

Shire of Denmark Charter



CLIMATE CHANGE ADVISORY COMMITTEE

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Climate Change 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 Climate Change Advisory Committee, hereinafter referred to in its abbreviated form as the Committee.

2.0 ESTABLISHMENT

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

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 leader of rural communities in developing strategies for the mitigation and adaptation to climate change.

6.0 TERMS OF REFERENCE

- 6.1 To advise Council on matters relating to climate change.
- 6.2 To promote achievable and practical activities for Council and the Denmark community, which are effective in reducing CO₂ emissions and the impacts of climate change.
- 6.3 To identify opportunities and seek funding for CO₂ emissions reduction projects, energy efficiency and other practical climate change response initiatives, for Council and the Denmark community.
- 6.4 To oversee the development of a *Shire of Denmark Climate Change Action Plan*, with measurable milestones for Council and the Denmark community.
- 6.5 To review the Climate Change Action Plan annually to identify high priority actions and ensure they are incorporated into the annual budgetary process.

- 6.6 To extend the Environmental Planning and Management section of the Shire's Strategic Planning document to ensure linkages to the Climate Change Action Plan.
- 6.7 To seek to develop partnerships with state and local governments and agencies, regarding Climate Change action initiatives, education and awareness-raising, and general funding resources and opportunities.

7.0 MEMBERSHIP

Membership of the Committee will comprise of a total of 10 members consisting of;

- 2 x Councillors
- 2 x Community Members
- 1 x Climate Action Denmark Representative
- 1 x Greenskills Inc. Representative
- 1 x Denmark Environment Centre Inc. Representative

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 Climate Change 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). 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 Planning & Sustainability or that Officer's nominee (Sustainability Officer) 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 18 October 2011 / Resolution No. 251011
Amended by Council 7 February 2012 / Resolution No. 050212



SUSTAINABILITY ADVISORY COMMITTEE

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Sustainability 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 Sustainability Advisory Committee, hereinafter referred to in its abbreviated form as the Committee.

2.0 ESTABLISHMENT

The Committee is established on 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 and the community to be recognised as leaders in sustainability.

6.0 TERMS OF REFERENCE

6.1 Advise on sustainable issues and promote sustainable practices within the Shire of Denmark, which may include but are not limited to:

- Water;
- Land;
- Climate change;
- Biodiversity;
- Built environment; and,
- Waste management and resource recovery.

6.2 Assist Council to implement and achieve the relevant Objectives and Goals of the Strategic Community Plan as they relate to sustainability matters.

6.3 Provide strategic direction to Council on sustainability matters.

6.4 Provide a forum for discussion on sustainability issues relevant to the Shire of Denmark and the community.

6.5 Assist Council to integrate sustainability into Council policy, plans and operations.

7.0 MEMBERSHIP

Membership of the Committee will comprise of a total of 7 members consisting of;

- 2 x Councillors
- 5 x Community Members

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 member from re-nominating.

8.0 MEETINGS

8.1 Annual General Meeting: Nil

8.2 Committee Meetings: Meeting frequency shall be decided by the Committee at its first meeting but not held more frequently than every 3 months, unless a special meeting of the Committee is called by specific resolution of the Committee for the specified purpose(s).

8.3 Quorum: The quorum for any meeting of the 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 generally be 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 Planning and Sustainability 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 Presiding Person

The members will elect the Presiding Person and Deputy of the Committee pursuant to the Local Government Act 1995, Section 5.12 and pursuant to Council Policy P040235 the Committee should elect an Elected Member to the role of Presiding Person.

8.12 Meeting Attendance Fees

Nil.

9.0 DELEGATED AUTHORITY OF THE COMMITTEE

Nil.

Adopted by Council **26 July 2016** / Resolution No. **XXXXXX**