



## **CHARTER – NARROMINE AUSTRALIA DAY COMMITTEE**

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## **CHARTER OF THE NARROMINE AUSTRALIA DAY COMMITTEE**

### **1. NAME**

The committee, as appointed under the provision of Section 355 of the Local Government Act 1993, shall be known as the **Narromine Australia Day Committee**.

### **2. INTERPRETATION**

For the purpose of this charter: -

“The Committee” means the Narromine Shire Council Narromine Australia Day Committee

“Council” means Narromine Shire Council

“Member” means a member of the committee

### **3. STATUS OF COMMITTEE**

Operational Committee

### **4. PURPOSE**

The Committee has been established to organise and run the annual Australia Day celebration in Narromine.

### **5. FUNCTIONS**

The Committee shall:-

- 5.1 Provide a forum for discussion of the strategic direction of the event.
- 5.2 Organisation and delivery of the Australia Day event.

### **6. COMMITTEE DELEGATIONS**

- 6.1 The Committee does not have the power to bind Council.
- 6.2 The Committee can make recommendations to the Council on all business presented before it. Recommendations of the Committee will be presented to Council in the minutes from the meetings. Recommendations made by the Committee may or may not be adopted by Council.
- 6.3 To operate in accordance with the provisions of any Regulations, as adopted by Council.

## **7. MEMBERSHIP**

The Committee does not have the authority to co-opt anyone to its membership. The Committee can make recommendations to Council for membership and can invite relevant persons to attend the meetings when required. They will not have voting rights.

### **Councillor Representation**

Two Councillors (annually appointed by Council in September). If any of the appointed Councillors are unable to attend meetings of this Committee, that Councillor must arrange for an alternative Councillor to represent them.

### **Community Representation**

Six Community Representatives

### **Council Staff Representation**

The following staff are assigned to this Committee: -

Director Community and Economic Development or nominee

Staff required to attend the committee will participate equally with Council Representation and Community Representation in terms of discussion and debate but will not have any voting rights.

### **Support Staff**

Staff from Council will attend meetings to provide administrative support to the Committee. Administrative support is provided for the preparation of the agenda, business papers and recording of the minutes. Council staff will prepare a financial statement for each meeting.

### **Chairperson**

The Chairperson of this Committee shall be elected from the Councillor Representatives. At the first Committee meeting after the annual nomination of Councillor Representatives to the Committee (usually conducted in September), the Chairperson shall be elected by the members present at the meeting.

The role of the Chairperson is to preside at a meeting of the Committee. The Chairperson requires the skills to be able to facilitate the effective functioning of the Committee.

If the Chairperson of the Committee is unable to preside at a meeting of the Committee, another Councillor representative will preside at the meeting as an Acting Chairperson.

### **Other Office Bearers**

There are no office bearers on the Committee

## **8. TERM OF OFFICE**

Community representatives continue on the Committee on an ongoing basis.

Councillors and designated staff remain on the Committee for the duration of the Council term (usually 1 year). They can be reappointed each year.

## **9. QUORUM & RECOMMENDATION MAKING**

The quorum required to enable business to be transacted at meetings is a minimum of four and must include a delegated Councillor representative.

In the absence of a quorum, 15 minutes after the advertised start of the meeting the meeting is to be adjourned and reconvened for another date.

Wherever possible, decisions of the Committee will be made on the basis of consensus. Where consensus cannot be reached, the matter will be decided by a simple majority of those members present at the meeting, provided a quorum is present. In the event of a tied vote, the Chairperson or person acting in the position of Chairperson shall in addition to their ordinary vote, have the casting vote.

## **10. GENERAL PUBLIC**

The Committee will not usually be open to members of the general public. However, the Committee can decide to open the meeting to the public, subject to the agreement of the Chairperson in consultation with the General Manager. Voting does not extend to members of the general public and is restricted to only elected committee members.

Representatives of organisations or the general community may be invited to address the Committee on matters on the agenda.

## **11. TIMETABLE FOR MEETINGS**

The meetings will occur as required. Usually from the first Monday in October through to the first Monday in February. A brief recess between the months of April and September is held.

The meetings will be limited where possible to a maximum of two hours duration unless the committee resolves to extend the length of the meeting to a particular time or the completion of business.

Extraordinary meetings may be called by the Chairperson of the Committee in consultation with the General Manager.

The location, date and starting time for meetings will be advised on the agenda.

Committee meetings can only be held if a minimum of three (3) working days notice has been given to all members.

## **12. MEETING PRACTICES & PROCEDURES**

The administrative provisions of Council's adopted Code of Meeting Practice shall apply.

The Committee will observe any other relevant Council protocols.

The minutes of the Committee will be included in Council's business papers for Council ratification, at the following Council Meeting.

### **13. INSURANCE**

Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Committee, and reported to Council via the minutes.

### **14. CODE OF CONDUCT**

All members of Council committees are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the Committee. All new members will be provided with a copy of Council's Code of Conduct and will sign to indicate that they have read and understood their obligations. A breach of the Code of Conduct may lead to the member being excluded from the Committee (refer Section 15. Disciplinary Action)

In particular, if a committee member has a pecuniary interest in any matter with which the Committee is concerned, and who is present at a meeting of the committee at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion (see Clause 251 of the Local Government (General) Regulation 2005).

A person does not breach the above clause if he or she did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

A member of a committee who has a non-pecuniary conflict of interest in any matter with which the committee is concerned and who is present at a meeting of the Committee at which the matter is being considered will disclose the interest to the meeting as soon as practicable. If a member of the committee has declared a non-pecuniary conflict of interest there are a range of options for managing the conflict. The option chosen will depend on an evaluation of the circumstances of the matter, the nature of the interest and the importance of the issue being dealt with.

Committee members must act in a professional and conscientious manner with any information they obtain as a committee member, especially as committees need openness and honesty to operate efficiently. Committee members should feel free to express their opinions and views without fear of recrimination. It is therefore important that committee members respect each other, despite differences, and work together to create an open and trusting atmosphere.

## **15. DISCIPLINARY ACTION**

Should a member of the Committee breach Council's Code of Conduct, the matter will be referred to Council's General Manager for deliberation. The General Manager may consider a range of sanctions, depending on the nature of the breach. Serious breaches may result in removal of the member concerned from the Committee. In such cases the General Manager would convene a meeting of the Chairperson and person concerned to discuss the matter prior to the decision being finalised. The member who has committed the breach may be suspended from the Committee until the matter is determined.

## **16. CONFIDENTIALITY & PRIVACY**

Members, through their involvement on the Committee, may come in contact with confidential or personal information retained by Council. Committee members are required to maintain the security and confidentiality of any such information and not access, use or remove that information, unless authorised to do so.

Privacy legislation governs the collection, holding, use, correction, disclosure and transfer of personal information. More information about the legislation can be obtained by contacting Council's Public Officer.

Should a committee member become aware of any breach of the security, or misuse of Council's confidential or personal information they are asked to contact the Public Officer.

## **17. MEDIA PROTOCOL**

Council's Media Relations Policy states that all media relations shall be conducted through the Mayor for policy matters and through the General Manager for procedural matters.

No other member of the committee is permitted to speak to the media in his or her capacity as a committee member.

## **18. REVIEW**

Amendments to this charter may be proposed to the Council by the Committee at any time, and change will not take effect until such time as Council has resolved to make any required amendments.