



Item 13C.3 (i)

AUSTRALIA DAY COMMITTEES

CHARTER

<ul style="list-style-type: none">• Objective – To define functions and procedures for Council’s Australia Day Committees
<ul style="list-style-type: none">• Integrated Planning Link – Governance/Community Service
<ul style="list-style-type: none">• Department – General Manager’s Department

1. Purpose of the Committee

1.1 Provide awareness in the community of the Australia Day Awards, generate nominations and encourage participation at the Australia Day Awards ceremony.

2. Objectives and Award Processes

2.1 To deliver a safe and enjoyable Australia Day by:

- a. Providing a forum for discussion to guide event preparations
- b. Overseeing Australia Day Celebrations
- c. Determining and fulfilling a process for deciding winners of various award categories
- d. Encouraging and engaging participation of the whole community, respectfully and inclusively

2.2 The Australia Day Council of NSW provides certificates for award recipients, to be determined by the Committee in the following categories;

- a. Citizen of the Year
- b. Young Citizen of the Year
- c. Sports person of the Year
- d. Australia Day Award

2.2.1 Committees may adopt part or all Australia Day Council NSW categories or create categories of their own.

2.3 The Committee will meet no fewer than 3 times each year with meeting dates to be determined by the Committee.

2.3.1 The Committee must publish award nomination processes of its own or use the Nomination template.

2.3.2 Nomination processes are to be reviewed annually.

3. Committee Structure

3.1 In accordance with the Local Government Act, 1993, section 355, the Committee is a Committee of Kyogle Council.

3.2 Membership will comprise the Mayor or a delegated Councillor as the Chair - if the delegated Councillor does not wish to be the Chair then the Chair is to be elected by the committee members, from within their ranks and will hold the position for 12 months.

3.3 The Committee may elect a Deputy Chairperson and the position is held for 12 months.

3.4 If neither the Chair nor the Deputy Chair of the committee is able or willing to preside at a meeting, the committee must elect a member of the committee to be acting Chairperson.

3.5 The Committee must comprise no less than 4 members and no more than 9 members. Quorum will consist of half of the committee members plus one

3.6 Community representative nominations to be advertised and members are appointed by Council.

3.7 The Committee must hold its Annual General Meeting at least 3 months before each Australia Day to elect the positions of:

- Chair (if not the Mayor or a Councillor)
- Deputy Chair (optional)
- Secretary
- Treasurer

4. Governance and Procedures

4.1 Committee members will be required to act within Council's Code of Conduct.

4.2 The Committee may establish its own procedures or use Council's Code of Meeting Practice.

4.3 Upon receiving a meeting agenda from Council's delegate to the Committee the General Manager must send to all Councillors and each Committee member, at least 3 days before each meeting of the committee, a notice specifying:

- (a) the time and place at which and the date on which the meeting is to be held, and
- (b) the business proposed to be transacted at the meeting.

Note: Notice of less than 3 days may be given of a committee meeting called in an emergency.

4.4 Non-members are entitled to attend committee meetings.

4.4.1 A councillor who is not a member of a committee of a council is entitled to attend, and to speak at, a meeting of the committee.

4.4.2 However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

4.5 Any member being absent without leave for 3 consecutive meetings shall automatically cease to be a member.

4.6 Any member absent from at least half of the meetings of the Committee held during the immediately preceding year, without having given to the Committee acceptable reasons for their absences automatically ceases to be a member.

4.7 Voting at a Committee meeting is to be by open means (on the voices or show of hands).

4.8 The Committee may decide that, whenever the voting on a motion put to a meeting is equal, the Chair is to have the casting vote.

5. Accountability and Conflict of Interest

5.1 In line with the Code of Meeting Practice a declaration of interests will be requested at the beginning of each meeting.

5.2 A conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.

5.3 In accordance with the Government Information (Public Access) Act (GIPA) 2009, the Committee is required to make documents publically available. Meeting notices, agendas and minutes will be published on Council's website and made available at Council's Kyogle office.

6. Reports of the Committee

6.1 If a report of the committee makes distinct recommendations, the Council may decide separately on each recommendation.

6.2 The recommendations of the committee are, if adopted by the council, resolutions of the council.

6.3 If the committee passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting, that is closed to the public, the Chair must:

- (a) make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and;
- (b) report, in writing, the resolution or recommendation to the next meeting of the council.

7. Disorder in Committee meetings

The provisions of the Local Government Act, 1993 and Regulations relating to the maintenance of order in Council meetings apply to meetings of Committees of the Council in the same way as they apply to meetings of the Council.

7.1 Certain persons may be expelled from Council Committee meetings.

7.2 If a meeting or part of a meeting of a Committee of a Council is closed to the public in accordance with section 10A of the Act, any person who is not a Councillor may be expelled from the meeting as provided by section 10 (2) (a) or (b) of the Act.

7.3 If any such person, after being notified of a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council, Committee or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place.

8. Financial Acquittal as per below template

9. Notification of Office Bearers as per below template

10. Nomination Processes as per below template

11. Standing Agenda Items as per below template

Financial Acquittal
Statement of Receipts and Payments
Section 355 Committees of Council

Opening Bank Balance / /	
Cash in Hand \$ _____	
Investments Held \$ _____	\$ _____
Profit or Loss of Receipts for year	\$ _____
Closing Bank Balance / /	\$ _____
Reconciliation of Closing Bank Balances	\$ _____
Cash in Hand	\$ _____
Investments Held	\$ _____

Note: Cash book, bank statements, receipts and invoices for the year, to be provided to Council's Finance Manager within one month of the Committee's Annual General Meeting.

Treasurer or Chair (Print name).....

Signature

Date / /

**NOTIFICATION OF OFFICE BEARERS
FOR
SECTION 355 COMMITTEES**

NAME OF COMMITTEE

ANNUAL GENERAL MEETING HELD ON

OFFICE BEARERS

POSITION	NAME AND ADDRESS	PHONE
Chair		
Deputy Chair		
Secretary		
Treasurer		
Members		

The above committee members were elected at the Annual General Meeting.

Name and Position.....

Signature.....

Date.....

Australia Day Committees
Nomination and Award Processes

Award Categories

1. _____
2. _____
3. _____
4. _____
5. _____

(Note: committees may further detail criteria for award categories)

Nominee and Nominator to provide the following details

Name _____

Address _____

Phone _____

Email _____

Date of Birth / /

Nominations should be accompanied by reasons why the nominee should receive the award (no more than one page)

Nominations Close / /

Judges decision is final

**SECTION 355 COMMITTEES'
STANDING AGENDA ITEMS**

Name of Committee

Date and Time of Meeting

- 1. Welcome/Apologies**

 - 2. Disclosures (conflict of interest with meeting agenda items)**

 - 3. Acceptance of Minutes of Previous Meeting**

 - 4. Treasurers Report**

 - 5. General Business**
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