



APPENDICES

ORDINARY COUNCIL MEETING

PART 5: Items 13.1 – 13.2

To Be Held

Wednesday, 31st of March 2021

Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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Upon request.

Special Council Meeting Minutes held 15 June 2007

8.4 Title: Waste Management Strategy- Removal of Tip Passes

Reporting Department: Health Services
Reporting Officer: Mr Tim Batt – Manager Health Services
Legislation: Local Government Act 1995
File Number:

Background -

The Shire of Dardanup have operated the Tip Pass system since the landfill operations moved to the current site at Banksia Road, Dardanup. The tip pass system was originally introduced to enable residents to dispose of waste materials not suitable for disposal through the containerised collection service. The passes also enable access to rural property owners where Council does not provide a collection service.

Residential properties, and some small holding properties receive a pass containing 4 passes, rural properties are provided with a pass containing 52 passes.

It is estimated that approximately 3500 passes are presented each year, producing 1000 tonnes of general waste and 400 tonnes of green waste.

Legal Implications - None

Budget Implications -

Significant costs are associated with disposal of waste accepted through the tip pass system. Based on actual weighbridge figures, (calculated on the past 5 months) the annual costs for this service is approximately:

Bin Rental \$10,900 p.a.
Bin Service \$64,900 p.a.
Waste Disposal 1000 tonnes @ \$30 /T \$30,200

This equates to a cost of over \$100 per tonne for waste disposal through the Transfer Station.

Officer Comment -

Information obtained by staff suggests that the current level of waste service provided to ratepayers, particularly in residential areas, is not sustainable. The Shire of Dardanup is the only Local Government in the South West offering both Bulk Kerbside collections and tip passes.

COUNCIL	WASTE MGB	RECYCLING MGB	BULK GREENWASTE	BULK HARDWASTE	TIP PASSES
Augusta/Margaret River	Yes	Yes	No	No	No
Bridgetown/Greenbushes	Yes	Yes	No	No	Yes
Bunbury	Yes - All	Yes - All	3	2 times PA	No
Busselton	Yes	Yes	No	No	No
Capel	Yes – All	Yes - All	No	No	No
Collie	Yes	No	No	No	No

(Appendix ORD: 13.1)

COUNCIL	WASTE MGB	RECYCLING MGB	BULK GREENWASTE	BULK HARDWASTE	TIP PASSES
Dardanup	Yes	Yes	2	1	Yes
Donnybrook/Balingup	Yes	Yes	No	No	Yes
Harvey	Yes	Yes	No	No	Yes
Nannup	Yes	Yes	No	No	Yes
Manjimup	Yes	No	No	1	No

The disposal fees charged by other local Governments varies from \$2.50 per load to \$15.00 per load (average trailer load). Most sites offer a free drop-off point for recyclable materials and some offer free green waste disposal.

Due to the costs and difficulty in policing the tip pass system it is proposed that all tip passes be removed effective from 1st August 2007. To facilitate the change and to clarify the waste management system a Waste Management Policy has been drafted.

The below Waste Management Policy proposes the following level of service:

Residential Areas

The residential areas (townsites) of Eaton, Dardanup and Burekup will be provided with the following level of service:

- A weekly waste collection and disposal service
- Fortnightly Recycling collection
- 2 Green waste and 1 Hard waste Bulk Kerbside collections per annum.

Semi Rural/Small Holdings

The semi-rural and small holding areas of Padbury Fields and Coplestone are provided with:

- A weekly waste collection and disposal service
- Fortnightly recycling collection

Bulk kerbside collections are not considered a suitable option in these areas due to safety concerns and access difficulties.

Rural Properties

Rural properties do not participate in the MGB collection service due to the difficulties and safety concerns of presenting MGB's on rural roads. In the main, rural properties have the capacity to manage some domestic waste on the property.

Staff have received requests from property owners in the Pile Road, Henty Brook, and Gardincourt Drive Areas to extend the MGB service to this area. Initial discussions with Cleanaway indicates this may be a suitable option if Council and the majority of the property owners supports the proposal.

Bulk kerbside collections are not considered a suitable option in these areas due to safety concerns and access difficulties.

Fees And Charges

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Clearly there is variation in the level of service provided to the different areas within the Shire. In order to address this issue it has been suggested that a Prescribed Area Rate should apply where additional services are provided. Essentially this would mean that a fee may be charged, in the form of a Specified Area Rate, in the residential areas where the bulk kerbside collections are provided.

The containerised collection services are charged on a user pay system.

Specified Area Rate

In order to create an equitable system Council may wish to consider introducing a Specified Area Rate (SAR).

It is proposed that the cost of providing the bulk kerbside collections will be charged back to the residential areas where the service is available.

Based on current figures the cost per household where the SAR would apply equates to an average of \$15.51, with a minimum of \$1.52 and a maximum of \$111.35.

The draft budget includes a specified area rate of \$50,000. Please refer to the Manager Financial Services report for more detail.

Rural – Semi Rural

Rural and semi rural areas have a greater capacity to manage some waste on property. Generally these areas are able to manage green waste without the need of a disposal site. Additionally food waste is commonly provided to poultry or stock without the need for off site disposal.

Commercial Operations – Business Waste

Commercial properties within the town site have the option to pay for the containerised service. Disposal of additional waste is the responsibility of the business concerned.

Businesses outside the collection area include farm stay accommodation, restaurants, wineries, dairy and cattle farming and tourism business. These facilities have the capacity to use the recycling drop-off facility or make private commercial waste disposal arrangements.

Waste Reduction

The State Government has in recent years, promoted the concept of “zero waste” with a target of zero waste to landfill by the year 2020. Whilst this target may be idealistic, the intention to reduce to a minimum the amount of material directed toward landfill is well founded. To facilitate and promote the general waste reduction strategy Councils will be required to demonstrate how zero waste targets are to be achieved.

Council plays a leading role in waste management through the provisions of the Health Act 1911. Council meets and in some cases exceeds its obligations through the provision of

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containerised collection services, bulk kerbside collections, recycling services, recycling drop-off services and green waste disposal.

The disposal or treatment of additional waste produced by ratepayers as a result of business operations, farming operations, tourism business, building works, construction, renovation, hobbies, trades and social activities is not the responsibility of Council.

Where ratepayers and businesses choose to undertake activities that produce waste, it is the responsibility of the individual ratepayer or business to pay for the disposal of such wastes.

Example- Farm Stay Business

Located within the Shire are numerous farm stay and bed and breakfast business. These vary in size from single room B&B to multiple unit farm stay accommodation with function areas.

These facilities have the capacity to re-coup costs associated with waste disposal through accommodation tariffs.

By separating the wastes at the source facilities may be able to significantly reduce the volume of waste being sent to landfill.

The cost of disposing end of life items such as mattresses, televisions, bedding materials should be factored into the cost of accommodation fees.

Example Winery Waste

A winery produces very little waste if the management of the by products are handled effectively.

The wine making process produces a grape marc byproduct. Essentially grape marc is the skins and seeds of processed grape. Most wineries use this product as stock feed or composted for use on site.

Wine bottles made of glass are 100% recyclable and should not be placed in the waste stream.

Food waste from restaurants and wine tasting areas should be used on site for stock/poultry feed or composted on-site. Paper and cardboard may be composted or diverted to a recycling facility. Light plastics (packing materials) will need to be disposed of or returned to the supplier.

Example House Renovation/Construction

Building construction waste is generally not directed to the Council landfill site as the main building companies use skip bins for waste disposal.

Owner Builders and House renovators do occasionally produce waste that is presented to the Council site for disposal. These items include, carpets, timber, metal sheeting, tiles, bricks, rubble, paint tins, damaged cupboards, cardboard and plastic wrapping.

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Many of the items may be dropped off at the Recycling yard free of charge. Rubble and fill material may also be dropped off free of charge provided there is no contamination.

Disposal fees should apply for the disposal of the remaining materials.

It is not Councils responsibility to pay for the disposal of waste materials generated by ratepayers who undertake building or renovation work on a property by choice. The waste produced may need to consider the cost of waste disposal when building or renovating.

Building and construction waste will not be collected as part of the bulk kerbside collections.

Example

Hobby – Home Occupation

Where a ratepayer undertakes a hobby or activity at their property in a residential area, the option to use the recycling bin and or waste bin is available. Additional bins are available provided the fees are paid.

The disposal of any additional waste generated from a hobby or business is not the responsibility of Council.

Bulk kerbside collection is also available for the disposal of some waste items associated with home based hobbies and businesses.

Tyres and batteries are not accepted for collection through the bulk kerbside collections. Batteries may be recycled through the recycling drop off yard, tyres may be disposed of at the private landfill or Regional site.

Waste oil and oil containers are accepted free of charge at the oil recycling tank, Banksia road.

Waste Disposal

With reference to Item 8.9 of this agenda “Service Charges- Health Act (S42 & 106) Waste Collection & Waste Disposal”. The charge of \$111.00 recovers the cost of providing the two bins (1x waste and 1x recycling) and the collection of the bin contents. The charge does not cover the actual cost of disposing of the waste.

The waste disposal cost (Waste Management Levy) was absorbed into the general rates to allow pensioners to claim a rebate. As a result the disposal costs for all waste is spread across the entire rate base.

The cost of disposing of the waste from the kerbside collections in the last financial year is approximately \$90,000 (3000 tonnes @ \$30 per tonne). When this cost is averaged across the 3600 services the cost per household is approximately \$25.

If Council choose to apply a true user pay system to the kerbside collection service and levy the cost of disposal directly onto the waste producers, the Recycling and Waste Collection

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service for the 2007/2008 financial year would be \$136.00. Compared to neighbouring Councils this charge is very low. Capel for instance charge \$135 for waste and \$41 for recycling with a total of \$176.

Recyclables

There are significant benefits to Council and the community in maintaining and improving the recycling drop off facility at Banksia Road. It is estimated that over 1000 tonnes of materials are diverted from the Landfill each year through the recycling yard.

The current lease for the operation of the recycling facility ends in June 2007. A Tender for the operations of the yard may form part of the overall Waste Tender.

Green Waste

It is proposed that Green Waste may be disposed of at the Banksia Road Landfill free of charge. The only provision being that the loads must be free of all contamination. Contaminated loads containing green waste will attract normal tipping fees.

Under licence conditions Council is permitted to burn green waste under the supervision of the local fire brigade. If this licence condition is removed and Council are no longer permitted to burn green waste the system may need to be reviewed.

Policy – Waste Management Strategy

In order to facilitate the proposed changes, a Waste Management Policy has been developed. The policy, if adopted, will result in the Tip Pass System being abolished and will enable a Prescribed Area Rate for bulk kerbside collection to be established within the residential areas of Burekup, Dardanup and Eaton.

Discussion:

Council discussed the recommended policy and impact of the removal of tip passes at length.

Cr Boyce raised concerns about the burning of greenwaste, preferring that the green waste be mulched.

Mr Tim Batt Manager Health Services advised that where it was cost effective some mulching can be done, however large volumes are needed and the issue of keeping out the contamination has to be considered as Council would be responsible if a piece of steel damaged the machine.

Cr Hopper raised the point that the current tip passes need to be honoured until their expiry date in August 2007. The publicity about the change needs to be clear including in the rate notice package. He would move the motion if this was added in and that the use of the green waste disposal and recycling was free.

Cr Bass raised concerns about the rural area having access to mobile garbage bin collection.

Mr Tim Bat Manager Health Services stated that the cost would be prohibitive and there are safety issues in relation to having bins on busy traffic routes with speed zones above 80km hour.

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Voting Requirements - Absolute Majority

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

176/07 MOVED - Cr. K Hopper SECONDED - Cr. C N Boyce

THAT:

- 1. Council adopt the Policy H 7.8 – Waste Management Policy 2007 as follows:**

DEPARTMENT	HEALTH
POLICY REFERENCE	H 7.8
DESCRIPTION	WASTE MANAGEMENT POLICY
COUNCIL RESOLUTION	176/07
DATE	15/06/2007

PREAMBLE: : The Shire of Dardanup has a duty of care under the Health Act to facilitate the efficient and effective collection and disposal of domestic waste within the townsites within the Shire of Dardanup.

This policy details the collection method and the services included in the waste management program provided by the Shire of Dardanup including the provision of waste and recycling containers, service areas and alternative waste disposal options.

OBJECTIVE : To ensure that domestic waste is managed in a manner that minimises the risk to public health.

The objective of this policy is to ensure properties are provided with an effective and timely waste collection service, where approved, on a weekly basis, a recycling service fortnightly, a bulk kerbside collections bi-annually.

The Policy allows for a cost recovery system to be established where the cost of providing a specific service is only charged on properties able to access the service.

POLICY : The Shire of Dardanup has Prescribed Areas listed in the Shire of Dardanup Health Local Laws 2000, as being the townsites of Burekup, Dardanup and Eaton and the smallholdings areas of Coplestone and Padbury Fields.

Kerbside waste collection consists of a weekly kerbside collection and a fortnightly recycling collection service using 240 Litre Mobile

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Garbage Bins (MGB's).

Urban Areas

Residential properties with approved habitable dwellings within the prescribed area are provided with a Compulsory Waste collection service consisting of a single 240 Litre waste MGB and a single recycling MGB.

This collection service is available to most small business and commercial properties by agreement.

Non-Urban - Small Holdings

Properties within the smallholding zoning of Padbury Fields and Coplestone are within the prescribed area.

Habitable Dwellings with the Smallholdings area are provided with a Compulsory Waste collection service consisting of a single 240 Litre waste MGB and a single recycling MGB.

Optional

Rural properties that are not included in the prescribed area but are within the waste collection route used by the service providers may be able to access the Waste Collection Service (optional).

Where the service is requested and approved, the appropriate fees will be charged.

Council and or its service providers reserve the right to refuse an optional service to any property not within the Prescribed areas.

Non-residential Areas – Rural - Smallholdings

Rural properties and smallholdings that are not included in the prescribed area or within the waste collection service (optional) areas are not charged the Rubbish (Compulsory Service) Fee.

Additional Services

Additional MGB's are available on request. Additional services will be charged at a rate equal to the rate as defined in the Shire of Dardanup Fees and Charges – Rubbish Charge (Additional Service).

Tip Passes

As of the 1st of August 2007 Tip Passes are not longer valid within the Shire of Dardanup. Any person wishing the disposal of waste at the Shire of Dardanup Landfill site must pay the appropriate fee.

Green Waste

Green Waste that does not contain any contamination, (non-green waste) may be disposed of at the Banksia Road Landfill free of charge.

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Contaminated loads containing green waste will attract normal tipping fees.

Bulk Kerbside Collections

Council will provide for two (2) bulk greenwaste collections and one(1) bulk hardwaste collection per financial year within the townsites of Burekup, Dardanup and Eaton.

The cost of this service will be recovered under a Specified Area Rate on all developed residential properties within the townsites where the service is accessible.

The bulk Kerbside collections are not provided in semi-rural or rural areas due to limited access and safety concerns.

Recycling Drop Off

Council will endeavour to maintain a recycling drop-off point at Banksia Road Dardanup. Recyclable materials may be dropped at the approved location free of charge.

- PROCESS** : **Waste Collection fees are charged as a separate list item with the Council Rates.**
- A Specified Area Rate is charged for residential areas able to access the Bulk kerbside collections of Green Waste and Hard Waste.**
- HEAD OF POWER** : Health Act 1911 , Shire of Dardanup Health Local Laws 2000
- DATE REVIEWED** : Ordinary Meeting of Council held – 15/06/2007

2. **In accordance with the Policy, Council cease to provide Tip Passes to all properties within the District, effective from the 1st of August 2007; and continue to honour the current tip passes until their expiry date, being 31st August 2007.**
3. **The removal of Tip passes be advertised to the ratepayers for a period not less than weekly for 3 weeks, and advise that green waste and recycling at the transfer station are free.**
4. **The Chief Executive Officer commence discussion with service providers in accordance with contract conditions to consider extending the current Mobile Garbage Bin Waste and Recycling service to properties in the vicinity of Pile Road, Henty Brook Road and Gardincourt Drive, and that residence in this area be canvassed for their opinion of the proposed introduction of a containerised collection service.**
5. **Council adopt a Specified Area Rate for Bulk Waste collections for the areas that receive the service.**

CARRIED

9/0

By Absolute Majority



POLICY NO:-

Exec CP089 –ADVISORY GROUPS**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:							
Version:	1		OCM	27/11/19	Res:	336-19	Synopsis: Policy Created and endorsed.
Version:	2	Exec CP089	OCM	30/09/20	Res:	270-20	Synopsis: Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Chief Executive Officer

2. PURPOSE OR OBJECTIVE

The Advisory Group policy seeks to establish a communication process between the Shire of Dardanup, stakeholders and/or community and to provide guidance for the establishment and operations of the Shires of Dardanup's Advisory Groups.

3. DEFINITIONS

Financial Interest: Has the same meaning as given by Section 5.60A of the Local Government Act 1995.

Proximity Interest: Has the same meaning as given by Section 5.60B of the Local Government Act 1995.

Impartiality Interest: Means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having interest arising from kinship, friendship or membership of an association.

4. POLICY

- Advisory Groups may be established by resolution of Council.
- Advisory Groups will operate in accordance with the adopted Terms of Reference which provide:
 - a) A clear statement of objectives and aims of the Advisory Group;
 - b) Membership representation; and
 - c) Operational and administrative framework by which activities are to occur.

Terms of Reference

Advisory Groups are to operate within the Terms of Reference approved by the Council and the following general administrative framework:

- The role of an Advisory Group is to act in an advisory capacity, providing the Shire of Dardanup Administration and the Council with its views and/or proposals relevant to the Objectives for which the group was established.
- The Advisory Group will only consider matters referred to it by the Council through its Terms of Reference.
- An Advisory Group has no decision making powers and does not have any authority to act on behalf of the Shire of Dardanup. In operation, the group cannot direct employees, call tenders, award contracts, expend monies, direct volunteers or do anything which is the responsibility of the Shire of Dardanup.
- Advisory Group meetings will be conducted in an informal manner, providing opportunities for ideas to be raised and general discussion. The view and proposals of an Advisory Group are to be recorded in meeting notes and retained in the Shire of Dardanup record keeping systems.
- Advisory Group members either collectively or individually are not authorised to speak on behalf of the Shire of Dardanup or provide comment to the media or other persons, in respect of any item under consideration, unless authorised by the Shire President.

Conflicts of Interest

- 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.
- 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.
- 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.
- 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.
- 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.

Confidentiality and Privacy

- 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.
- At the first meeting of the Advisory Group, a Confidential Agreement will be provided to members for their review and execution.
- 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.
- Should a member become aware of any unauthorised release or misuse of confidential or personal information, they are advised to contact the relevant Director.
- Should a breach of Confidentiality be made by an Advisory Group member, the Chief Executive Officer will remove the respective member from the Advisory Group.
- 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.

Role of Chairperson

- The Advisory Group Chairperson is to be appointed by the Council.
- The Council appointed Chairperson will preside at all meetings. In the absence of the Chairperson, one of the other Elected Members will assume the Chair for that meeting.
- The Chairperson shall ensure that the Advisory Group operates in accordance with the Advisory Groups Terms of Reference at all times.

Meeting Notes

- The Chief Executive Officer or the relevant Director having responsibility for the Advisory Group, in liaison with the Advisory Group Chairperson, shall be responsible to ensure the preparation and accuracy of the meeting notes.
- Items considered at the meeting will not be voted upon. The meeting notes of the Group will record consensus agreement on actions and any points of agreement/disagreement. They will not reflect verbatim discussion.

- Meeting notes of the meeting will be prepared by the Responsible Officer and distributed to members within five (5) working days after the date of the meeting.
- Advisory Group unconfirmed meeting notes will be reported to Council through the Council's Information Bulletin.
- The meeting notes shall accurately record the details of any disclosure of interest and the extent of such interest. The meeting notes shall also record the times any person who has made a disclosure, has departed and/or re-enters the meeting.
- Any items which have been dealt with by the Advisory Group will not be implemented by the Shire of Dardanup Administration until a report has been submitted to Council for a decision

Code of Conduct

- 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

5. REFERENCE DOCUMENTS

- Community Engagement Framework



BUREKUP ADVISORY GROUP

**INSTRUMENT OF APPOINTMENT
&
TERMS OF REFERENCE**

2019

By Resolution of Council
Ordinary Council Meeting 27/11/2019
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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 Confidentiality 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.

