

# Shire of Denmark Charter



## **DENMARK HIGH SCHOOL OVAL MANAGEMENT COMMITTEE**

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Denmark High School Oval Management Committee, established by Council in accordance with Section 5.8 of the Local Government Act 1995 and pursuant to the Licence Agreement for the Grassed Oval between the Education Department of Western Australia and the Shire of Denmark, dated 4 June 2000.

### **1.0 NAME**

The name of the Committee shall be the Denmark High School Oval Management Committee, hereinafter referred to in its abbreviated form as the Committee (established 4 June 2000).

### **2.0 ESTABLISHMENT**

The Committee is established in accordance with Section 5.8 of the Local Government Act 1995 and pursuant to the Licence Agreement for the Grassed Oval between the Education Department of Western Australia and the Shire of Denmark.

### **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 Licence Agreement (dated 4 June 2000) and section 5.8 of the Local Government Act 1995.

### **5.0 VISION**

Our vision is to have an oval facility that services the joint purposes of the School and the Community.

### **6.0 TERMS OF REFERENCE**

To manage the Council's obligations with respect to the care, management and control of Reserve 26565, in accordance with the Licence Agreement, dated 4 June 2000.

## 7.0 MEMBERSHIP

Membership of the Committee shall consist of 4 members (or other such even number as the Shire and the Minister shall from time to time agree) who, subject to this Agreement and any mutual direction on the part of the Shire and the Minister, shall manage and control use of the Facilities.

Members shall comprise;

- Councillor
- The Shire of Denmark Chief Executive Officer or nominee
- President of the Denmark High School P & C Association
- Denmark High School Principal or nominee.

## 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 Denmark High School Oval Management 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 (LGA), Section 5.21 with all members of the Committee entitled and required to vote (subject to financial and proximity interest provisions of the LGA). Officers of Council servicing the Committee are not entitled to vote unless specifically approved under the charter.

### 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 Infrastructure 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. \_\_\_\_\_

