

S355 COMMITTEE CONSTITUTION

CENTRAL DARLING SHIRE COUNCIL
DELEGATION OF AUTHORITY
SECTION 355 LOCAL GOVERNMENT ACT, 1993

IVANHOE REVIVAL COMMITTEE:

In pursuance of Section 355 of the Local Government Act, 1993, the Central Darling Shire Council hereby delegates to the Ivanhoe Revival Committee the exercise of the following function:-

FUNCTION:

- Provide advice to Council, articulated by community opinion, in respect of the economic, social, tourism, infrastructure, service provision and the development needs of Ivanhoe and its environs;
- Management and operation of the former Ivanhoe Golf Club land and buildings i.e. Ivanhoe Golf Club Reserve Trust Reserve No. 1038588 (the public purpose is for community and sporting facilities), including the collection of income from users.

Management and operation of the former Ivanhoe Golf Club land and buildings must be in accordance with any requirements of the Crown Lands Act 1989 and any alterations or improvements to the land or buildings must be approved by the Council as Trust Manager prior to commencement of works and comply with any impacting legislative requirements.

- To plan, organise and conduct functions and events from time to time including the collection and expenditure of funds received for the purpose of conducting the functions and events.

OBJECTIVE:

It shall be the objective of the Ivanhoe Revival Committee to effectively consider and make distinct recommendations to the Council in relation to the function delegated to the Committee.

MEMBERSHIP:

A Committee will comprise those people appointed to it by Council.

Membership where possible, shall be representative of the Ivanhoe community and district. The minimum membership will be four (4) community residents.

LEAVE OF ABSENCE FROM COMMITTEE MEETINGS

Membership of the Committee will become vacant if the holder is absent from three (3) consecutive committee meetings without leave granted by the committee at any of the meetings concerned.

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EXECUTIVE POSITIONS:

Chairperson

The position of Chairperson shall be elected by Ivanhoe Revival Committee members.

Should more than one (1) nomination be received, then the position will be determined by ordinary ballot.

The Chairperson shall preside at all meetings.

Deputy Chairperson

The position of Chairperson shall be elected by the Ivanhoe Revival Committee members.

Should more than one (1) nomination be received, then the position will be determined by ordinary ballot.

The Deputy Chairperson shall act in the absence of the Chairperson.

Secretary

The position of Secretary shall be elected by the Ivanhoe Revival Committee members.

Should more than one (1) nomination be received, then the position will be determined by ordinary ballot.

Administrative assistance will be provided to the Committee from the Wilcannia Office.

Treasurer

The position of Treasurer shall be elected by the Ivanhoe Revival Committee members. This position may be combined with the position of Secretary should the Committee resolve to.

Should more than one (1) nomination be received, then the position will be determined by ordinary ballot.

Term of Office

The term of office for Executive members shall be twelve (12) months. The Annual General Meeting will be held by the 1st October each year. Previous Office Bearers are eligible to nominate for more than one (1) term.

REPORTS OF THE COMMITTEE:

If in a report of the Ivanhoe Revival Committee distinct recommendations are made, the decision of the Council may be taken separately on each recommendation or as a whole.

Any recommendation of the Ivanhoe Revival Committee or any portion thereof may be amended by the Council in any manner it may think fit, or may be referred back to the Committee for further consideration.

The Ivanhoe Revival Committee shall not have power to incur expenditure or to bind the Council unless otherwise provided for in the Terms of Reference. Recommendations or Reports of the Committee shall not have effect unless and until adopted by the Council.

The Ivanhoe Revival Committee reports directly to Council.

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MEETINGS/QUORUM

Meetings of the Ivanhoe Revival Committee shall be held four times per year as a minimum, at a venue to be determined by consensus, and at other times as the need arises.

Provision of notice of Committee meetings as well as agendas and minutes of the Committee meetings shall be provided to Council in a timely manner before and after Committee meetings to enable to Council to include the information on Council's website

The Secretary shall be responsible for ensuring that minutes of all meetings are produced promptly after the meeting.

All meetings must be held under the provisions of the Local Government meeting procedures and parliamentary privilege does not apply to committee members.

Meetings are open to the public in the same way as Council meetings.

Committee members must declare any Conflict of Interest on any matter being considered by the Committee.

A Quorum for a Committee meeting shall consist of one half of the appointed members plus one.

EXPENDITURE OF FUNDS RECEIVED

Expenditure of the income received can be expended by the Committee for the purposes of any matter contained within the Committee's Terms of Reference provided such expenditure is authorised by resolution of the Committee at an authorised meeting.

Audited financial statements are to be submitted to the Central Darling Shire Council by 30 July each year which include:

- all income and expenditure received and expended by the Committee during the preceding 12 months to 30 June
- reconciliation of the balance of all funds retained by the Committee.

Any proposed capital expenditure by the Committee must be approved by the Council (or it's delegate) prior to any agreement being reached with any external person or company with the Committee to undertake those works. Such approval by Council may require additional approval by an external government or other agency before the Council can consider and approve any request from the Committee.

The Committee can undertake external enquiries relating any potential available external grant funding on behalf of any capital or other works affecting the Committee's Terms of Reference but must seek the approval of the Council (or it's delegate) prior to making an application on behalf of the Committee which binds the Council or the Committee in any way.

CORE VALUES FOR THE PRACTICE OF CITIZEN PARTICIPATION:

1. All citizens should have a say in decisions about actions that affect their lives.

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2. Citizen participation includes the promise that citizen's contribution will actually influence the decision.
3. The citizen participation process communicates the interest and meets the process needs of all participants.
4. The citizen participation process seeks out and facilitates the involvement of those potentially affected.
5. The citizen participation process involves participants in defining how they participate.
6. The citizen participation process communicates to participants how their input affected the decision.
7. The citizen participation process provides participants with the information they need to participate in a purposeful and meaningful way.

This instrument of delegation shall commence on 20 September, 2011, and remain in force until otherwise amended or revoked in writing.

Date:	Comments:	Actioning Officer:
20/09/2011	Council Resolution 24-9-11 – Approval to Establish Ivanhoe Revival Committee Constitution	Leeanne Ryan