



## **DISABILITY SERVICES ADVISORY COMMITTEE**

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Disability Services 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 Disability Services 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**

For the Shire of Denmark to be an accessible and inclusive community for people with disability, their families and carers.

### **6.0 TERMS OF REFERENCE**

- 6.1 To support and recommend to Council, action and policies relating to the provision of services for people with disability in the Denmark community.
- 6.2 To advise Council on matters effecting people with disability generally.
- 6.3 To oversee the implementation, reviews and evaluation of the Shire of Denmark Disability Access and Inclusion Plan and make recommendations to Council on matters relating to the Plan.
- 6.4 Assist Council with the implementation of Recognition of People with Disability Policy P110709 and review the Policy at regular intervals to ensure its ongoing accuracy and relevance.

### **7.0 MEMBERSHIP**

Membership of the Committee will comprise of a total of 9 members consisting of;

- 1 x Councillor
- 1 x Denmark Health Service Representative
- 1 x Community Professional (Private Sector)
- 1 x Denmark Over 50s Association Representative
- 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.

Representation is valid for two years until the next Ordinary Local Government Election Day or until the person resigns or the Committee is disbanded, whichever happens first. Nothing prevents a previous member 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 Disability Services 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 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.

### **8.7 Who acts if no presiding member?**

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

### **8.8 Meetings**

Meetings are not open to the public pursuant to Section 5.23 of the Act as the Committee has no delegated power or duty.

### **8.9 Public Question Time**

Nil.

### **8.10 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);
- Local Government (Rules of Conduct) Regulations 2007 (Elected Members only);  
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).

### **8.11 Secretary**

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

### **8.12 Meeting Attendance Fees**

Nil.

## **9.0 DELEGATED AUTHORITY OF THE COMMITTEE**

Nil.

## **10.0 STRATEGIC ALIGNMENT**

The specific tasks and actions undertaken by this committee will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan;

### **B3.0 Our Built Environment**

**ASPIRATION:** We have a functional built environment that reflects our village character and supports a connected, creative and active community.

**B3.1** To have public spaces and infrastructure that are accessible and appropriate for our community.

**B3.2** To have community assets that are flexible, adaptable and of high quality to meet the purpose and needs of multiple users.

### **C4.0 Our Community**

**ASPIRATION:** We live in a happy, healthy, diverse and safe community with services that support a vibrant lifestyle and foster community spirit.

**C4.1** To have services that are inclusive, promote cohesiveness and reflect our creative nature.

Adopted by Council 19 November 2019 / Resolution No. 201119

Shire of Denmark

## SUSTAINABILITY STRATEGY WORKING GROUP



### TERMS OF REFERENCE

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#### 1.0 NAME

The name of the Working Group shall be the Shire of Denmark Sustainability Strategy Working Group, hereinafter referred to in its abbreviated form as the Working Group.

#### 2.0 ESTABLISHMENT

The Working Group was established 21 November 2017 (Resolution No. 181117).

#### 3.0 OBJECTIVE

To develop a Sustainability Strategy for the Shire of Denmark at a corporate level.

#### 4.0 MEMBERSHIP

Membership of the Working Group will comprise of a total of 12 members consisting of;

3 x Councillors;

7~~12~~ x Community representatives;

Director [Assets &](#) Sustainable Development;

Sustainability Officer.

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

#### 5.0 MEETINGS

##### 5.1 Meetings:

Meetings shall be held as required and can be called by the Presiding Person and/or the Secretary.

##### 5.2 Meeting Notes:

Outcomes and decisions of Working Groups are to be recorded and retained on the relevant file(s).

##### 5.3 Presiding Person

The members will appoint a Presiding Person and if required a Deputy of the Working Group using the same method as detailed in the Local Government Act 1995, Section 5.12.

Pursuant to Council Policy P040235 the Working Group should elect an Elected Member to the role of Presiding Person.

**5.4 Who acts if no presiding member?**

The Working Group members present at the meeting are to choose one of themselves to preside at the meeting.

**5.5 Public Question Time**

Nil

**5.6 Members Conduct**

Members of the Working Group are bound by the Shire of Denmark Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007 (Elected Members only).

**5.7 Secretary**

The Director [Assets & Sustainable Development](#) or that Officer's nominee will fulfil the role of secretary who will also be responsible for preparation and distribution of Agendas and any Notes.

**5.8 Meeting Attendance Fees**

Nil.

**5.9 Meeting Format**

The meetings will be conducted by an external facilitator appointed by the Director Assets & Sustainable Development.

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**6.0 STRATEGIC ALIGNMENT**

The specific tasks and actions undertaken by this Working Group will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan;

**N2.0 Our Natural Environment**

ASPIRATION: Our natural environment is highly valued and carefully managed to meet the needs of our community, now and in the future.

- N2.1 To preserve and protect the natural environment.
- N2.2 To promote and encourage responsible development.
- N2.3 To reduce human impact on natural resources and reduce waste.
- N2.4 To utilise renewable energy.

**B3.0 Our Built Environment**

ASPIRATION: We have a functional built environment that reflects our village character and supports a connected creative and active community.

- B3.1 To have public spaces and infrastructure that are accessible and appropriate for our community.
- B3.2 To have community assets that are flexible, adaptable and of high quality to meet the purpose and needs of multiple users.

- B3.3 To have a planning framework that is visionary, supports connectivity and enables participation.
- B3.4 To manage assets in a consistent and sustainable manner.

L5.0 Our Local Government

ASPIRATION: The Shire of Denmark is recognised as a transparent, well governed and effectively managed Local Government.

L5.1 To be high functioning, open, transparent, ethical and responsive.

L5.3 To be decisive and to make consistent and well considered decisions.

L5.4 To be fiscally responsible.

**7.0 SUNSET CLAUSE**

The Working Group will cease to exist following completion of a final Strategy adopted by Council.

Adopted by Council 21 November 2017 / Resolution No. 181117  
Continuation supported by Council 19 November 2019 / Resolution No. 211119

# Shire of Denmark



## PUBLIC HEALTH PLAN WORKING GROUP

### TERMS OF REFERENCE

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#### 1.0 NAME

The name of the Working Group shall be the Shire of Denmark Public Health Plan Working Group, hereinafter referred to in its abbreviated form as the Working Group.

#### 2.0 ESTABLISHMENT

The Working Group was established 19 November 2019 / Resolution No. 211119.

#### 3.0 OBJECTIVE

To review, provide guidance and recommendations throughout all stages of the development of a Shire of Denmark Public Health Plan (PHP), including identification of priority health areas and the development of strategies.

#### 4.0 MEMBERSHIP

Membership of the Working Group will comprise of a total of 7 members consisting of;

- 1 x Councillor;
  - 25 x Community Representatives;
  - 3 x Health Industry Representatives
- Project Officer, Public Health Plan.

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

#### 5.0 MEETINGS

##### 5.1 Meetings:

Meetings shall be held as required and can be called by the Presiding Person or the Secretary.

##### 5.2 Meeting Notes:

Outcomes and decisions of Working Groups are to be recorded and retained on the relevant file(s).

##### 5.3 Presiding Person

The members will appoint a Presiding Person and if required a Deputy of the Working Group using the same method as detailed in the Local Government Act 1995, Section 5.12.



Pursuant to Council Policy P040235 the Working Group should elect an Elected Member to the role of Presiding Person.

**5.4 Who acts if no presiding member?**

The Working Group members present at the meeting are to choose one of themselves to preside at the meeting.

**5.5 Public Question Time**

Nil

**5.6 Members Conduct**

Members of the Working Group are bound by the Shire of Denmark Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007 (Elected Members only).

**5.7 Secretary**

The Project Officer, Public Health Plan will fulfil the role of secretary who will also be responsible for preparation and distribution of Agendas and any Notes.

**5.8 Meeting Attendance Fees**

Nil.

**6.0 STRATEGIC ALIGNMENT**

The specific tasks and actions undertaken by this Working Group will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan;

E1.0 Our Economy

Aspiration: We are an attractive location to live, invest, study, visit and work

E1.3 To have diverse education and employment opportunities

N2.0 Our Natural Environment

Aspiration: Our natural environment is highly valued and carefully managed to meet the needs of our community, now and in the future.

N2.2 To reduce human impact on natural resources, reduce waste and utilise renewable energy

B3.0 Our Built Environment

Aspiration: We have a functional built environment that reflects our rural and village character and supports a connected, creative and active community.

B3.1 To have public spaces and infrastructure that are accessible and appropriate for our community

B3.2 To have community assets that are flexible, adaptable and of high quality to meet the purpose and needs of multiple users

B3.4 To have diverse and affordable housing, building and accommodation options

**C4.0 Our Community**

Aspiration: We live in a happy, healthy, diverse and safe community with services that support a vibrant lifestyle and foster community spirit

C4.1 To have services that foster a happy, healthy, vibrant and safe community

C4.2 To have services that are inclusive, promote cohesiveness and reflect our creative nature

**7.0 SUNSET CLAUSE**

The Working Group will cease to exist following completion of a final Public Health Plan adopted by Council.

Adopted by Council 19 November 2019 / Resolution No. 211119