

Shire of Denmark Charter



CULTURAL DEVELOPMENT FUND ADVISORY COMMITTEE

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Cultural Development Fund Advisory Committee, established by Council pursuant to Section 5.8 of the Local Government Act 1995.

1.0 NAME

The name of the Committee shall be the Shire of Denmark Cultural Development Fund Advisory Committee, hereinafter referred to in its abbreviated form as the Committee (Established 28 October 2003).

2.0 ESTABLISHMENT

The Committee is established pursuant to Section 5.8 of the Local Government Act 1995.

3.0 DISTRICT

The Committee shall operate within the local government boundaries of the Shire of Denmark.

4.0 GUIDING PRINCIPLES

This Committee is established with the guiding principles in accordance with the Local Government Act 1995, sections 5.8 through to 5.25.

5.0 VISION

Our vision is for the Shire of Denmark to be a community that is culturally enriched & inspired.

6.0 TERMS OF REFERENCE

6.1 To assess and make recommendations to Council on funding applications under the Cultural Development Fund.

6.2 To ensure that the principles of the Cultural Development Fund are met by the applicants.

6.3 To review the Shire of Denmark Cultural Development Fund program, guidelines and policies from time to time.

7.0 MEMBERSHIP

Membership of the Committee will comprise of a total of 5 members consisting of;

- 2 x Councillors
- 3 x Community Members

Community representatives appointed by Council to the Cultural Development Fund Committee should preferably possess the following qualifications;

- Established links to the local cultural community;
- Demonstrated experience in cultural activities, including staging of cultural events or relevant private or public sector experience; and
- Reside within the Shire of Denmark.

Vacancies for Community representatives will be advertised in a local newspaper circulating within the district, with selection and appointment being made by Council upon recommendation of the Committee.

Community representation is valid for two years until the person resigns, the Committee is disbanded or at the next ordinary Election Day, whichever happens first. Nothing prevents an existing members from re-nominating.

8.0 MEETINGS

8.1 Annual General Meeting:

Nil

8.2 Committee Meetings:

Meetings shall be held as determined by the Committee.

8.3 Quorum:

The quorum for any meeting of the Cultural Development Fund Advisory Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not.

8.4 Voting:

Shall be in accordance with the Local Government Act, Section 5.21 with all members of the Committee entitled and required to vote (subject to financial and proximity interest provisions of the LGA).

8.5 Minutes:

Shall be in accordance with the Local Government Act, Section 5.22.

8.6 Who acts if no presiding member?

Shall be in accordance with the Local Government Act, Section 5.14.

8.7 Meetings

Meetings shall be generally open to the public pursuant to the Local Government Act, Section 5.23.

8.8 Public Question Time

The Committee if empowered with any delegated powers will allow for Public Question Time at the start of its Meetings in accordance with the Local Government Act, Section 5.24.

8.9 Members Conduct

Members of the Committee are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995;
- Shire of Denmark Standing Orders Local Law 2000;
- Shire of Denmark Code of Conduct (amended from time to time);
- Rules of Conduct Legislation; and
- Clause 34C of the Local Government (Administration Regulations) 1996;

with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, to the extent stated, dependent upon whether they are a Councillor, Employee of Local Government or a Community Member (community members are not bound to declare impartiality interests, unlike Councillors and Employees of Local Government nor are they bound by the Rules of Conduct Legislation).

8.10 Secretary

The Director of Finance & Administration or that Officer's nominee will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes.

8.11 Chairperson

The members will appoint the Chairperson and if required Deputy of the Committee pursuant to the Local Government Act 1995, Section 5.12.

8.12 Meeting Attendance Fees

Nil.

9.0 DELEGATED AUTHORITY OF THE COMMITTEE

Nil.

Adopted by Council _____ / Resolution No. _____

