

# Shire of Denmark Charter



## SENIORS ADVISORY COMMITTEE

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

### 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 values seniors and provides an environment for them to be safe, active and included.

### 6.0 TERMS OF REFERENCE

- 6.1 Provide Council with information and advice regarding ongoing needs of seniors.
- 6.2 Encourage seniors to participate actively in community ventures and projects.
- 6.3 Assist Council with the implementation of Senior Policy P080601.
- 6.4 Review, at reasonable intervals, Seniors' Policy P080601 to ensure its ongoing accuracy and relevance.
- 6.5 Implementation & review of the Council's adopted Age Friendly Community Study 2011.

## 7.0 MEMBERSHIP

Membership of the Committee will comprise of a total of 8 members consisting of;

- 1 x Councillor
- 1 x Denmark Over 50s Association Representative (President)
- 1 x Denmark Over 50s Association Representative (Member)
- 1 x Amaroo Care Services Representative
- 1 x Denmark Health Service Representative
- 1 x Peaceful Bay Progress Association
- 1 x Nornalup Residents & Ratepayers Association Representative
- 1 x Community 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.

To encourage ongoing freshness of approach and ideas Council encourages organisations to nominate a different member representative of their group every 2 years.

## 8.0 MEETINGS

### 8.1 Annual General Meeting:

Nil

### 8.2 Committee Meetings:

Meetings shall be held not more frequently than every 2 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 Seniors 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 Chief Executive Officer 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 appoint the Presiding Person and if required 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 220 October 20135 / Resolution No. 281013XXX

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