

Policy

Function:	THE GENERAL MANAGER'S DEPARTMENT
Policy:	CONSTITUTION OF ANZAC COMMEMORATION COMMITTEE
Objective:	The purpose of the Committee is to consider all matters relating to commemorating the sacrifice of Australian citizens from Gunnedah and District during WWI.
Adopted:	<i>Minute 34.10/13 – Ordinary Meeting held on 16 October 2013</i>
Reviewed:	Annually
Pages:	3

This Committee established under Section 355 of the Local Government Act, 1993. All references to the Council shall mean the Gunnedah Shire Council, "General Manager" shall mean the General Manager of such Council; and 'Resident of Gunnedah Shire" shall mean a person enrolled to vote at Local Government elections within the Shire.

1. NAME

This is a Committee of Gunnedah Shire Council and shall be called the "ANZAC Commemoration Committee".

2. ADDRESS

The address of the Committee will be: PO Box 63, GUNNEDAH NSW 2380.

3. PURPOSE OF THE COMMITTEE

The purpose of the Committee is to:

- a. To promote and support the commemoration of service by citizens of Gunnedah and District in the Great War of 1914-18.
- b. To educate the Gunnedah district community on the significance of the 1914-18 war and the sacrifices made by its citizens.

The areas which fall within the scope of this Committee are:

- To develop, co-ordinate and manage events and activities in the Gunnedah Local Government Area that recognise and honour the service and sacrifice of the citizens of Gunnedah and District in the Great War of 1914-18.

4. ROLES AND RESPONSIBILITIES

The responsibility of this Committee is to advise Council in relation to those matters place before the Committee that are outlined in Section 3. The Committee has no specific delegations under Section 377 of the Local Government Act,1993.

The Committee must at all times recognise that the primary responsibility for the management of Council rests with the General Manager. Those matters that are of an operational nature that fit within staff delegations and Council policy, regular practice or Plan of Management will fall outside the scope of the Committee. Matters of an operations non-strategic nature will normally be dealt with under delegation or by report to the Ordinary meeting of Council.

Shire of
Gunnedah
Land of Opportunity

Function:	THE GENERAL MANAGER'S DEPARTMENT
Policy:	CONSTITUTION OF ANZAC COMMEMORATION COMMITTEE

5. MEMBERSHIP

The Committee shall consist of volunteers who nominate to assist in the organisation of these commemorative events and activities.

Council reserves the right to amend the number of Committee members and category of representation.

6. ELECTION OF COMMITTEE MEMBERS

Members will be appointed to the Committee in the following manner:

- a. The Councillors will be nominated by the Council annually.
- b. Community representative will be appointed by Council. Community positions may be advertised and interested parties invited to apply for membership in writing by completing a nomination form providing names and other necessary details for Council's consideration.

7. SUB-COMMITTEES

The Committee can establish sub-committees to assist in carrying out Committee business. These sub-committees are to consist of advisory Committee members and may include additional community representatives approved by the Committee.

8. VACANCIES OF COMMITTEE MEMBERS

8.1 Committee members will serve for a period of a one year unless Council disbands the Committee. Membership of the Committee will be reviewed in September each year. Community positions can be removed from the Committee at any time at the discretion of Council.

8.2 Members will automatically be removed from their position on the Committee where:

- a. A member has:
 - Failed to attend three consecutive meetings without having given reasons acceptable to the Committee and leave of absence has not been granted by the Committee, or
 - Been absent from at least half the meetings of the Committee held during the preceding year without giving acceptable reasons to the Committee.
- b. Any members of the Committee has resigned his/her position on the Committee by notice in writing addressed to the General Manager, such notice having effect upon receipt,
- c. A member ceases to be enrolled in Gunnedah Shire and a motion declaring his/her position vacant being carried at an Ordinary meeting of the Committee,
- d. Upon a resolution of Council to remove him/her from office.

8.3 It shall be the duty of the Chairperson, if any extraordinary vacancy occurs, to declare the fact to the next ensuing Ordinary Committee meeting and ensure that the necessary steps are taken to fill the vacancy in accordance with this Constitution.

Shire of
Gunnedah
Land of Opportunity

Function:	THE GENERAL MANAGER'S DEPARTMENT
Policy:	CONSTITUTION OF ANZAC COMMEMORATION COMMITTEE

9. MEETINGS

Meeting procedure at all meetings shall be as per Council policy.

- 9.1 Meetings of the Committee will be held monthly or as deemed necessary by the Committee Executive in order to progress the issues at hand,
- 9.2 Meetings are to be convened by the General Manager with notice given at least three days prior to the meeting date. The notice is to identify:
- The time, place and date of the meeting.
 - The business proposed to be transacted at the meeting.

Only urgent matters with the support of members will be considered without three days notice.

- 9.3 No business shall be transacted at any meeting of the Committee unless there is a quorum of half the number of members plus one.
- 9.4 If a quorum is not present at the official starting time of any meeting, a period of 30 minutes shall be allowed before the meeting is adjourned. Should such meeting lapse, any urgent business of that meeting will be conducted by those members present and recommendations made to Council.
- 9.5 A decision shall be carried on a majority vote. At all meetings of the Committee there shall be one vote per member present with the Chairperson having a casting vote if required. In addition to his/her deliberate vote.

9. EXECUTIVE OFFICERS

- 10.1 The Executive Officers of the Committee shall consist of a Chairperson and a Deputy Chairperson.
- 10.2 During the absence of the Chairperson or during a vacancy in that position, the Deputy Chairperson shall have and may exercise all the responsibilities of the Chairperson.

10. RECORDS

The Committee shall cause to be kept proper records and minutes.

11. STATUTORY AND POLICY REQUIREMENTS

Members of the Committee must act in accordance with all relevant legislation including policies prepared pursuant to parent legislation. Particular attention is drawn to the Local Government Act, 1993 and regulations and Council's Code of Conduct, Code of Meeting Practice and Organisational Principles. These provisions apply to the conduct of all those in attendance at the meetings.

12. ADOPTION OF CONSTITUTION

This Constitution was adopted by Gunnedah Shire Council on 16 October 2013.

The Council Committee shall cease to hold office at the expiration of one year. The Committee shall hold office from the day of the October Ordinary meeting of Council until the next October meeting and shall be eligible for re-appointment vide Section 355 of the Local Government Act, 1993.