-entered the meeting and/or is absent from the meeting during the item of interest, or whether they remained and participated in the meeting when considering the matter to which an interest was declared.

7.5 If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the relevant Director in attendance at the meeting.

8   CONFIDENTIALITY AND PRIVACY

8.1   Members of the Advisory Group may have exposure to confidential or personal information and if so they are required to maintain the security of any confidential information and not access, use or remove any information, unless the member is authorised to do so.

8.2   At the first meeting of the Advisory Group, a Confidential Agreement will be provided to members for their review and execution.

8.3   Members of the Advisory Group will be advised when matters are deemed Confidential by the Chair. Documents provided at the meeting will be identified as Confidential and all confidential documents will be returned to the Chair following the meeting.

8.4   Should a member become aware of any unauthorised release or misuse of confidential or personal information, they are advised to contact the relevant Director.

8.5   Should a breach of Confidentially be made by an Advisory Group member, the Chief Executive Officer will remove the respective member from the Advisory Group.

8.6   Members are not to speak to the media in their capacity as Advisory Group Members and any comments on social media are to be in their personal capacity and not in their capacity as an Advisory Group Member.

9   CODE OF CONDUCT

9.1   The relevant Shire of Dardanup Code of Conduct applies to members of the Advisory Group and shall be adhered to during meetings and interactions with Elected Members, staff and the community when acting in the capacity of an Advisory Group member.

Shire of Dardanup

DARDANUP
ADVISORY GROUP

INSTRUMENT OF APPOINTMENT
&
TERMS OF REFERENCE

2019

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1   AIMS

The Dardanup Advisory Group aims to provide advice on the development of the facilities, activities, character, technology and services within Dardanup and the surrounding area, through initiatives, policies and processes that deliver on the Shire of Dardanup Strategic Community Plan.

2   OBJECTIVES

The Objectives of the Advisory Group are to:

2.1   Provide a means of participation and communication between the community of Dardanup, the surrounding areas and the Shire of Dardanup.

2.2   Act in an advisory capacity on matters relating to the facilities, activities, character, technology and services within Dardanup and the surrounding area, with a specific focus on:

- Developing a distinctive place that is based on identity and connected with the community;
- Coordinating community priorities, with regards to community facilities;
- Activating facilities, parks and local areas to support community connection and provide safe spaces; and
- Working with partners and the community to identify and address service gaps.

2.3   Provide advice and make recommendations relating to:

- The formulation of a community and Council vision for Dardanup; and
- The development and implementation of relevant initiatives and programs, and where possible grant applications.

3   MEMBERSHIP

3.1   The term of appointment for membership will be a period of two (2) years.

3.2   *Community Representation*: Membership will be sought from the Shire of Dardanup Community. A maximum of twelve (12) community representatives will be appointed.

3.3   *Elected Members*:   Council will nominate three (3) Elected Members to the Dardanup Advisory Group. All other Elected Members will be notified of all meetings and may attend Group meetings at will, but are not entitled to vote on matters.

3.4   *Shire Officers*: The Chief Executive Officer shall appoint an officer to manage the Advisory Group. In normal circumstances this is the Director Infrastructure. Shire staff attending the Advisory Group will table papers for discussion and participate in the discussion. Shire Officers are not members of the Advisory Group and shall not vote.

3.5   *Chair and Deputy Chair*: One of the elected Members will be appointed by Council as the Chair and another as the Deputy Chair of the Advisory Group. The Chairperson shall ensure that the Advisory Group operates in accordance with the Terms of Reference at all times.

3.6   *Advisory Group Support*:   The relevant Director will arrange for administrative support. Such support will include the preparation and distribution of the agenda, notice of meetings, and recording and distribution of meeting notes. The Advisory Group secretariat is also responsible for arranging the meeting venue, refreshments and coordinating any presentations.

3.7   *Specialist Advice:*   Individuals and groups may be invited to attend Advisory Group meetings to provide specialist advice. They must not be involved in the decision making process and cannot vote on any issue.

4   <u>MEETINGS</u>

4.1   Advisory Groups will meet at least bi-annually, with a minimum of 2 meetings per year, dates to be resolved by Council. Extraordinary meetings may be called by the Chair in consultation with the relevant Director or Chief Executive Officer.

4.2   As there are no powers or duty delegated to the Advisory Group the meetings are not open to the public.

4.3   Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting.

4.4   The Director shall ensure that detailed meeting notes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members with a copy of such meeting notes.

4.5   All members of the Advisory Group shall have one vote. If the vote of the members present are equally divided, the Chairperson is to cast a second vote.

4.6   Advisory Group members may list matters for consideration by tabling matters at least ten (10) days prior to the next meeting with the relevant Director. The Director will be responsible for preparing the Advisory Group Agenda, researching and reporting on those matters tabled for discussion. It is at the discretion of the Chief Executive Officer as to whether a matter will be included in the Agenda.

4.7   Meeting notes will form a record for the Shire of Dardanup, but will not require endorsement by Council. Matters requiring Council consideration will be subject to a separate specific report to be prepared by the appropriate Officer and taken to the next Council meeting. The meeting notes will be presented to Council through the Information Bulletin.

5   QUORUM

5.1   Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not.

6   DELEGATIONS

6.1   The Advisory Group performs an advisory function and does not have any delegated authority.

7   CONFLICTS OF INTEREST

7.1   All members need to be aware that any conflict of interest needs to be disclosed in writing, to ensure probity is maintained at all times. All previous disclosures of interest will remain listed in the Agenda and will be acknowledged at the start of a meeting, thereby negating to disclose it in writing again.

7.2   If a Member discloses a financial or proximity interest in a matter under consideration by the Group, the member should disclose the nature of their interest, and also the extent of that interest.

7.3   If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member is to inform the Chairperson that the Member intends to remain and participate in the meeting.

7.4   The meeting notes shall record the members' disclosure of interests and the extent of the interests. They shall also record the times a Disclosing Member has departed and/or re-entered the meeting and/or is absent from the meeting during the item of interest, or whether they remained and participated in the meeting when considering the matter to which an interest was declared.

7.5   If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the relevant Director in attendance at the meeting.

8   CONFIDENTIALITY AND PRIVACY

8.1   Members of the Advisory Group may have exposure to confidential or personal information and if so they are required to maintain the security of any confidential information and not access, use or remove any information, unless the member is authorised to do so.

8.2   At the first meeting of the Advisory Group, a Confidential Agreement will be provided to members for their review and execution.

8.3   Members of the Advisory Group will be advised when matters are deemed Confidential by the Chair. Documents provided at the meeting will be identified as Confidential and all confidential documents will be returned to the Chair following the meeting.

8.4   Should a member become aware of any unauthorised release or misuse of confidential or personal information, they are advised to contact the relevant Director.

8.5   Should a breach of Confidentially be made by an Advisory Group member, the Chief Executive Officer will remove the respective member from the Advisory Group.

8.6   Members are not to speak to the media in their capacity as Advisory Group Members and any comments on social media are to be in their personal capacity and not in their capacity as an Advisory Group Member.

9   CODE OF CONDUCT

9.1   The relevant Shire of Dardanup Code of Conduct applies to members of the Advisory Group and shall be adhered to during meetings and interactions with Elected Members, staff and the community when acting in the capacity of an Advisory Group member.

Shire of Dardanup

BUREKUP ADVISORY GROUP

INSTRUMENT OF APPOINTMENT
&
TERMS OF REFERENCE

2019

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1   AIMS

The Burekup Advisory Group aims to provide advice on the development of the, facilities, activities, character, technology and services within Burekup and the surrounding area, through initiatives, policies and processes that deliver on the Shire of Dardanup Strategic Community Plan.

2   OBJECTIVES

The Objectives of the Advisory Group are to:

2.1   Provide a means of participation and communication between the community of Burekup, the surrounding areas and the Shire of Dardanup.

2.2   Act in an advisory capacity on matters relating to the facilities, activities, character, technology, and services within Burekup and the surrounding area, with a specific focus on:

- Developing a distinctive place that is based on identity and connected with the community;
- Coordinating community priorities, with regards to community facilities;
- Activating facilities, parks and local areas to support community connection and provide safe spaces; and
- Working with partners and the community to identify and address service gaps.

2.3   Provide advice and make recommendations relating to:

- The formulation of a community and Council vision for Burekup; and
- The development and implementation of relevant initiatives and programs, and where possible grant applications.

3   MEMBERSHIP

3.1   The term of appointment for membership will be a period of two (2) years.

3.2   *Community Representation*: Membership will be sought from the Shire of Dardanup Community.   A maximum of twelve (12) community representatives will be appointed.

3.3   *Elected Members*:   Council will nominate three (3) Elected Members to the Burekup Advisory Group.   All other Elected Members will be notified of all meetings and may attend Group meetings at will, but are not entitled to vote on matters.

3.4   *Shire Officers*: The Chief Executive Officer shall appoint an officer to manage the Advisory Group. In normal circumstances this is the Director Infrastructure. Shire staff attending the Advisory Group will table papers for discussion and participate in the discussion. Shire Officers are not members of the Advisory Group and shall not vote.

3.5   *Chair and Deputy Chair*: One of the elected Members will be appointed by Council as the Chair and another as the Deputy Chair of the Advisory Group. The Chairperson shall ensure that the Advisory Group operates in accordance with the Terms of Reference at all times.

3.6   *Advisory Group Support*:   The relevant Director will arrange for administrative support. Such support will include the preparation and distribution of the agenda, notice of meetings, and recording and distribution of meeting notes. The Advisory Group secretariat is also responsible for arranging the meeting venue, refreshments and coordinating any presentations.

3.7   *Specialist Advice*:   Individuals and groups may be invited to attend Advisory Group meetings to provide specialist advice. They must not be involved in the decision making process and cannot vote on any issue.

4   MEETINGS

4.1   Advisory Groups will meet at least bi-annually, with a minimum of 2 meetings per year, dates to be resolved by Council. Extraordinary meetings may be called by the Chair in consultation with the relevant Director or Chief Executive Officer.

4.2   As there are no powers or duty delegated to the Advisory Group the meetings are not open to the public.

4.3   Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting.

4.4   The Director shall ensure that detailed meeting notes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members with a copy of such meeting notes.

4.5   All members of the Advisory Group shall have one vote. If the vote of the members present are equally divided, the Chairperson is to cast a second vote.

4.6   Advisory Group members may list matters for consideration by tabling matters at least ten (10) days prior to the next meeting with the relevant Director. The Director will be responsible for preparing the Advisory Group Agenda, researching and reporting on those matters tabled for discussion. It is at the discretion of the Chief Executive Officer as to whether a matter will be included in the Agenda.

4.7   Meeting notes will form a record for the Shire of Dardanup, but will not require endorsement by Council. Matters requiring Council consideration will be subject to a separate specific report to be prepared by the appropriate Officer and taken to the next Council meeting. The meeting notes will be presented to Council through the Information Bulletin.

5   QUORUM

5.1   Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not.

6   DELEGATIONS

6.1   The Advisory Group performs an advisory function and does not have any delegated authority.

7   CONFLICTS OF INTEREST

7.1   All members need to be aware that any conflict of interest needs to be disclosed in writing, to ensure probity is maintained at all times. All previous disclosures of interest will remain listed in the Agenda and will be acknowledged at the start of a meeting, thereby negating to disclose it in writing again.

7.2   If a Member discloses a financial or proximity interest in a matter under consideration by the Group, the member should disclose the nature of their interest, and also the extent of that interest.

7.3   If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member is to inform the Chairperson that the Member intends to remain and participate in the meeting.

7.4   The meeting notes shall record the members' disclosure of interests and the extent of the interests. They shall also record the times a Disclosing Member has departed and/or re-entered the meeting and/or is absent from the meeting during the item of interest, or whether they remained and participated in the meeting when considering the matter to which an interest was declared.

7.5   If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the relevant Director in attendance at the meeting.

8   CONFIDENTIALITY AND PRIVACY

8.1   Members of the Advisory Group may have exposure to confidential or personal information and if so they are required to maintain the security of any confidential information and not access, use or remove any information, unless the member is authorised to do so.

8.2   At the first meeting of the Advisory Group, a Confidential Agreement will be provided to members for their review and execution.

8.3   Members of the Advisory Group will be advised when matters are deemed Confidential by the Chair. Documents provided at the meeting will be identified as Confidential and all confidential documents will be returned to the Chair following the meeting.

8.4   Should a member become aware of any unauthorised release or misuse of confidential or personal information, they are advised to contact the relevant Director.

8.5   Should a breach of Confidentially be made by an Advisory Group member, the Chief Executive Officer will remove the respective member from the Advisory Group.

8.6   Members are not to speak to the media in their capacity as Advisory Group Members and any comments on social media are to be in their personal capacity and not in their capacity as an Advisory Group Member.

9   CODE OF CONDUCT

9.1   The relevant Shire of Dardanup Code of Conduct applies to members of the Advisory Group and shall be adhered to during meetings and interactions with Elected Members, staff and the community when acting in the capacity of an Advisory Group member.

Shire of Dardanup

FERGUSON VALLEY
ADVISORY GROUP

INSTRUMENT OF APPOINTMENT
&
TERMS OF REFERENCE

2019

Shire of Dardanup

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1   AIMS

The Ferguson Valley Advisory Group aims to provide advice on the development of the facilities, activities, character, technology and services within Ferguson Valley, Crooked Brook and the surrounding area, through initiatives, policies and processes that deliver on the Shire of Dardanup Strategic Community Plan.

2   OBJECTIVES

The Objectives of the Advisory Group are to:

2.1   Provide a means of participation and communication between the community of Ferguson Valley, Crooked Brook, the surrounding areas and the Shire of Dardanup.

2.2   Act in an advisory capacity on matters relating to the facilities, activities, character, technology and services within Ferguson Valley, Crooked Brook and the surrounding area, with a specific focus on:

- Developing a distinctive place that is based on identity and connected with the community;
- Coordinating community priorities, with regards to community facilities;
- Activating facilities, parks and local areas to support community connection and provide safe spaces; and
- Working with partners and the community to identify and address service gaps.

2.3   Provide advice and make recommendations relating to:

- The formulation of a community and Council vision for Ferguson Valley, Crooked Brook; and
- The development and implementation of relevant initiatives and programs, and where possible grant applications.

3   MEMBERSHIP

3.1   The term of appointment for membership will be a period of two (2) years.

3.2   *Community Representation*: Membership will be sought from the Shire of Dardanup Community.   A maximum of twelve (12) community representatives will be appointed.

3.3   *Elected Members*:   Council will nominate three (3) Elected Members to the Ferguson Valley Advisory Group. All other Elected Members will be notified of all meetings and may attend Group meetings at will, but are not entitled to vote on matters.

3.4 *Shire Officers*: The Chief Executive Officer shall appoint an officer to manage the Advisory Group. In normal circumstances this is the Director Infrastructure. Shire staff attending the Advisory Group will table papers for discussion and participate in the discussion. Shire Officers are not members of the Advisory Group and shall not vote.

3.5 *Chair and Deputy Chair*: One of the elected Members will be appointed by Council as the Chair and another as the Deputy Chair of the Advisory Group. The Chairperson shall ensure that the Advisory Group operates in accordance with the Terms of Reference at all times.

3.6 *Advisory Group Support*: The relevant Director will arrange for administrative support. Such support will include the preparation and distribution of the agenda, notice of meetings, and recording and distribution of meeting notes. The Advisory Group secretariat is also responsible for arranging the meeting venue, refreshments and coordinating any presentations.

3.7 *Specialist Advice*: Individuals and groups may be invited to attend Advisory Group meetings to provide specialist advice. They must not be involved in the decision making process and cannot vote on any issue.

4   MEETINGS

4.1   Advisory Groups will meet at least bi-annually, with a minimum of 2 meetings per year, dates to be resolved by Council. Extraordinary meetings may be called by the Chair in consultation with the relevant Director or Chief Executive Officer.

4.2   As there are no powers or duty delegated to the Advisory Group the meetings are not open to the public.

4.3   Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting.

4.4   The Director shall ensure that detailed meeting notes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members with a copy of such meeting notes.

4.5   All members of the Advisory Group shall have one vote. If the vote of the members present are equally divided, the Chairperson is to cast a second vote.

4.6   Advisory Group members may list matters for consideration by tabling matters at least ten (10) days prior to the next meeting with the relevant Director. The Director will be responsible for preparing the Advisory Group Agenda, researching and reporting on those matters tabled for discussion. It is at the discretion of the Chief Executive Officer as to whether a matter will be included in the Agenda.

(Appendix ORD: 12.6B)

4.7   Meeting notes will form a record for the Shire of Dardanup, but will not require endorsement by Council. Matters requiring Council consideration will be subject to a separate specific report to be prepared by the appropriate Officer and taken to the next Council meeting. The meeting notes will be presented to Council through the Information Bulletin.

5   QUORUM

5.1   Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not.

6   DELEGATIONS

6.1   The Advisory Group performs an advisory function and does not have any delegated authority.

7   CONFLICTS OF INTEREST

7.1   All members need to be aware that any conflict of interest needs to be disclosed in writing, to ensure probity is maintained at all times. All previous disclosures of interest will remain listed in the Agenda and will be acknowledged at the start of a meeting, thereby negating to disclose it in writing again.

7.2   If a Member discloses a financial or proximity interest in a matter under consideration by the Group, the member should disclose the nature of their interest, and also the extent of that interest.

7.3   If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member is to inform the Chairperson that the Member intends to remain and participate in the meeting.

7.4   The meeting notes shall record the members' disclosure of interests and the extent of the interests. They shall also record the times a Disclosing Member has departed and/or re-entered the meeting and/or is absent from the meeting during the item of interest, or whether they remained and participated in the meeting when considering the matter to which an interest was declared.

7.5   If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the relevant Director in attendance at the meeting.

8   CONFIDENTIALITY AND PRIVACY

8.1   Members of the Advisory Group may have exposure to confidential or personal information and if so they are required to maintain the security of any confidential information and not access, use or remove any information, unless the member is authorised to do so.

8.2   At the first meeting of the Advisory Group, a Confidential Agreement will be provided to members for their review and execution.

8.3   Members of the Advisory Group will be advised when matters are deemed Confidential by the Chair.   Documents provided at the meeting will be identified as Confidential and all confidential documents will be returned to the Chair following the meeting.

8.4   Should a member become aware of any unauthorised release or misuse of confidential or personal information, they are advised to contact the relevant Director.

8.5   Should a breach of Confidentially be made by an Advisory Group member, the Chief Executive Officer will remove the respective member from the Advisory Group.

8.6   Members are not to speak to the media in their capacity as Advisory Group Members and any comments on social media are to be in their personal capacity and not in their capacity as an Advisory Group Member.

9   CODE OF CONDUCT

9.1   The relevant Shire of Dardanup Code of Conduct applies to members of the Advisory Group and shall be adhered to during meetings and interactions with Elected Members, staff and the community when acting in the capacity of an Advisory Group member.

Shire of Dardanup

WANJU & WATERLOO ADVISORY GROUP

INSTRUMENT OF APPOINTMENT
&
TERMS OF REFERENCE

2019

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1   AIMS

The Wanju and Waterloo Advisory Group aims to provide participation and communication with relevant stakeholders in the implementation of the Wanju and Waterloo projects.

2   OBJECTIVES

The Objectives of the Advisory Group are to:

2.1   Provide a means of participation and communication between the community and the Shire of Dardanup on the following matters pertaining to the Wanju and Waterloo Projects.

- Detailed Planning;
- Development Contributions; and
- Promotion of Wanju & Waterloo.

2.2   Provide advice and make recommendations relating to:

2.2.1   The formulation of a community and Council vision with regards to the Wanju & Waterloo Project; and

2.2.2   The development and implementation of relevant initiatives and programs.

3   MEMBERSHIP

3.1   The term of appointment for membership will be for as long as a person remains the owner of land within the Wanju & Waterloo areas.

3.2   *Community Representation*: Membership will be from the landowners within the area identified as Wanju & Waterloo under the relevant Structure Plans.

3.3   *Participating Organisational Representation*:   Membership will be sought from the following Organisations:

- Department of Planning, Lands & Heritage;
- ATCO
- Western Power;
- Main Roads;
- Department of Water & Environmental Regulation;
- Water Corporation; and
- Harvey Water.

3.4   *Elected Members*:   Council will nominate three (3) Elected Members to the Wanju and Waterloo Advisory Group.   All other Elected Members will be notified of all meetings and may attend Group meetings at will, but are not entitled to vote on matters.

3.5   *Shire Officers*: The Chief Executive Officer shall appoint an officer to manage the Advisory Group. In normal circumstances this is the Director Sustainable Development. Shire staff attending the Advisory Group will table papers for discussion and participate in the discussion. Shire Officers are not members of the Advisory Group and shall not vote.

3.6   *Chair and Deputy Chair*: The Shire President will be the Chairperson and an Elected Member will be Deputy Chair of the Advisory Group. The Chairperson shall ensure that the Advisory Group operates in accordance with the Terms of Reference at all times.

3.7   *Advisory Group Support*:   The relevant Director will arrange for administrative support. Such support will include the preparation and distribution of the agenda, notice of meetings, and recording and distribution of meeting notes. The Advisory Group secretariat is also responsible for arranging the meeting venue, refreshments and coordinating any presentations.

3.8   *Specialist Advice*:   Other Government Agencies, Individuals and groups may be invited to attend Advisory Group meetings to provide specialist advice. They must not be involved in the decision making process and cannot vote on any issue.

4   MEETINGS

4.1   Advisory Groups will meet at least bi-annually, with a minimum of 2 meetings per year, dates to be resolved by Council. Extraordinary meetings may be called by the Chair in consultation with the relevant Director or Chief Executive Officer.

4.2   As there are no powers or duty delegated to the Advisory Group the meetings are not open to the public.

4.3   Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting.

4.4   The Chairperson shall ensure that detailed meeting notes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members with a copy of such meeting notes.

4.5   All members of the Advisory Group shall have one vote. If the vote of the members present are equally divided, the Chairperson is to cast a second vote.

4.6   Advisory Group members may list matters for consideration by tabling matters at least ten (10) days prior to the next meeting with the relevant Director. The Director will be responsible for preparing the Advisory Group Agenda, researching and reporting on those matters tabled for discussion. It is at the discretion of the Chief Executive Officer as to whether a matter will be included in the Agenda.

4.7 Meeting notes will form a record for the Shire of Dardanup, but will not require endorsement by Council. Matters requiring Council consideration will be subject to a separate specific report to be prepared by the appropriate Officer and taken to the next Council meeting. The meeting notes will be presented to Council through the Information Bulletin.

5 QUORUM

5.1 Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Advisory Group will be made by a show of hands.

6 DELEGATIONS

6.1 The Advisory Group performs an advisory function and does not have any delegated authority.

7 CONFLICTS OF INTEREST

7.1 All members need to be aware that any conflict of interest needs to be disclosed in writing, to ensure probity is maintained at all times. All previous disclosures of interest will remain listed in the Agenda and will be acknowledged at the start of a meeting, thereby negating to disclose it in writing again.

7.2 If a Member discloses a financial or proximity interest in a matter under consideration by the Group, the member should disclose the nature of their interest, and also the extent of that interest.

7.3 If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member is to inform the Chairperson that the Member intends to remain and participate in the meeting.

7.4 The meeting notes shall record the members' disclosure of interests and the extent of the interests. They shall also record the times a Disclosing Member has departed and/or re-entered the meeting and/or is absent from the meeting during the item of interest, or whether they remained and participated in the meeting when considering the matter to which an interest was declared.

7.5 If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the relevant Director in attendance at the meeting.

8   CONFIDENTIALITY AND PRIVACY

8.1   Members of the Advisory Group may have exposure to confidential or personal information and if so they are required to maintain the security of any confidential information and not access, use or remove any information, unless the member is authorised to do so.

8.2   At the first meeting of the Advisory Group, a Confidential Agreement will be provided to members for their review and execution.

8.3   Members of the Advisory Group will be advised when matters are deemed Confidential by the Chair. Documents provided at the meeting will be identified as Confidential and all confidential documents will be returned to the Chair following the meeting.

8.4   Should a member become aware of any unauthorised release or misuse of confidential or personal information, they are advised to contact the relevant Director.

8.5   Should a breach of Confidentially be made by an Advisory Group member, the Chief Executive Officer will remove the respective member from the Advisory Group.

8.6   Members are not to speak to the media in their capacity as Advisory Group Members and any comments on social media are to be in their personal capacity and not in their capacity as an Advisory Group Member.

9   CODE OF CONDUCT

9.1   The relevant Shire of Dardanup Code of Conduct applies to members of the Advisory Group and shall be adhered to during meetings and interactions with Elected Members, staff and the community when acting in the capacity of an Advisory Group member.

SUSTAINABLE DEVELOPMENT ADVISORY GROUP

INSTRUMENT OF APPOINTMENT
&
TERMS OF REFERENCE

2019

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1   AIMS

The Sustainable Development Advisory Group aims to provide advice on developing and implementing more sustainable practices in the Shire of Dardanup through initiatives, policies and processes that deliver the Shire of Dardanup Strategic Community Plan.

2   OBJECTIVES

The Objectives of the Advisory Group are to:

2.1   Act in an advisory capacity on matters relating to the natural and built environment, with specific focus on:

- Water use and efficiency;
- Energy efficiency and renewable energy;
- Environmentally sustainable building design;
- Green spaces, urban vegetation and biodiversity;
- Water in the environment (water quality and natural water sources); and
- Waste minimisation and management.

2.2   Provide advice and make recommendations relating to:

- The formulation of a community and Council vision with regards to sustainability; and
- The development and implementation of relevant initiatives and programs.

3   MEMBERSHIP

3.1   The term of appointment for membership will be a period of two (2) years.

3.2   *Community Representation*: Membership will be sought from the Shire of Dardanup Community. A maximum of six (6) community representatives will be appointed.

3.3   *Participating Organisational Representation*:   Membership will be sought from the following Organisations:

- Department of Biosecurity Conservation and Attractions;
- Department of Water and Environmental Regulation;
- Leschenault Catchment Council;
- Leschenault Biosecurity Group;
- Bunbury Harvey Regional Council; and
- 1 representative from a University / Research Institute.

3.4   *Elected Members*:   Council will nominate three (3) Elected Members to the Sustainable Development Advisory Group. All other Elected Members will be notified of all meetings and may attend Group meetings at will, but are not entitled to vote on matters.

3.5   *Shire Officers*: The Chief Executive Officer shall appoint an officer to manage the Advisory Group. In normal circumstances this is the Director Sustainable Development. Shire staff attending the Advisory Group will table papers for discussion and participate in the discussion. Shire Officers are not members of the Advisory Group and shall not vote.

3.6   *Chair and Deputy Chair*: One of the elected Members will be appointed by Council as the Chair and another as the Deputy Chair of the Advisory Group. The Chairperson shall ensure that the Advisory Group operates in accordance with the Terms of Reference at all times..

3.7   *Advisory Group Support*:   The relevant Director will arrange for administrative support. Such support will include the preparation and distribution of the agenda, notice of meetings, and recording and distribution of meeting notes. The Advisory Group secretariat is also responsible for arranging meeting venue, refreshments and coordinating any presentations.

3.8   *Specialist Advice:*   Individuals and groups may be invited to attend Advisory Group meetings to provide specialist advice. They must not be involved in the decision making process and cannot vote on any issue.

4   MEETINGS

4.1   Advisory Groups will meet at least bi-annually, with a minimum of 2 meetings per year, dates to be resolved by Council. Extraordinary meetings may be called by the Chair in consultation with the relevant Director or Chief Executive Officer.

4.2   As there are no powers or duty delegated to the Advisory Group the meetings are not open to the public.

4.3   Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting.

4.4   The Director shall ensure that detailed meeting notes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members with a copy of such meeting notes.

4.5   All members of the Advisory Group shall have one vote. If the vote of the members present are equally divided, the Chairperson is to cast a second vote.

4.6   Advisory Group members may list matters for consideration by tabling matters at least ten (10) days prior to the next meeting with the relevant Director. The Director will be responsible for preparing the Advisory Group Agenda, researching and reporting on those matters tabled for discussion. It is at the discretion of the Chief Executive Officer as to whether a matter will be included in the Agenda.

4.7   Meeting notes will form a record for the Shire of Dardanup, but will not require endorsement by Council. Matters requiring Council consideration will be subject to a separate specific report to be prepared by the appropriate Officer and taken to the next Council meeting. The meeting notes will be presented to Council through the Information Bulletin.

5   QUORUM

5.1   Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not.

6   DELEGATIONS

6.1   The Advisory Group performs an advisory function and does not have any delegated authority.

7   CONFLICTS OF INTEREST

7.1   All members need to be aware that any conflict of interest needs to be disclosed in writing, to ensure probity is maintained at all times. All previous disclosures of interest will remain listed in the Agenda and will be acknowledged at the start of a meeting, thereby negating to disclose it in writing again.

7.2   If a Member discloses a financial or proximity interest in a matter under consideration by the Group, the member should disclose the nature of their interest, and also the extent of that interest.

7.3   If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member is to inform the Chairperson that the Member intends to remain and participate in the meeting.

7.4   The meeting notes shall record the members' disclosure of interests and the extent of the interests. They shall also record the times a Disclosing Member has departed and/or re-entered the meeting and/or is absent from the meeting during the item of interest, or whether they remained and participated in the meeting when considering the matter to which an interest was declared.

7.5   If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the relevant Director in attendance at the meeting.

8   CONFIDENTIALITY AND PRIVACY

8.1   Members of the Advisory Group may have exposure to confidential or personal information and if so they are required to maintain the security of any confidential information and not access, use or remove any information, unless the member is authorised to do so.

8.2   At the first meeting of the Advisory Group, a Confidential Agreement will be provided to members for their review and execution.

8.3   Members of the Advisory Group will be advised when matters are deemed Confidential by the Chair. Documents provided at the meeting will be identified as Confidential and all confidential documents will be returned to the Chair following the meeting.

8.4   Should a member become aware of any unauthorised release or misuse of confidential or personal information, they are advised to contact the relevant Director.

8.5   Should a breach of Confidentially be made by an Advisory Group member, the Chief Executive Officer will remove the respective member from the Advisory Group.

8.6   Members are not to speak to the media in their capacity as Advisory Group Members and any comments on social media are to be in their personal capacity and not in their capacity as an Advisory Group Member.

9   CODE OF CONDUCT

9.1   The relevant Shire of Dardanup Code of Conduct applies to members of the Advisory Group and shall be adhered to during meetings and interactions with Elected Members, staff and the community when acting in the capacity of an Advisory Group member.

Shire of Dardanup

ECONOMIC AND DEVELOPMENT ADVISORY GROUP

INSTRUMENT OF APPOINTMENT
&
TERMS OF REFERENCE

2019

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1 AIMS

The Economic and Development Advisory Group aims to provide advice on economic development within the Shire of Dardanup through initiatives, policies and processes that deliver the Shire of Dardanup Strategic Community Plan.

2 OBJECTIVES

The Objectives of the Advisory Group are to:

2.1 Provide a forum for the Shire to engage with the business community in order to enhance investment, employment and economic prosperity in the Shire of Dardanup.

2.2 Act in an advisory capacity on matters relating to economic development, tourism and promotion of the Shire of Dardanup, with specific focus on:

- Development, implementation and review of the Shire's Economic Development Plan;
- Opportunities to improve the Shire's policies, practices and processes to make it easier for businesses to interact with the Shire;
- Partnerships and relationships that can enhance economic development, tourism and promotion within the region;
- Fostering support, collaboration and networking among businesses in the region;
- Opportunities to capitalise on, connect and support diversity and growth in local employment, the local economy and training and development in the region; and
- Opportunities to attract, retain and grow local independent business, including retail, in Town Centres and other activity centres within the area.

2.2 Provide advice and make recommendations relating to:

- The formulation of a community and Council vision with regards to economic development; and
- The development and implementation of relevant initiatives and programs.

3 MEMBERSHIP

3.1 The term of appointment for membership will be a period of two (2) years.

3.2 *Community Representation*: Economic Development Forums may be hosted that will be open to the Community at large. This may include a business breakfast, sundowners or similar event where guest speakers will be invited to present to the forum.

3.3   *Participating Organisational Representation*:   Membership will be sought from the following Organisations:

- Bunbury Geographe Economic Alliance
- Bunbury Chamber of Commerce
- South West Development Commission
- Regional Development Australia
- Bunbury Geographe Tourism Partnership
- South West Timber Hub
- Ferguson Valley Marketing
- Edith Cowan University
- South West TAFE
- Department of Primary Industries and Regional Development
- Department of Jobs, Tourism, Science and Innovation
- Eaton Community College

3.4   Elected Members: Council will nominate three (3) Elected Members to the Economic & Development Advisory Group. All other Elected Members will be notified of all meetings and may attend Group meetings at will, but are not entitled to vote on matters.

3.5   Shire Officers: The Chief Executive Officer shall manage the Advisory Group. Shire staff attending the Advisory Group will table papers for discussion and participate in the discussion. Shire Officers are not members of the Advisory Group and shall not vote.

3.6   *Chair and Deputy Chair*: One of the elected Members will be appointed by Council as the Chair and another as the Deputy Chair of the Advisory Group. The Chairperson shall ensure that the Advisory Group operates in accordance with the Terms of Reference at all times.

3.7   *Advisory Group Support*:   The Chief Executive Officer will arrange for administrative support. Such support will include the preparation and distribution of the agenda, notice of meetings, and recording and distribution of minutes. The Advisory Group secretariat is also responsible for arranging the meeting venue, refreshments and coordinating any presentations.

3.8   Specialist Advice: Individuals and groups may be invited to attend Advisory Group meetings to provide specialist advice. They must not be involved in the decision making process and cannot vote on any issue.

4   MEETINGS

4.1   Advisory Groups will meet at least bi-annually, with a minimum of 2 meetings per year, dates to be resolved by Council. Extraordinary meetings may be called by the Chair in consultation with the Chief Executive Officer.

4.2   As there are no powers or duty delegated to the Advisory Group the meetings are not open to the public.

4.3 Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting.

4.4 The Chief Executive Officer shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members with a copy of such minutes.

4.5 All members of the Advisory Group shall have one vote. If the vote of the members present are equally divided, the Chairperson is to cast a second vote.

4.6 Advisory Group members may list matters for consideration by tabling matters at least ten (10) days prior to the next meeting with the relevant Director. The Director will be responsible for preparing the Advisory Group Agenda, researching and reporting on those matters tabled for discussion. It is at the discretion of the Chief Executive Officer as to whether a matter will be included in the Agenda.

4.7 Meeting notes will form a record for the Shire of Dardanup, but will not require endorsement by Council. Matters requiring Council consideration will be subject to a separate specific report to be prepared by the appropriate Officer and taken to the next Council meeting. The meeting notes will be presented to Council through the Information Bulletin.

5 QUORUM

5.1 Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not.

6 DELEGATIONS

6.1 The Advisory Group performs an advisory function and does not have any delegated authority.

7 CONFLICTS OF INTEREST

7.1 All members need to be aware that any conflict of interest needs to be disclosed in writing, to ensure probity is maintained at all times. All previous disclosures of interest will remain listed in the Agenda and will be acknowledged at the start of a meeting, thereby negating to disclose it in writing again.

7.2 If a Member discloses a financial or proximity interest in a matter under consideration by the Group, the member should disclose the nature of their interest, and also the extent of that interest.

7.3 If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the

meeting, the Member is to inform the Chairperson that the Member intends to remain and participate in the meeting.

7.4   The meeting notes shall record the members' disclosure of interests and the extent of the interests. They shall also record the times a Disclosing Member has departed and/or re-entered the meeting and/or is absent from the meeting during the item of interest, or whether they remained and participated in the meeting when considering the matter to which an interest was declared.

7.5   If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the relevant Director in attendance at the meeting.

8   CONFIDENTIALITY AND PRIVACY

8.1   Members of the Advisory Group may have exposure to confidential or personal information and if so they are required to maintain the security of any confidential information and not access, use or remove any information, unless the member is authorised to do so.

8.2   At the first meeting of the Advisory Group, a Confidential Agreement will be provided to members for their review and execution.

8.3   Members of the Advisory Group will be advised when matters are deemed Confidential by the Chair. Documents provided at the meeting will be identified as Confidential and all confidential documents will be returned to the Chair following the meeting.

8.4   Should a member become aware of any unauthorised release or misuse of confidential or personal information, they are advised to contact the relevant Director.

8.5   Should a breach of Confidentially be made by an Advisory Group member, the Chief Executive Officer will remove the respective member from the Advisory Group.

8.6   Members are not to speak to the media in their capacity as Advisory Group Members and any comments on social media are to be in their personal capacity and not in their capacity as an Advisory Group Member.

9   CODE OF CONDUCT

9.1   The relevant Shire of Dardanup Code of Conduct applies to members of the Advisory Group and shall be adhered to during meetings and interactions with Elected Members, staff and the community when acting in the capacity of an Advisory Group member.

![Shire of Dardanup logo]

COMMUNITY ADVISORY GROUP

INSTRUMENT OF APPOINTMENT
&
TERMS OF REFERENCE

2019

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1   AIMS

The Community Advisory Group aims to provide advice on developing and implementing community and cultural programmes, events and services in the Shire of Dardanup through initiatives, policies and processes that deliver the Shire of Dardanup Strategic Community Plan.

2   OBJECTIVES

The Objectives of the Advisory Group are to:

2.1   Act in an advisory capacity on matters relating to community and cultural services, with specific focus on:

- Events and Festivals;
- Community Programmes;
- Aged and Health Care Services;
- Art programmes:
    – Performing Art
    – Public Art
    – Events
- Youth Programmes
- Community Safety and Neighbourhood Watch

2.2   Provide advice and make recommendations relating to:

2.2.1   The formulation of a community and Council vision with regards to community services and culture; and

2.2.2   The development and implementation of relevant initiatives and programs.

3   MEMBERSHIP

3.1   The term of appointment for membership will be a period of two (2) years.

3.2   *Community Representation*: Membership will be sought from the Shire of Dardanup Community. A maximum of six (6) community representatives will be appointed from across the Shire with one (1) representative from the Artisans community to make up this number.

3.3   *Participating Organisational Representation*:   Membership will be sought from the following Organisations:

- Bunbury Repertory Club
- Eaton Foreshore Festival Committee
- Bull and Barrel Festival Committee
- Bethanies Aged Care
- St. John of Gods Hospital
- Neighbourhood Watch

- Ferguson Valley Marketing
- Eaton Community College
- Eaton Senior Citizens
- Dardanup Senior Citizens
- Eaton & Millbridge Lions Club
- Dardanup Lions Club

3.4   *Elected Members*:   Council will nominate three (3) Elected Members to the Community Advisory Group. All other Elected Members will be notified of all meetings and may attend Advisory Group meetings at will, but are not entitled to vote on matters.

3.5   *Shire Officers*: The Chief Executive Officer shall appoint an officer to manage the Advisory Group. In normal circumstances this is the Director Sustainable Development. Shire staff attending the Advisory Group will table papers for discussion and participate in the discussion. Shire Officers are not members of the Advisory Group and shall not vote.

3.6   *Chair and Deputy Chair*: One of the elected Members will be appointed by Council as the Chair and another as the Deputy Chair of the Advisory Group. The Chairperson shall ensure that the Advisory Group operates in accordance with the Terms of Reference at all times.

3.7   *Advisory Group Support*:   The relevant Director will arrange for administrative support. Such support will include the preparation and distribution of the agenda, notice of meetings, and recording and distribution of meeting notes. The Advisory Group secretariat is also responsible for arranging the meeting venue, refreshments and coordinating any presentations.

3.8   *Specialist Advice:*   Individuals and groups may be invited to attend Advisory Group meetings to provide specialist advice. They must not be involved in the decision making process and cannot vote on any issue.

4   MEETINGS

4.1   Advisory Groups will meet at least bi-annually, with a minimum of 2 meetings per year, dates to be resolved by Council. Extraordinary meetings may be called by the Chair in consultation with the relevant Director or Chief Executive Officer.

4.2   As there are no powers or duty delegated to the Advisory Group the meetings are not open to the public.

4.3   Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting.

4.4   The Director shall ensure that detailed meeting notes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members with a copy of such meeting notes.

4.5   All members of the Advisory Group shall have one vote. If the vote of the members present are equally divided, the Chairperson is to cast a second vote.

4.6   Advisory Group members may list matters for consideration by tabling matters at least ten (10) days prior to the next meeting with the relevant Director. The Director will be responsible for preparing the Advisory Group Agenda, researching and reporting on those matters tabled for discussion. It is at the discretion of the Chief Executive Officer as to whether a matter will be included in the Agenda.

4.7   Meeting notes will form a record for the Shire of Dardanup, but will not require endorsement by Council. Matters requiring Council consideration will be subject to a separate specific report to be prepared by the appropriate Officer and taken to the next Council meeting. The meeting notes will be presented to Council through the Information Bulletin.

5   QUORUM

5.1   Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not.

6   DELEGATIONS

6.1   The Advisory Group performs an advisory function and does not have any delegated authority.

7   CONFLICTS OF INTEREST

7.1   All members need to be aware that any conflict of interest needs to be disclosed in writing, to ensure probity is maintained at all times. All previous disclosures of interest will remain listed in the Agenda and will be acknowledged at the start of a meeting, thereby negating to disclose it in writing again.

7.2   If a Member discloses a financial or proximity interest in a matter under consideration by the Group, the member should disclose the nature of their interest, and also the extent of that interest.

7.3   If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member is to inform the Chairperson that the Member intends to remain and participate in the meeting.

7.4   The meeting notes shall record the members' disclosure of interests and the extent of the interests. They shall also record the times a Disclosing Member has departed and/or re-entered the meeting and/or is absent from the meeting during the item of interest, or whether they remained and

participated in the meeting when considering the matter to which an interest was declared.

7.5 If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the relevant Director in attendance at the meeting.

8 CONFIDENTIALITY AND PRIVACY

8.1 Members of the Advisory Group may have exposure to confidential or personal information and if so they are required to maintain the security of any confidential information and not access, use or remove any information, unless the member is authorised to do so.

8.2 At the first meeting of the Advisory Group, a Confidential Agreement will be provided to members for their review and execution.

8.3 Members of the Advisory Group will be advised when matters are deemed Confidential by the Chair. Documents provided at the meeting will be identified as Confidential and all confidential documents will be returned to the Chair following the meeting.

8.4 Should a member become aware of any unauthorised release or misuse of confidential or personal information, they are advised to contact the relevant Director.

8.5 Should a breach of Confidentially be made by an Advisory Group member, the Chief Executive Officer will remove the respective member from the Advisory Group.

8.6 Members are not to speak to the media in their capacity as Advisory Group Members and any comments on social media are to be in their personal capacity and not in their capacity as an Advisory Group Member.

9 CODE OF CONDUCT

9.1 The relevant Shire of Dardanup Code of Conduct applies to members of the Advisory Group and shall be adhered to during meetings and interactions with Elected Members, staff and the community when acting in the capacity of an Advisory Group member.

Shire of Dardanup

ROADWISE ADVISORY GROUP

INSTRUMENT OF APPOINTMENT
&
TERMS OF REFERENCE

2019

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1   AIMS

The Roadwise Advisory Group aims to be aware of existing and potential road safety issues and to address these by developing, implementing and evaluating appropriate strategies. The Advisory group also aims to engage and foster community involvement in traffic safety matters.

2   OBJECTIVES

The Objectives of the Advisory Group are to:

2.1   Provide a means of participation and communication between the community and the Shire of Dardanup on matters pertaining to road safety.

2.2   Raise community awareness of road safety issues and initiatives for local communities.

2.3   Facilitate community planning, development and implementation of road safety programs and promotions.

2.4   Identify road safety issues, and pursue and review road safety strategies that can be adopted by the Shire, WALGA Roadwise, Main Roads WA and WA Police service.

2.5   Provide feedback on relevant issues to organisations such as WALGA Roadwise, the Road Safety Commission and WA Police services.

3   MEMBERSHIP

3.1   The term of appointment for membership will be a period of two (2) years.

3.2   *Community Representation*: Membership will be sought from the Shire of Dardanup Community. A maximum of four (4) community representatives will be appointed.

3.3   *Participating Organisational Representation*:   Membership will be sought from the following Organisations:

- WALGA Roadwise – Regional Safety Officer;
- Main Roads WA;
- WA Police;
- Department of Transport; and
- Three (3) Representatives from local school.

3.4   *Elected Members*:   Council will nominate three (3) Elected Members to the Roadwise Advisory Group. All other Elected Members will be notified of all meetings and may attend Group meetings at will, but are not entitled to vote on matters.
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3.5   *Shire Officers*: The Chief Executive Officer shall appoint an officer to manage the Advisory Group. In normal circumstances this is the Director Infrastructure. Shire staff attending the Advisory Group will table papers for discussion and participate in the discussion. Shire Officers are not members of the Advisory Group and shall not vote.

3.6   *Chair and Deputy Chair*: One of the elected Members will be appointed by Council as the Chair and another as the Deputy Chair of the Advisory Group. The Chairperson shall ensure that the Advisory Group operates in accordance with the Terms of Reference at all times.

3.7   *Advisory Group Support*:   The relevant Director will arrange for administrative support. Such support will include the preparation and distribution of the agenda, notice of meetings, and recording and distribution of meeting notes. The Advisory Group secretariat is also responsible for arranging the meeting venue, refreshments and coordinating any presentations.

3.8   *Specialist Advice:*   Individuals and groups may be invited to attend Advisory Group meetings to provide specialist advice. They must not be involved in the decision making process and cannot vote on any issue.

4   MEETINGS

4.1   Advisory Groups will meet at least bi-annually, with a minimum of 2 meetings per year, dates to be resolved by the Advisory Group. Extraordinary meetings may be called by the Chair in consultation with the relevant Director or Chief Executive Officer.

4.2   As there are no powers or duty delegated to the Advisory Group the meetings are not open to the public.

4.3   Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting.

4.4   The Director shall ensure that detailed meeting notes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members with a copy of such meeting notes.

4.5   All members of the Advisory Group shall have one vote. If the vote of the members present are equally divided, the Chairperson is to cast a second vote.

4.6   Advisory Group members may list matters for consideration by tabling matters at least ten (10) days prior to the next meeting with the relevant Director. The Director will be responsible for preparing the Advisory Group Agenda, researching and reporting on those matters tabled for discussion. It is at the discretion of the Chief Executive Officer as to whether a matter will be included in the Agenda.

4.7   Meeting notes will form a record for the Shire of Dardanup, but will not require endorsement by Council. Matters requiring Council consideration will be subject to a separate specific report to be prepared by the appropriate Officer and taken to the next Council meeting. The meeting notes will be presented to Council through the Information Bulletin.

5   QUORUM

5.1   Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not.

6   DELEGATIONS

6.1   The Advisory Group performs an advisory function and does not have any delegated authority.

7   CONFLICTS OF INTEREST

7.1   All members need to be aware that any conflict of interest needs to be disclosed in writing, to ensure probity is maintained at all times. All previous disclosures of interest will remain listed in the Agenda and will be acknowledged at the start of a meeting, thereby negating to disclose it in writing again.

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7.3   If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member is to inform the Chairperson that the Member intends to remain and participate in the meeting.

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8.5   Should a breach of Confidentially be made by an Advisory Group member, the Chief Executive Officer will remove the respective member from the Advisory Group.

8.6   Members are not to speak to the media in their capacity as Advisory Group Members and any comments on social media are to be in their personal capacity and not in their capacity as an Advisory Group Member.

9   CODE OF CONDUCT

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Shire of Dardanup

SPORT AND RECREATION ADVISORY GROUP

INSTRUMENT OF APPOINTMENT
&
TERMS OF REFERENCE

2019

TABLE OF CONTENTS

1   AIMS

The Sport and Recreation Advisory Group aims to advise on the provision of sport and recreation facilities and services within the Shire of Dardanup and to provide a forum for the dissemination and consideration of information regarding sport and recreation issues.

2   OBJECTIVES

The Objectives of the Advisory Group are to:

2.1   Provide a means of participation and communication between the Sporting and Recreation groups and the Shire of Dardanup on matters pertaining to sporting and recreation.

2.2   Provide advice and make recommendations relating to:

2.2.1   The formulation of a community and Council vision with regards to sport and recreation matters; and

2.2.2   The development and implementation of relevant initiatives and programs.

3   MEMBERSHIP

3.1   The term of appointment for membership will be a period of two (2) years.

3.2   *Participating Organisational Representation*:   Membership will be sought from the following Organisations:

- Department of Sport & Recreation - Representative
- Eaton Basketball Association - Representative
- Eaton Cricket Club - Representative
- Eaton Junior Football Club - Representative
- Eaton Dardanup Soccer Club- Representative
- Basketball Southwest - Representative
- Eaton Boomers Football Club - Representative
- Bunbury & Districts Softball Association – Representative
- Eaton Tennis Club - Representative
- Eaton Bowling Club - Representative
- Burekup Cricket Club - Representative
- Eaton Netball Association - Representative
- WA iSport - Representative

3.3   *Elected Members*:   Council will nominate three (3) Elected Members to the Sport and Recreation Advisory Group.   All other Elected Members will be notified of all meetings and may attend Group meetings at will, but are not entitled to vote on matters.

3.3   *Shire Officers*: The Chief Executive Officer shall appoint an officer to manage the Advisory Group. In normal circumstances this is the Director Sustainable Development. Shire staff attending the Advisory Group will table papers for discussion and participate in the discussion. Shire Officers are not members of the Advisory Group and shall not vote.

3.4   *Chair and Deputy Chair*: One of the elected Members will be appointed by Council as the Chair and another as the Deputy Chair of the Advisory Group. The Chairperson shall ensure that the Advisory Group operates in accordance with the Terms of Reference at all times.

3.5   *Advisory Group Support*:   The relevant Director will arrange for administrative support. Such support will include the preparation and distribution of the agenda, notice of meetings, and recording and distribution of meeting notes. The Advisory Group secretariat is also responsible for arranging meeting venue, refreshments and coordinating any presentations.

3.6   *Specialist Advice:*   Individuals and groups may be invited to attend Advisory Group meetings to provide specialist advice. They must not be involved in the decision making process and cannot vote on any issue.

4   MEETINGS

4.1   Advisory Groups will meet at least bi-annually, with a minimum of 2 meetings, dates to be resolved by the Advisory Group. Extraordinary meetings may be called by the Chair in consultation with the relevant Director or Chief Executive Officer.

4.2   As there are no powers or duty delegated to the Advisory Group the meetings are not open to the public.

4.3   Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting.

4.4   The Director shall ensure that detailed meeting notes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members with a copy of such meeting notes.

4.5   All members of the Advisory Group shall have one vote. If the vote of the members present are equally divided, the Chairperson is to cast a second vote.

4.6   Advisory Group members may list matters for consideration by tabling matters at least ten (10) days prior to the next meeting with the relevant Director. The Director will be responsible for preparing the Advisory Group Agenda, researching and reporting on those matters tabled for discussion. It is at the discretion of the Chief Executive Officer as to whether a matter will be included in the Agenda.

4.7   Meeting notes will form a record for the Shire of Dardanup, but will not require endorsement by Council. Matters requiring Council consideration will be subject to a separate specific report to be prepared by the appropriate Officer and taken to the next Council meeting. The meeting notes will be presented to Council through the Information Bulletin.

5   QUORUM

5.1   Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not.

6   DELEGATIONS

6.1   The Advisory Group performs an advisory function and does not have any delegated authority.

7   CONFLICTS OF INTEREST

7.1   All members need to be aware that any conflict of interest needs to be disclosed in writing, to ensure probity is maintained at all times. All previous disclosures of interest will remain listed in the Agenda and will be acknowledged at the start of a meeting, thereby negating to disclose it in writing again.

7.2   If a Member discloses a financial or proximity interest in a matter under consideration by the Group, the member should disclose the nature of their interest, and also the extent of that interest.

7.3   If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member is to inform the Chairperson that the Member intends to remain and participate in the meeting.

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2020 MEETING PLANNER – MONTHLY OCM MEETINGS

JANUARY
- 1 Wed — NEW YEARS DAY PUBLIC HOLIDAY
- 2 Thu
- 3 Fri
- 4 Sat
- 5 Sun
- 6 Mon
- 7 Tue
- 8 Wed
- 9 Thu
- 10 Fri
- 11 Sat
- 12 Sun
- 13 Mon
- 14 Tue
- 15 Wed
- 16 Thu
- 17 Fri
- 18 Sat
- 19 Sun
- 20 Mon
- 21 Tue
- 22 Wed — 10-AM-12PM OSH
- 23 Thu
- 24 Fri
- 25 Sat
- 26 Sun — AUSTRALIA DAY
- 27 Mon — PUBLIC HOLIDAY
- 28 Tue
- 29 Wed — COUNCIL & ELECTOR MEETING
- 30 Thu
- 31 Fri

FEBRUARY
- 1 Sat
- 2 Sun
- 3 Mon
- 4 Tue
- 5 Wed — 1PM-4PM AMP WORKSHOPS
- 6
- 7 Fri
- 8 Sat — 1PM-5PM 2050 COMMUNITY FORUM
- 9 Sun
- 10 Mon
- 11 Tue
- 12 Wed — 10AM-12PM LEMC
- 13 Thu
- 14 Fri
- 15 Sat
- 16 Sun
- 17 Mon
- 18 Tue
- 19 Wed — 9AM-5PM AMP WORKSHOPS
- 20 Thu
- 21 Fri
- 22 Sat
- 23 Sun
- 24 Mon — AGENDA FORUM
- 25 Tue
- 26 Wed — COUNCIL MEETING
- 27 Thu
- 28 Fri
- 29 Sat

MARCH
- 1 Sun
- 2 Mon — LABOUR DAY PUBLIC HOLIDAY
- 3 Tue
- 4 Wed — 2PM-3PM AUDIT COMMITTEE
- 5 Thu
- 6 Fri
- 7 Sat
- 8 Sun
- 9 Mon
- 10 Tue
- 11 Wed — 1PM-5PM INTEGRATED PLANNING
- 11 Wed — 7PM-9PM BFAC
- 12 Thu
- 13 Fri
- 14 Sat
- 15 Sun
- 16 Mon — 5PM-7PM BUREKUP ADVISORY GROUP
- 17 Tue — 5PM-7PM DARDANUP ADVISORY GROUP
- 18 Wed — 5PM-7PM EATON ADVISORY GROUP
- 19 Thu — 5PM-7PM FERGUSON VALLEY ADVISORY GROUP
- 20 Fri — 5PM-7PM WANJU ADVISORY GROUP
- 21 Sat
- 22 Sun
- 23 Mon — AGENDA FORUM
- 24 Tue
- 25 Wed — COUNCIL MEETING
- 26 Thu
- 27 Fri
- 28 Sat
- 29 Sun
- 30 Mon
- 31 Tue

APRIL
- 1 Wed — 2PM-3PM GAS
- 2 Thu
- 3 Fri
- 4 Sat
- 5 Sun
- 6 Mon
- 7 Tue
- 8 Wed — 1PM-5PM INTEGRATED PLANNING
- 9 Thu
- 10 Fri — GOOD FRIDAY
- 11 Sat
- 12 Sun
- 13 Mon — EASTER MONDAY
- 14 Tue
- 15 Wed — 8AM-10AM ECONOMIC DEVELOPMENT
- 16 Thu
- 17 Fri
- 18 Sat
- 19 Sun
- 20 Mon
- 21 Tue
- 22 Wed — 5PM-7PM SPORT& REC
- 23 Thu
- 24 Fri
- 25 Sat — ANZAC DAY
- 26 Sun
- 27 Mon — ANZAC DAY PUBLIC HOLIDAY
- 28 Tue
- 29 Wed — COUNCIL MEETING
- 30 Thu

MAY
- 1 Fri
- 2 Sat
- 3 Sun
- 4 Mon
- 5 Tue
- 6 Wed — 5PM-7PM SUSTAINABLE DEVELOPMENT
- 7 Thu
- 8 Fri
- 9 Sat
- 10 Sun
- 11 Mon
- 12 Tue
- 13 Wed — 10AM-12PM LEMC
- 13 Wed — 7PM-9PM BFAC
- 14 Thu
- 15 Fri
- 16 Sat
- 17 Sun
- 18 Mon
- 19 Tue
- 20 Wed — 5PM-7PM COMMUNITY DEVELOPMENT
- 21 Thu
- 22 Fri
- 23 Sat
- 24 Sun
- 25 Mon — AGENDA FORUM
- 26 Tue
- 27 Wed — COUNCIL MEETING
- 28 Thu
- 29 Fri
- 30 Sat
- 31 Sun

JUNE
- 1 Mon — WA DAY PUBLIC HOLIDAY
- 2 Tue
- 3 Wed — 2PM-3PM AUDIT & RISK
- 3 Wed — SPECIAL COUNCIL MEETING
- 4 Thu
- 5 Fri
- 6 Sat
- 7 Sun
- 8 Mon
- 9 Tue
- 10 Wed — 10AM-12PM OSH
- 11 Thu
- 12 Fri
- 13 Sat
- 14 Sun
- 15 Mon
- 16 Tue
- 17 Wed — 3PM-5PM ROADWISE
- 18 Thu
- 19 Fri
- 20 Sat
- 21 Sun
- 22 Mon — AGENDA FORUM
- 23 Tue
- 24 Wed — COUNCIL MEETING
- 25 Thu
- 26 Fri
- 27 Sat
- 28 Sun
- 29 Mon
- 30 Tue

JULY
- 1 Wed — 7PM-9PM 2050 COMMUNITY FRIIRUM
- 2 Thu
- 3 Fri
- 4 Sat
- 5 Sun
- 6 Mon
- 7 Tue
- 8 Wed — 5PM-7PM BUREKUP ADVISORY GROUP
- 9 Thu
- 10 Fri
- 11 Sat
- 12 Sun
- 13 Mon
- 14 Tue
- 15 Wed — 5PM-7PM DARDANUP ADVISORY GROUP
- 16 Thu
- 17 Fri
- 18 Sat
- 19 Sun
- 20 Mon
- 21 Tue
- 22 Wed — 5PM-7PM EATON ADVISORY GROUP
- 23 Thu
- 24 Fri
- 25 Sat
- 26 Sun
- 27 Mon — AGENDA FORUM
- 28 Tue
- 29 Wed — COUNCIL MEETING
- 30 Thu
- 31 Fri

AUGUST
- 1 Sat
- 2 Sun
- 3 Mon
- 4 Tue
- 5 Wed — LG CONVENTION
- 6 Thu — LG CONVENTION
- 7 Fri — LG CONVENTION
- 8 Sat
- 9 Sun
- 10 Mon
- 11 Tue
- 12 Wed — 10AM-12PM LEMC
- 12 Wed — 5PM-7PM FERGUSON VALLEY ADVISORY GROUP
- 13 Thu
- 14 Fri
- 15 Sat
- 16 Sun
- 17 Mon
- 18 Tue
- 19 Wed — 5PM-7PM WANJU ADVISORY GROUP
- 20 Thu
- 21 Fri
- 22 Sat
- 23 Sun
- 24 Mon — AGENDA FORUM
- 25 Tue
- 26 Wed — COUNCIL MEETING
- 27 Thu
- 28 Fri
- 29 Sat
- 30 Sun
- 31 Mon

SEPTEMBER
- 1 Tue
- 2 Wed — 2PM-3PM AUDIT & RISK
- 3 Thu
- 4 Fri
- 5 Sat
- 6 Sun
- 7 Mon
- 8 Tue
- 9 Wed — 2PM-3PM GAS
- 10 Thu
- 11 Fri
- 12 Sat
- 13 Sun
- 14 Mon
- 15 Tue
- 16 Wed — 5PM-7PM SUSTAINABLE DEVELOPMENT
- 17 Thu
- 18 Fri
- 19 Sat
- 20 Sun
- 21 Mon
- 22 Tue
- 23 Wed — 5PM-7PM COMMUNITY DEVELOPMENT
- 24 Thu
- 25 Fri
- 26 Sat
- 27 Sun
- 28 Mon — QUEENS BIRTHDAY PUBLIC HOLIDAY
- 29 Tue
- 30 Wed — COUNCIL MEETING

OCTOBER
- 1 Thu
- 2 Fri
- 3 Sat
- 4 Sun
- 5 Mon
- 6 Tue
- 7 Wed — 10AM-12PM OSH
- 8 Thu
- 9 Fri
- 10 Sat
- 11 Sun
- 12 Mon
- 13 Tue
- 14 Wed — 7PM-9PM BFAC
- 15 Thu
- 16 Fri
- 17 Sat
- 18 Sun
- 19 Mon
- 20 Tue
- 21 Wed — 6PM-9PM ECONOMIC DEVELOPMENT
- 22 Thu
- 23 Fri
- 24 Sat
- 25 Sun
- 26 Mon — AGENDA FORUM
- 27 Tue
- 28 Wed — COUNCIL MEETING
- 29 Thu
- 30 Fri
- 31 Sat

NOVEMBER
- 1 Sun
- 2 Mon
- 3 Tue
- 4 Wed — 5PM-7PM SPORT& REC
- 5 Thu
- 6 Fri
- 7 Sat
- 8 Sun
- 9 Mon
- 10 Tue
- 11 Wed — 10AM-12PM LEMC
- 12 Thu
- 13 Fri
- 14 Sat
- 15 Sun
- 16 Mon
- 17 Tue
- 18 Wed — 2PM-3PM GAS
- 19 Thu
- 20 Fri
- 21 Sat
- 22 Sun
- 23 Mon — AGENDA FORUM
- 24 Tue
- 25 Wed — COUNCIL MEETING
- 26 Thu
- 27 Fri
- 28 Sat
- 29 Sun
- 30 Mon

DECEMBER
- 1 Tue
- 2 Wed — 2PM-3PM AUDIT & RISK
- 3 Thu
- 4 Fri
- 5 Sat
- 6 Sun
- 7 Mon
- 8 Tue
- 9 Wed — 3PM-5PM ROADWISE
- 10 Thu
- 11 Fri
- 12 Sat
- 13 Sun
- 14 Mon — AGENDA FORUM
- 15 Tue
- 16 Wed — COUNCIL MEETING
- 17 Thu
- 18 Fri
- 19 Sat
- 20 Sun
- 21 Mon
- 22 Tue
- 23 Wed
- 24 Thu
- 25 Fri — CHRISTMAS DAY
- 26 Sat
- 27 Sun
- 28 Mon — OFFICE CLOSED
- 29 Tue — OFFICE CLOSED
- 30 Wed — OFFICE CLOSED
- 31 Thu — OFFICE CLOSED

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Setting of Council Meeting Dates 2020

RISK THEME PROFILE:

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No compliance with the Local Government Act 1995 and Regulations could lead to penalties being imposed on the Shire.	Minor (2)	Likely (4)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance will impact on the Shires business reputation	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

(Appendix ORD: 12.7B)

RAV Access Approval Process

Road Managers' Guide

Contents

Document Control

Owner	Director Heavy Vehicle Services
Custodian	Access Manager
Document Number	D19#293631
Issue Date	April 2019
Review Frequency	Annually

Amendments

Revision Number	Revision Date	Description of Key Changes	Section / Page No.

1   PURPOSE

Main Roads Heavy Vehicle Services (HVS) is responsible for administering road access for Restricted Access Vehicles (RAVs) in Western Australia (WA). This guideline provides guidance in relation to the process HVS follows when assessing and approving a road for RAV access and outlines the roles and responsibilities of key stakeholders involved in the process.

2   RAV ACCESS AND ROAD HIERARCHY

A hierarchy of roads has been established to designate the role of all roads, funding allocations and to encourage uniform management of roads of the same type. This hierarchy is used as part of the decision-making process to determine the level of RAV access and what access conditions, if any, are appropriate.

2.1   Primary Distributor

Primary Distributor roads provide for major regional and inter-regional traffic movement and carry large volumes of generally fast moving traffic. These roads are State Roads and provide key links in the freight network. They are managed by Main Roads Western Australia and will generally set the standard for the RAV Network classification in the area.

Primary Distributor roads should have minimal access conditions that unnecessarily restrict the operation of RAVs on approved routes.

2.2   Regional Distributor

Regional Distributor roads, which are not primary distributor roads, link significant destinations and are designed for efficient movement of people and freight within and beyond regional areas. They are managed by local government and will generally be considered as the preferred route for RAV Network access when Primary Distributor roads are not available.

Similar to Primary Distributor roads, Regional Distributor roads should have minimal access conditions that unnecessarily restrict the operation of RAVs on approved routes.

2.3   District Distributors

District Distributor A and B roads run between built up areas (generally not through them), forming a grid which would ideally space them about 1.5 kilometres apart. They are managed by local governments.

2.3.1 District Distributor A

District Distributor A roads carry traffic between industrial, commercial and residential areas and generally connect to Primary Distributor roads. These are likely to form part of key freight routes and provide only limited RAV access to adjoining properties. Consideration should be given to the potential heavy vehicle traffic when design, constructing and maintaining these roads, particularly roads linking industrial areas. Access conditions should be kept to a minimum for roads serving industrial areas to ensure the operation of these areas is not unnecessarily inhibited.

2.3.2 District Distributor B

District Distributor B roads perform a similar function to District Distributor A roads, but with reduced capacity due to flow restrictions caused by frequent property accesses and roadside parking in many instances. These are often older roads with a traffic demand in excess of that originally intended. As such, access conditions are able to be applied to limit the RAV access to local operators or to enable the road manager to monitor the volume of RAVs using the roads.

2.4   Local Distributor

2.4.1 Built Up Area

Roads that carry traffic within a cell and link District Distributor roads or Primary Distributor roads at the boundary, to access roads. The route of Local Distributor roads should discourage through traffic so the cell formed by the grid of higher order distributor roads only carries traffic belonging to, or serving the area. Local Distributor roads should accommodate buses, but discourage general truck movements.

It is acceptable for RAV access on these roads to be subject to access conditions limiting the RAV access to local operators or to enable the road manager to monitor the volume of RAVs using the roads.

2.4.2 Rural

Roads that connect to other Rural Distributor roads and to Rural Access roads. They are not Regional Distributor roads, but are designed for the efficient movement of people and goods within regional areas.

It is acceptable for RAV access on these roads to be subject to access conditions limiting the RAV access to local operators or to enable the road manager to monitor the volume of RAVs using the roads.

2.5   Access Road

Access roads provide access to abutting properties with safety aspects having priority over the vehicle movement function. In urban areas, these roads are generally bicycle and pedestrian friendly.

It is acceptable for RAV access on these roads to be subject to access conditions limiting the RAV access to local operators or to enable the road manager to monitor the volume of RAVs using the roads.

3   ROLES & RESPONSIBILITES

3.1   HVS

HVS is responsible for developing, administering and granting RAV access with appropriate conditions, taking into account matters including safety, structural and vehicular suitability and the orderly and efficient use of roads, while meeting the needs of the transport industry. This includes the development and maintenance of the RAV Networks and concessional loading schemes that are available to heavy vehicle operators.

The Commissioner of Main Roads is empowered under the *Road Traffic (Vehicles) Act 2012* to approve RAV access on the public road network. The Commissioner has delegated these powers to HVS. As such, HVS is responsible for coordinating the necessary route assessments and approving RAV access where appropriate, for all roads open to and used by the public in Western Australia, taking into account matters including safety, structural and vehicular suitability and the orderly and efficient use of roads.

During this process, HVS may consult with Main Roads' Structures Engineering Branch, Materials Engineering Branch and Regions to understand the impact proposed access may have on the road infrastructure, prior to making a final decision on an access application.
HVS will consult with the road managers when accessing RAV access and seek their comments. HVS will consider applying any access conditions suggested by the road managers, provided they are in accordance with *Section 4.4 – Requesting Conditions be Applied to RAV Access*.

(Appendix ORD: 12.8A)

HVS assess and approve RAV access in accordance with the following documents, available on the Road Access page on the Main Road website:

- Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines

- Tri-Drive Route Assessment Guidelines

- Guidelines for Approving RAV Access

Contact Details:
Telephone – 138 HVO (486)
Email – hvsrouteassessments@mainroads.wa.gov.au

NOTE: *When conducting a route assessment for a Restricted Access Vehicle (RAV), HVS does not assess any access driveway adjoining a RAV network road. It remains the responsibility of the property owner to ensure safe ingress and egress to the property.*

3.2   Main Roads Regions

The Main Roads Regions work closely with stakeholders, such as local governments, to maintain a safe and efficient road network, as well as playing a key role in ensuring the road network links communities, facilities, industrial developments and access to other modes of transport.

Main Roads Regions play a key role in liaising with HVS and local governments and provide information in relation to planning, maintenance and network operational issues that may impact the RAV Network. The Main Roads Regions conduct onsite route assessments on State and local government roads on behalf of HVS.

Main Roads Regions are the road manager for the State roads within their region and provide advice and recommendations in relation to RAV access on State roads.

Refer to *Appendix 1* for a map of Main Roads Regional Boundaries.

3.3   Road Managers (Local Governments)

Local governments are key partners in the shared responsibility of safe and efficient access within Western Australia and manage 88 percent of West Australian roads. As managers of this extensive road network, and as influential leaders in local communities, it is fundamental that Main Roads and local governments continue to build strong partnerships to ensure the best possible outcomes for all key stakeholders.

It is a HVS practice to obtain comment from the relevant road manager, prior to assessing an application for RAV access. In addition to providing comment to HVS, the relevant road manager should also carry out a preliminary assessment of the road to identify any significant deficiencies that may render the road unsuitable for RAV access, which helps to ensure onsite assessments are not conducted unnecessarily.

To avoid delays with the application, it is important for the road manager to provide a response to HVS within the allocated time. HVS requests a response within 4 weeks, which provides sufficient time for Local Government Officers to present the request at an upcoming Council meeting, if necessary. If the road manager requires additional time, it is important they communicate with HVS, otherwise the application may be progressed without the road managers comments being considered.

Local Governments are also encouraged to consult with HVS when developing road designs and/or planning improvements to the road network to ensure they meet the requirements for any existing or future RAV access.

4   ROAD MANAGER CONSIDERATIONS

4.1   Initial Application

The application process requires the applicant to apply to HVS for a road to be approved for RAV access by submitting the "Application and Road Owner Support to Add or Amend a Road on the Restricted Access Vehicle Network" form. HVS will then contact the relevant road manager directly to seek their comment in relation to the requested RAV access.

4.2   Road Manager Comments / Recommendations

Once the road manager receives the application, they need to note the 4 week timeframe. If this timeframe is not achievable for any reasons, they should make immediate contact with HVS to negotiate a new timeframe. This assists HVS with keeping the applicant informed of the progress of their application.

When requesting comment from the relevant road manager, consideration should be given to whether there are any obvious issues that would deem RAV access unsuitable or unsafe.

The following criteria should be considered when providing comment:

- If the road width is suitable for the level of RAV access being requested.
- If steep grades are evident that may cause safety concerns.
- If any railway level crossings have insufficient stacking distance and sight distance.
- If the sight distances at intersections are sufficient.

The above criteria is detailed in the *Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines*, which are available on the Main Roads website.

Sufficient reasoning must be provided with any comments, as this may be used to justify the decision to the applicant.

4.3   Determining the State of the Road

It is acknowledged that road managers are not always aware of the construction of the road and its current state. Where possible, road managers should make use of available pavement data (pavement strength and condition data, visual defect inspection, pavement depth, maintenance history, future work programs and traffic) to assess the capacity of the road for the nominated RAV vehicles, in the interests of the ongoing safe and orderly operation of the road.

Where there is an application for RAV access with concessional mass limits and the current state of the road is uncertain, it may be appropriate for the road manager to request road pavement testing be undertaken at the cost of the applicant to enable a determination of pavement strength to be made. This is a reasonable alternative to declining the application due to the uncertainty and will be of future benefit to the road manager.

4.4   Requesting Conditions be Applied to RAV Access

In addition to the conditions recommended in the *Guidelines for Approving RAV Access*, which are primarily to mitigate any safety concerns, road managers may recommend other conditions that they believe are necessary for the ongoing safe and orderly operation of the road, such as conditions to improve safety, assist with monitoring for maintenance planning or restricting access to local operators.

When access conditions are recommended by road managers, HVS will assess the appropriateness of the conditions, taking the following into consideration:

- If there is an existing 'standard' condition that will achieve a similar outcome;

- If the conditions introduces inequity or a commercial advantage;

- If the condition is enforceable;

- If the condition is appropriate for the hierarchy of the particular road (refer to Section 2);

- If the condition is relevant to RAV access, i.e. within the extent of the legislative power under the *Road Traffic (Vehicles) Act 2012*.

HVS will determine and apply appropriate access conditions as specific road conditions on the relevant RAV Network.

4.5   Access Conditions to Limit or Monitor RAV Access

Depending on the hierarchy of the particular road, conditions may be applied to restrict the access to local operations only, or to enable the road manager to monitor the volume of RAVs using the road in the interests of the ongoing safe and orderly operation of the road. As per Section 2, these conditions should generally only be applied to roads that are providing 'first / last mile' access. It is not appropriate to apply these conditions to roads that are intended to provide freight network connectivity and are used by the broader transport industry.

4.6   Road Maintenance & Improvement Contributions

4.6.1 Road Maintenance Contribution Access Conditions

RAV access cannot be subject to an access condition relating to road user charges or road maintenance contributions. Road managers will need to approach the freight generator(s), such as a mining company, to discuss road maintenance contributions if additional funding or "in kind" work is necessary to sustain the requested or approved level of RAV access in the interests of the ongoing safe and orderly operation of the road.

While access conditions cannot be applied to facilitate road maintenance contributions, an application for RAV access can be declined if:

a)   The road is not able to safely sustain the requested level of RAV access without significant additional maintenance;

b)   There is no practical or reasonable likelihood that such additional maintenance can or will be provided by the road manager; and

c)   There is no other person, such as a primary freight generator, to provide road maintenance contributions, or the primary freight generator(s) declined to enter into a road maintenance agreement of a kind set out in Section 4.6.2 below.

As stated in Section 4.3, there may be an opportunity to undertake pavement testing at the cost of the applicant to verify the current state of the road and its capacity to safely handle the additional load.

It should be noted that, where RAV access with concessional mass limits is already approved, the road manager may request a review of the RAV access if it is in accordance with the *Road Managers' Guideline for Reviewing RAV Access.*

4.6.2 When Should Road Maintenance Contributions Be Considered

Road maintenance contributions are more likely to be necessary or required in cases such as the following:

a)   The freight generator(s) are attracting extraordinary load onto the road, e.g. attracting a significant volume of concessional loaded vehicles or where the freight task is clearly

having (or is likely to have) a significant damaging impact on the condition of the road such that the safe operation of the road is likely to be affected (e.g. a major cartage operation on an unsealed road); and

b) The road is providing specific access to the freight generator(s) and is not providing freight network connectivity to the broader transport industry, except where there is a distinct freight generator on the route attracting extraordinary load, such as a Primary or Regional Distributor road servicing a major mining operation.

In such circumstances, HSV will presume it is more likely that there is no practical or reasonable likelihood that the necessary additional maintenance can or will be provided by the road manager.

A 'reasonable' road maintenance agreement takes this into account and is likely to be in the form of:

a) An agreement for the freight generator to perform appropriate maintenance works on the road to ensure it remains in a safe state for all road users; or

b) An agreement for the freight generator to pay maintenance contributions so as to ensure that the road is not unduly damaged and remains in a safe state for all road users, that are reflective of the amount of additional wear the freight generator is causing to the road by attracting an extraordinary load onto the road. The road manager must be able to demonstrate the payable rate is reasonable and is reflective of the additional damage caused by the extraordinary load.

4.6.3 Road Improvement Contributions

Road maintenance agreements are able to be negotiated where, except for the issues of damage, the road(s) in question have been assessed as being safe for the level of RAV access being requested. Where a road has been assessed as not meeting the relevant requirements (such as structural and vehicular suitability) for the requested level of RAV access and appropriate access conditions cannot be applied to mitigate the concerns, the application will be declined.

When an application for RAV access has been declined, HVS will advise the applicant and the road manager details of where the road was deemed deficient for the requested level of RAV access. Road improvements will need to be undertaken in order for the requested level of RAV access to be approved in the future.

Often, the road manager will not have sufficient budget to fund the necessary road improvements, or the road improvements are not in the interest of the road manager, e.g. the road improvements are of minimal benefit to the local community. In circumstances such as these, the road manager may decide to approach the applicant to negotiate upfront financial contributions, or "in kind" works, for the required road improvements.

4.7 Alternative to RAV Network Access

If the road is deemed unsuitable for addition to a RAV Network when assessed, or the road manager provides adequate reasoning for not supporting the road being added to a RAV Network, however supports limited access, the application may be considered for a Restricted Local Access Permit (RLAP). This permit provides individual access to a road for a specific vehicle combination, or specific operation, with suitable conditions to mitigate relevant risks.

The RLAP is not intended to replace RAV Network access. However, where the proposed transport task is temporary and/or the RAV access application is for 'first / last mile' access only, or there is other justification that does not create inequity or a commercial advantage, the road manager may request that the application be assessed for an RLAP rather than for RAV Network access.

4.8 Assessment Process and Timeframes

HVS is committed to finalising all route assessment applications within three months of receipt. However, assessments and approvals may be delayed for a variety of reasons and HVS will maintain regular contact with stakeholders to inform them of progress.

An overview of the route assessment process and indicative timeframes is shown in the following flow charts:

- RAV Network Application Process in *Appendix 2*;
- Route Assessment Process for Regional Roads in *Appendix 3*; and
- Route Assessment Process for Metropolitan Roads in *Appendix 4*.

5 DEFINITIONS

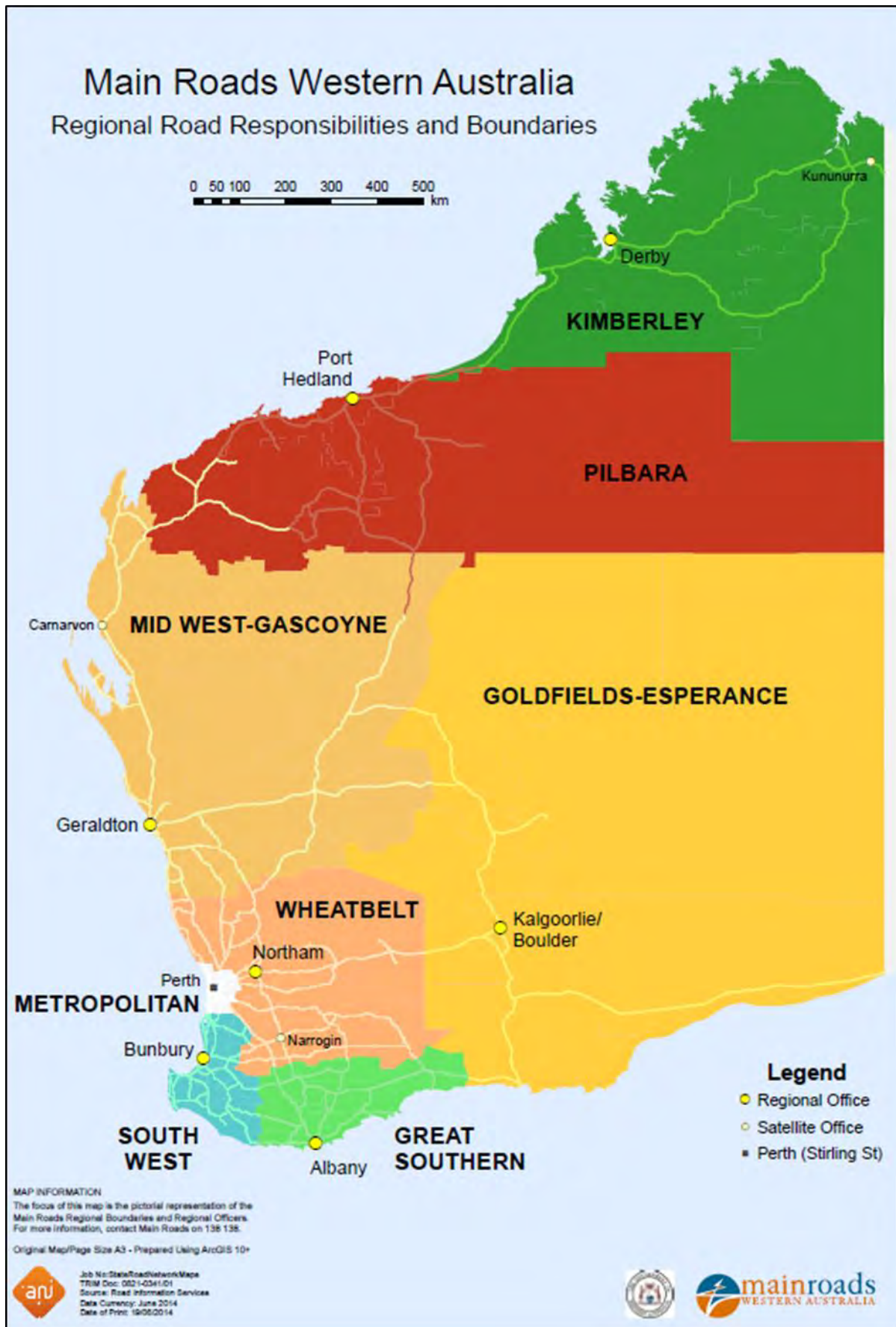| Term	Definition
Annual Design ESA (ADESA)	The predicted annual Equivalent Standard Axles (**ESA**) that was used to design a road pavement structure. If this is unknown, it may be estimated based on the average annual ESA from historic traffic counts or the annual ESA that would reasonably be expected for a particular Category of road under normal circumstances.
Extraordinary Load	An Extraordinary Load is defined as a freight task that will result in a significant increase in the ADESA resulting in damage to the road pavement and reduction in the structural design life of the road giving rise to safety issues unless extraordinary expenses are incurred as a result of increased routine and planned maintenance and premature failure necessitating rehabilitation or reconstruction of the road.
Freight Generator	The party primarily responsible for generating the product requiring transportation by road, such as a mining company.

6 REFERENCES AND RELATED DOCUMENTS

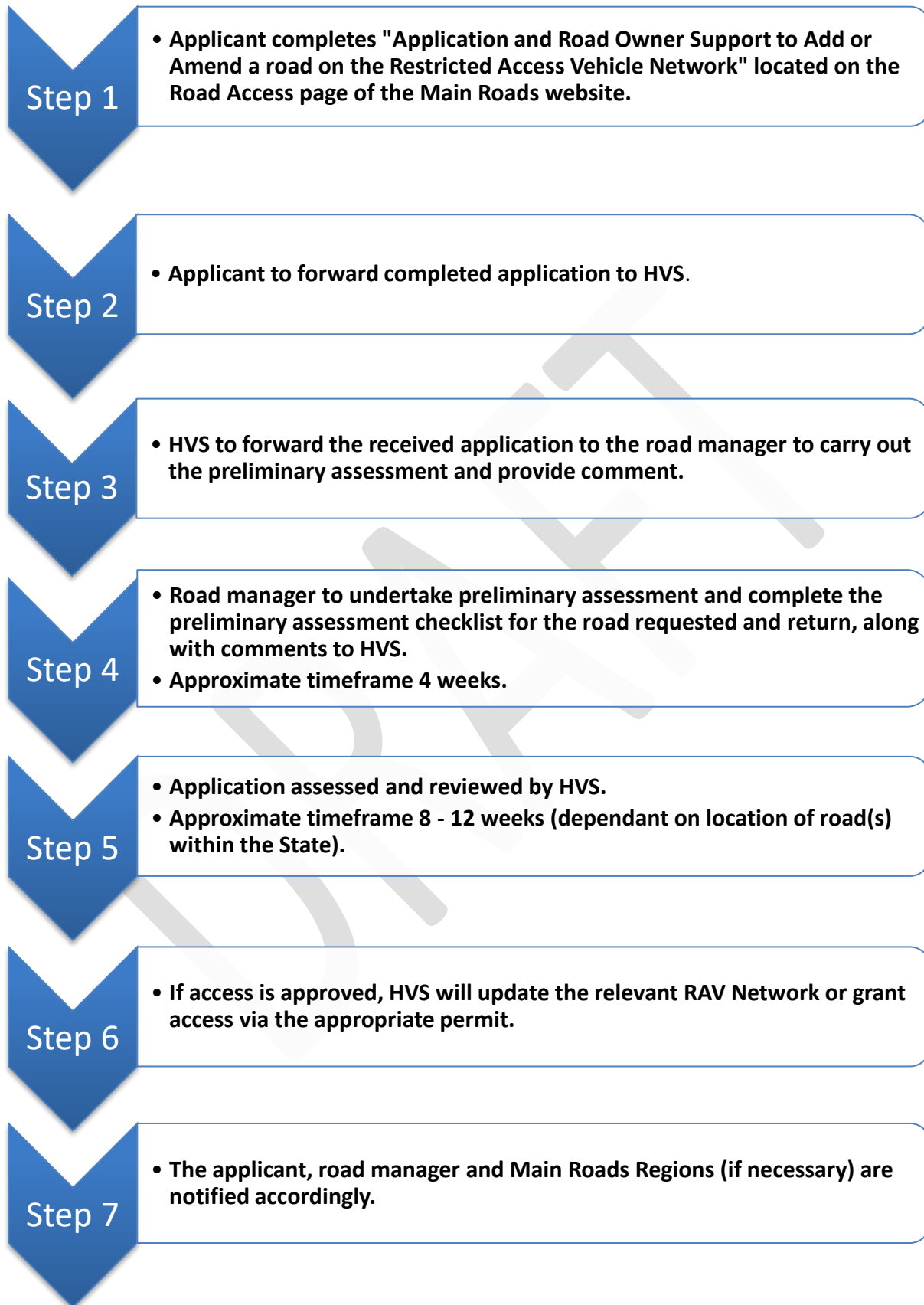| Source	Description
Main Roads	Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines
Main Roads	Tri-Drive Route Assessment Guidelines
Main Roads	Guidelines for Approving RAV Access
Main Roads	Road Managers' Guideline for Reviewing RAV Access
WALGA	Heavy Vehicle Cost Recovery Policy Guideline for Sealed Roads

7   APPENDICES
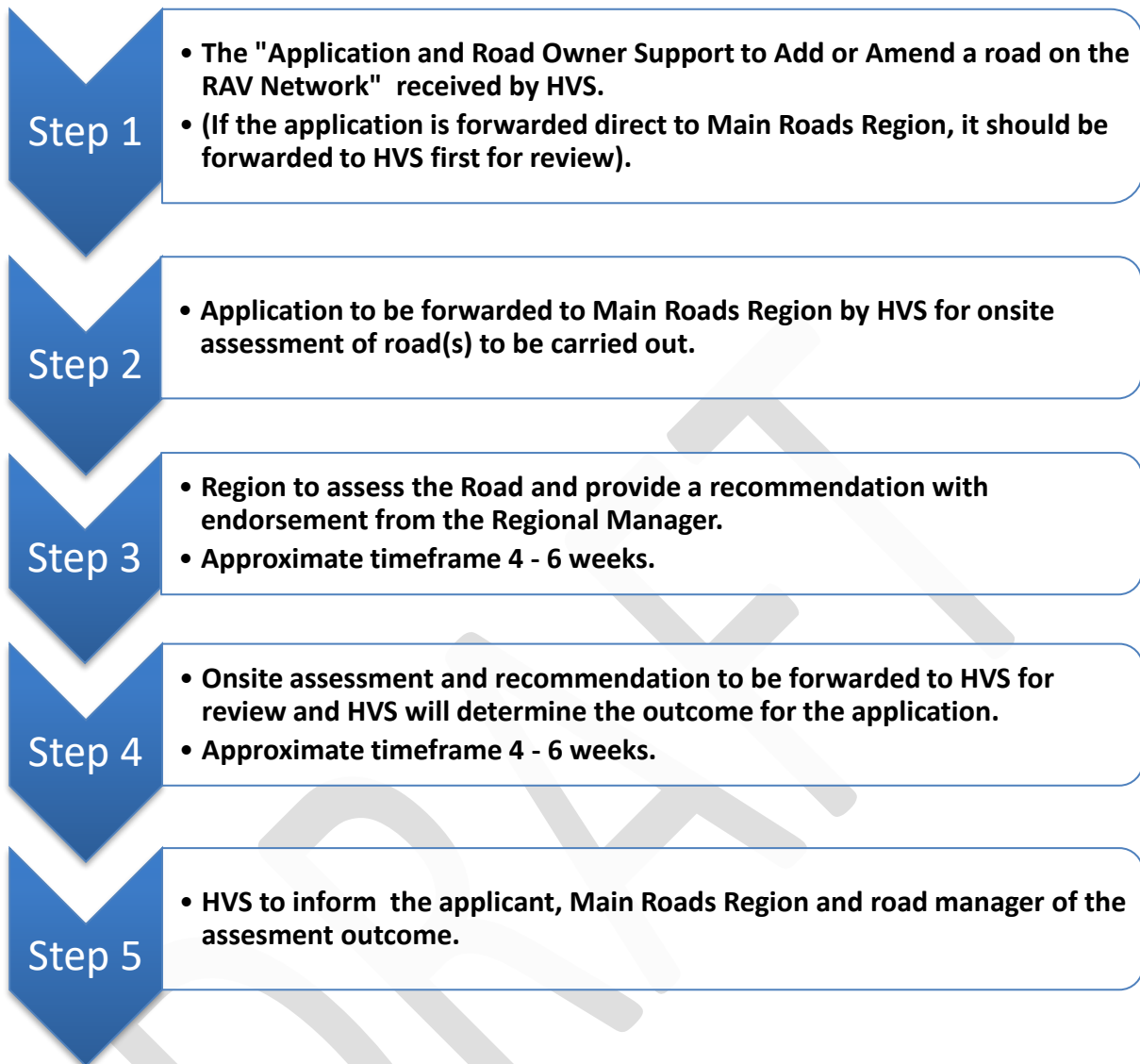
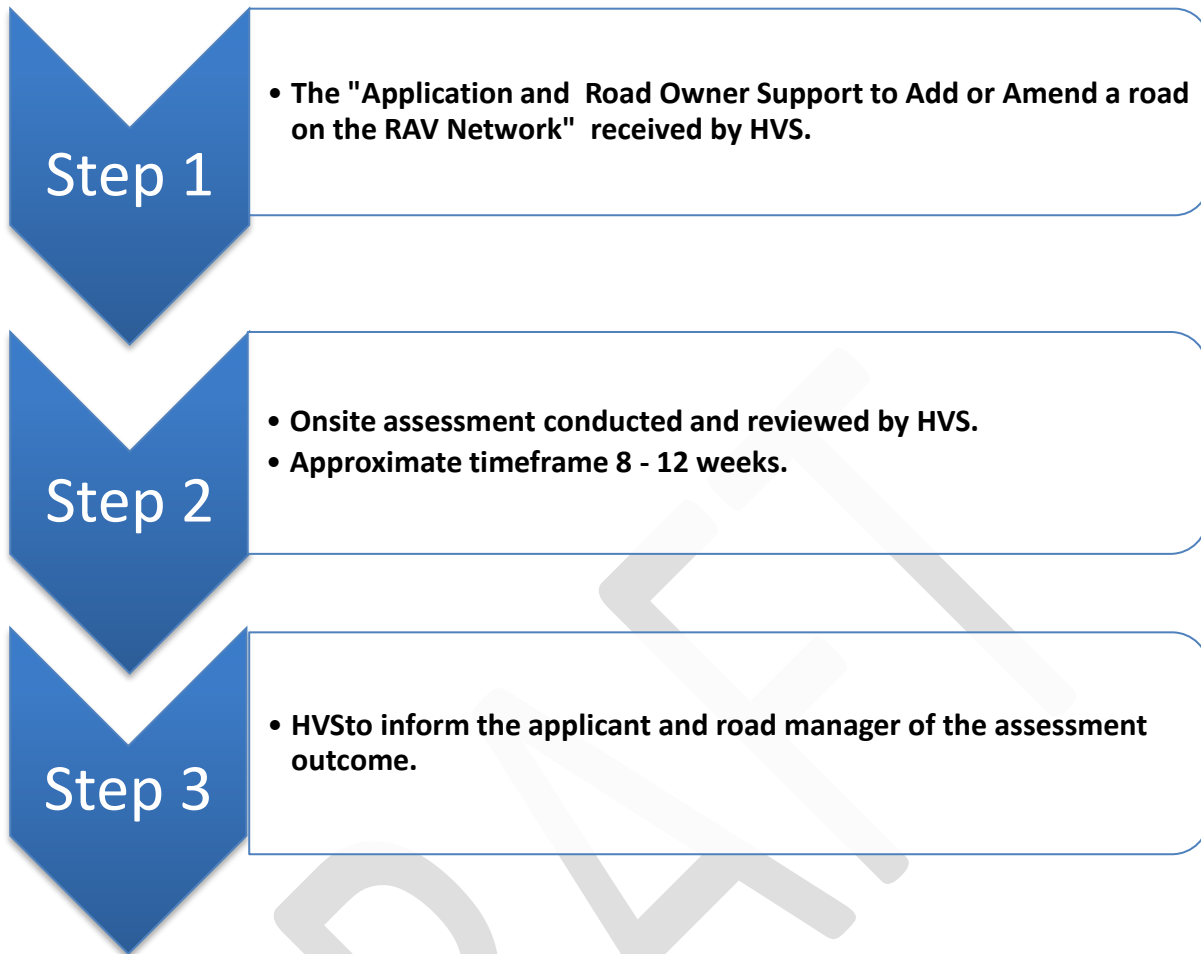| Appendix	Title
Appendix 1	Main Roads Regional Boundaries
Appendix 2	RAV Network Application Process
Appendix 3	Route Assessment Process for Regional Roads
Appendix 4	Route Assessment Process for Metropolitan Roads

7   APPENDICES

APPENDIX 1: Main Roads Regional Boundaries

APPENDIX 2: RAV Network Application Process

Step 1
- **Applicant completes "Application and Road Owner Support to Add or Amend a road on the Restricted Access Vehicle Network" located on the Road Access page of the Main Roads website.**

Step 2
- **Applicant to forward completed application to HVS.**

Step 3
- **HVS to forward the received application to the road manager to carry out the preliminary assessment and provide comment.**

Step 4
- **Road manager to undertake preliminary assessment and complete the preliminary assessment checklist for the road requested and return, along with comments to HVS.**
- **Approximate timeframe 4 weeks.**

Step 5
- **Application assessed and reviewed by HVS.**
- **Approximate timeframe 8 - 12 weeks (dependant on location of road(s) within the State).**

Step 6
- **If access is approved, HVS will update the relevant RAV Network or grant access via the appropriate permit.**

Step 7
- **The applicant, road manager and Main Roads Regions (if necessary) are notified accordingly.**

APPENDIX 3: Route Assessment Process for Regional Roads

Step 1
- **The "Application and Road Owner Support to Add or Amend a road on the RAV Network" received by HVS.**
- **(If the application is forwarded direct to Main Roads Region, it should be forwarded to HVS first for review).**

Step 2
- **Application to be forwarded to Main Roads Region by HVS for onsite assessment of road(s) to be carried out.**

Step 3
- **Region to assess the Road and provide a recommendation with endorsement from the Regional Manager.**
- **Approximate timeframe 4 - 6 weeks.**

Step 4
- **Onsite assessment and recommendation to be forwarded to HVS for review and HVS will determine the outcome for the application.**
- **Approximate timeframe 4 - 6 weeks.**

Step 5
- **HVS to inform the applicant, Main Roads Region and road manager of the assesment outcome.**

APPENDIX 3: Route Assessment Process for Regional Roads

(Appendix ORD: 12.8A)

APPENDIX 4: Route Assessment Process for Metropolitan Roads

Step 1
- The "Application and Road Owner Support to Add or Amend a road on the RAV Network" received by HVS.

Step 2
- Onsite assessment conducted and reviewed by HVS.
- Approximate timeframe 8 - 12 weeks.

Step 3
- HVSto inform the applicant and road manager of the assessment outcome.

APPENDIX 4: Route Assessment Process for Metropolitan Roads

RAV Access Review Process

Road Managers' Guide

Contents

Document Control

Owner	Director Heavy Vehicle Services
Custodian	Access Manager
Document Number	D19#293618
Issue Date	April 2019
Review Frequency	Annually

Amendments

Revision Number	Revision Date	Description of Key Changes	Section / Page No.

(Appendix ORD: 12.8B)

1   PURPOSE

Main Roads Heavy Vehicle Services (HVS) is responsible for administering road access for Restricted Access Vehicles (RAVs) in Western Australia (WA). This framework provides guidance in relation to matters that need to be considered prior to downgrading a road on a particular Restricted Access Vehicle (RAV) Network and to ensure a consistent approach is taken when considering applications to downgrade RAV access.

This document must be read in conjunction with the Road Managers' Guideline for Approving RAV Access, which outlines responsibilities, appropriate access conditions relating to road classifications and road maintenance and improvement contributions.

2   CIRCUMSTANCES FOR REVIEWING RAV ACCESS

HVS will review RAV access on application from the road manager under the following circumstances:

-    A safety concern is raised;

-    A freight generator is attracting an extraordinary load onto the road and the road cannot sustain the existing level of RAV access;

-    Road usage / environment has changed considerably since RAV access was approved;

-    Other circumstances with sufficient justification.

2.1   Safety Concerns

If any safety issues are identified on a road, HVS will conduct a re-assessment of the road to establish if it is necessary to downgrade the level of RAV access. If the road is assessed as being unsuitable for the level of RAV access, consideration will need to be given to the impact of removing the RAV access.

If the road is located on a key freight route, consideration must be given to the potential to conduct urgent remedial works in order to provided continued RAV access. Traffic management or an alternative route may need to be implemented as an interim measure.

If it is not feasible to undertake remedial works in the foreseeable future, RAV access should be downgraded accordingly.

2.2   RAV Access Sustainability

The road manager may apply to have RAV access with concessional mass downgraded on the basis the road is unable to safely sustain the current level of RAV access. The road manager must:

a)   Provide evidence that the road is being damaged as a result of RAV access. This could include a pavement assessment that demonstrates the road is unable to safely accommodate the current level of RAV access, road condition data, maintenance records and photographs showing defects;

b)   Confirm that there is no practical or reasonable likelihood that additional maintenance to deal with this damage can or will be provided by the road manager; and

c)   Confirm that there is no other person, such as a primary freight generator(s), to provide road maintenance contributions, or the primary freight generator(s) declined to enter into a road maintenance agreement of the following kinds:

A 'reasonable' road maintenance agreement takes this into account and is likely to be in the form of:

a) An agreement for the freight generator to perform appropriate maintenance works on the road to ensure it remains in a safe state for all road users; or

b) An agreement for the freight generator to pay maintenance contributions so as to ensure that the road is not unduly damaged and remains in a safe state for all road users, that are reflective of the amount of additional wear the freight generator is causing to the road by attracting an extraordinary load onto the road. The road manager must be able to demonstrate the payable rate is reasonable and is reflective of the additional damage caused by the extraordinary load.

2.3   Road Usage / Environment Change

The road manager may apply to have the RAV access downgraded where the road usage or road environment has changed considerably since RAV access was approved on the particular road. For example, the road manager provides evidence of one of the following:

-    Traffic volumes have increased significantly;

-    The road has since become a residential road and there is a suitable alternative route / bypass;

-    The road has been modified to an extent that it no longer safely accommodates RAVs.

HVS will conduct a re-assessment of the road to establish if it is necessary to downgrade the level of RAV access or if there are other suitable options, such as road upgrades or applying access conditions to mitigate concerns relating to safety, vehicular suitability or the orderly or efficient operation of the road.

2.4   Other Circumstances

The road manager may apply to have the RAV access downgraded under other circumstances, provided the road manager undertakes community / transport industry consultation. This allows stakeholders including local business, residents and other members of the community, who may be affected by the change, to be involved in the decision making processes.

Consultation will not be necessary where it can be demonstrated the road is no longer used by heavy vehicles or there is a suitable alternative route.

3   ALTERNATIVES TO DOWNGRADING RAV ACCESS

3.1   Financial Contributions

Road managers may consider supporting continued RAV access on the basis that they are able to negotiate a reasonable road maintenance agreement with the freight generator (as outlined in Section 2.2) and any road improvements required as a result of increased traffic have been addressed through impending funding programs or further negotiations with the freight generator.

3.2   Applying Access Conditions

Main Roads may apply appropriate conditions that limits RAV access to local operations or during certain times, including during peak traffic periods and school drop-off or pick-up times.

3.3   Restricted Local Access Permit

A Restricted Local Access Permit (RLAP) can be used to provide individual access to a road for a specific vehicle combination, or specific operation, with suitable conditions to mitigate any relevant risks, such as safety or interference with the orderly operation of the road.

The RLAP is not intended to replace RAV Network access. However, where the proposed transport task is temporary and/or the RAV access application is for 'first / last mile' access only, or

there is other justification that does not create inequity or a commercial advantage, the road manager may request that the application be assessed for an RLAP rather than for RAV Network access.

4   DEFINITIONS

Term	Definition
Annual Design ESA (ADESA)	The predicted annual Equivalent Standard Axles (**ESA**) that was used to design a road pavement structure. If this is unknown, it may be estimated based on the average annual ESA from historic traffic counts or the annual ESA that would reasonably be expected for a particular Category of road under normal circumstances.
Extraordinary Load	An Extraordinary Load is defined as a freight task that will result in a significant increase in the ADESA resulting in damage to the road pavement and reduction in the structural design life of the road giving rise to safety issues unless extraordinary expenses are incurred as a result of increased routine and planned maintenance and premature failure necessitating rehabilitation or reconstruction of the road.
Freight Generator	The party primarily responsible for generating the product requiring transportation by road, such as a mining company.

5   REFERENCES AND RELATED DOCUMENTS

Source	Description
Main Roads	Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines
Main Roads	Tri-Drive Route Assessment Guidelines
Main Roads	Guidelines for Approving RAV Access
Main Roads	Road Managers' Guideline for Approving RAV Access
WALGA	Heavy Vehicle Cost Recovery Policy Guideline for Sealed Roads

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Removal of Condition CA07

RISK THEME PROFILE:

1 - Asset Sustainability Practices

RISK ASSESSMENT CONTEXT: Project

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.
FINANCIAL IMPACT	The Shire will have reduced ability to raise funds due to the removal of Condition CA07	Minor (2)	Likely (4)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.
REPUTATIONAL	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

(Appendix ORD: 12.8C)

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Damage to Harris Road pavement due to increased loading

RISK THEME PROFILE:

1 - Asset Sustainability Practices

RISK ASSESSMENT CONTEXT: Project

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Harris Road will suffer pavement damage from the haulage activity	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Harris Road will reach the end of its useful life sooner due to the haulage activity	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not Required - No Risk Identified	Rare (1)	Low (1 - 4)	Not required	Not required.	Not required.	Not required.
REPUTATIONAL	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Failure to provide adequate water supply for firefighting purposes.

RISK THEME PROFILE:

2 - Business and Community Disruption

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	Failure to provide adequate water supply for firefighting purposes will impact the health of people and cause death or significant injury.	Catastrophic (5)	Almost Certain (5)	Extreme (20 - 25)	Provision of an adequate water supply.	Minor (2)	Rare (1)	Low (1 - 4)
FINANCIAL IMPACT	Failure to provide adequate water supply for firefighting purposes will impact buildings and agriculture resulting in financial losses.	Catastrophic (5)	Almost Certain (5)	Extreme (20 - 25)	Provision of an adequate water supply.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)
SERVICE INTERRUPTION	Failure to provide adequate water supply for firefighting purposes will impact the Volunteer Bushfire Brigades capacity to respond to a bushfire emergency.	Catastrophic (5)	Almost Certain (5)	Extreme (20 - 25)	Provision of an adequate water supply.	Insignificant (1)	Rare (1)	Low (1 - 4)
LEGAL AND COMPLIANCE	Failure to provide adequate water supply for firefighting purposes will cause loss and damage resulting in prosecution.	Major (4)	Likely (4)	High (12 - 19)	Provision of an adequate water supply.	Insignificant (1)	Rare (1)	Low (1 - 4)
REPUTATIONAL	Failure to provide adequate water supply for firefighting purposes will cause public news items in the media for failure of the Shire to be	Catastrophic (5)	Almost Certain (5)	Extreme (20 - 25)	Provision of an adequate water supply.	Insignificant (1)	Rare (1)	Low (1 - 4)

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
	able to respond to a bushfire emergency.							
ENVIRONMENT	Failure to provide adequate water supply for firefighting purposes will cause significant damage to local flora and fauna.	Catastrophic (5)	Almost Certain (5)	Extreme (20 - 25)	Provision of an adequate water supply.	Minor (2)	Possible (3)	Moderate (5 - 11)

Shire of Dardanup

MEMORANDUM
OF
UNDERSTANDING

For

THE CLOSURE, PURCHASE AND AMALGAMATION OF AN UNUSED PORTION OF ROAD RESERVE WITH LOT 50 FERGUSON ROAD, FERGUSON

Between:

SHIRE OF DARDANUP
1 Council Drive
EATON WA 6232

-And-

MR PHILLIP SMITH
Lot 50 (754) Ferguson Road
FERGUSON WA 6236

This MEMORANDUM OF UNDERSTANDING (MOU) is made

on the   day of   2018

BETWEEN

SHIRE OF DARDANUP of 1 Council Drive, Eaton

AND

MR PHILLIP SMITH of Lot 50 (754) Ferguson Road, Ferguson

RECITALS

BACKGROUND

This agreement sets out the obligations of both parties in order to affect the closure of a portion of road reserve adjacent to Lot 50 Ferguson Road and amalgamation of a portion of the closed road into Lot 50 Ferguson Road as shown on the attached diagram.

OPERATIVE PART

This agreement shall enable Phillip Smith to make alterations to the property entry statement for Lot 50 Ferguson Road that is currently within the road reserve, whilst the necessary documents can be drafted for the closure of the unused road reserve and for the purchase and amalgamation of a portion of the closed road into Lot 50 Ferguson Road.

The purchase and amalgamation of a portion of the closed road shall be a transaction between the Department of Planning, Lands and Heritage and Mr Phillip Smith of Lot 50 Ferguson Road, Ferguson.

The purchase price of the land shall be determined in accordance with the Department of Planning, Lands and Heritage.

Land Purchase Details

·1.   Details of the sale are as follows:

Area of closed road to be purchased and amalgamated with Lot 50 Ferguson Road (Approximately):   405 m2
Price per m2:   To be determined
Purchase price: To be determined

2.   Land purchase to be as per Drawing A001-18-200-B provided below.

3.   Services to be provided by the Shire of Dardanup:

- Initial survey and setout of existing and new lot boundaries.
- Initiation of road closure process in accordance with the Land Administration Act 1997.

4.   Services to be provided by Mr Phillip Smith:

- All fees as required by Department of Planning, Lands and Heritage.
- All other costs and fees as required to affect the purchase and amalgamation.

EXECUTION
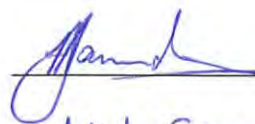
SIGNED FOR AND ON BEHALF OF
THE SHIRE OF DARDANUP

Shire President _____   Date_____
               (Cr. Michael T Bennett)

Chief Executive Officer _____   Date 7-6-18
               (Mr Mark L Chester)

SIGNED FOR AND ON BEHALF OF
MR PHILLIP SMITH

Mr Phillip Smith _____   Date 7/6/18

Witness: _____   Date 07/06/2018
         Mick Saunders.

         (Witness Signature)

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Unbudgeted expenses and possible compliance issues

RISK THEME PROFILE:

1 - Asset Sustainability Practices

RISK ASSESSMENT CONTEXT: Project

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Unbudgeted cost for surveying and preparing legal documents	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Ensure compliance with Section 58 of the Land Administration Act 1997	Moderate (3)	Rare (1)	Low (1 - 4)	Not required	Not required.	Not required.	Not required.
REPUTATIONAL	(Brief Explanation of the 'Reputational' risk event)	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

(Appendix ORD: 12.11B)

LEGEND

PORTION OF ROAD RESERVE TO BE CLOSED – 1067m^2
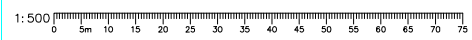
PILE ROAD

SUBJECT AREA

FERGUSON ROAD

OVERVIEW PLAN

FERGUSON

LOT 50

FERGUSON ROAD

40.63m

82.36m

57.3m

LOT 3

LOT 221

LOT 132

LOT 1

NOTE: ALL AREAS AND DIMENSIONS ARE SUBJECT TO SURVEY

1:500

DIAL BEFORE YOU DIG
www.1100.com.au

AMENDMENT DESCRIPTION	BY	DATE	APPR.

DESIGNED	DRAWN DATE	SURVEYED	DRAWING TITLE
	07/08/2019		PROPOSED ROAD CLOSURE

| DRAWN | AUTHORISED | JOB NUMBER. | FERGUSON ROAD |
| J. REILLY | M.SAUNDERS | | |

ENGINEERING & DEVELOPMENT SERVICES

PROPOSED ARRANGEMENT

DRAWING NO.   YEAR   SHEET   REVISION

A001-18-300-B

Shire of Dardanup

Administration Centre Eaton   Telephone   08 9724 0000
P.O Box 7017- 1 Council Drive   Facsimile   08 9724 0091
Eaton Western Australia 6232   Online   www.dardanup.wa.gov.au
ABN: 57 305 829 653

DATUM.   SHEET NO.

GRID SYSTEM   GRID   A1

THIS DRAWING ALWAYS REMAINS THE PROPERTY OF THE SHIRE OF DARDANUP AND MUST NOT BE RETAINED OR REPRODUCED WITHOUT PERMISSION.

LEGEND

PORTION OF ROAD RESERVE TO BE AMALGAMATED WITH

LOT 50 – 405m^2

LOT 132

31.31m

40.63m

LOT 50

25.90m

LOT 3

LOT 221

LOT 208

LOT 1

NOTE: ALL AREAS AND DIMENSIONS ARE SUBJECT TO SURVEY

DIAL BEFORE YOU DIG
www.1100.com.au

AMENDMENT DESCRIPTION		BY	DATE	APPR.	DESIGNED		DRAWN DATE		SURVEYED		DRAWING TITLE	ENGINEERING &

LOT 132

LOT 50

9.90m

25.90m

11.20m

LOT 3

27.38m

22.93m

LOT 221

9.97m

LOT 208

LOT 1

NOTE: ALL AREAS AND DIMENSIONS ARE SUBJECT TO SURVEY

1:500

LEGEND

PORTION OF ROAD RESERVE TO BE AMALGAMATED WITH
LOT 221 – 429m^2

LOT 132

LOT 50

20.83m

41.20m

46.08m

LOT 3

LOT 221

LOT 208

LOT 1

NOTE: ALL AREAS AND DIMENSIONS ARE SUBJECT TO SURVEY

AMENDMENT DESCRIPTION	BY	DATE	APPR.	DESIGNED	DRAWN DATE 07/08/2019	SURVEYED	DRAWING TITLE PROPOSED ROAD CLOSURE FERGUSON ROAD	ENGINEERING & DEVELOPMENT SERVICES

DRAWN J. REILLY

AUTHORISED M.SAUNDERS

JOB NUMBER.

PROPOSED ARRANGEMENT

DRAWING NO.   YEAR   SHEET   REVISION

A001-18-202-B

A1

Shire of Dardanup

DATUM.
GRID SYSTEM   GRID

SHEET NO.

Administration Centre Eaton
P.O Box 7017- 1 Council Drive
Eaton Western Australia 6232
ABN: 57 305 829 653

Telephone   08 9724 0000
Facsimile   08 9724 0091
Online   www.dardanup.wa.gov.au

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2. IN THE ABSENCE OF THE APPROVED SIGNATURE (ie DIRECTOR ENGINEERING AND DEVELOPMENT SERVICE) THIS DRAWING SHALL BE TREATED AS PRELIMINARY.
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4. ANNOTATED DIMENSIONS SHALL ALWAYS TAKE PRECEDENCE OVER SCALED DISTANCES.

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