



SECTION 355 COMMITTEES CHARTERS

Each committee will review these Charters at their first meeting.

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AUDIT, RISK & IMPROVEMENT COMMITTEE CHARTER

1. PURPOSE AND OBJECTIVES

The Audit Advisory Committee Charter sets out the role, composition, authority, responsibilities and operation for the Upper Hunter Shire Council Audit Committee.

The objective of the Audit Advisory Committee ('Committee') is to provide independent assurance and assistance to Upper Hunter Shire Council on risk management, internal control, governance and external accountability procedures.

In addition, the purpose and function of this Committee is to ensure that there is an adequate and effective system of internal control throughout Council and to assist in the operation and implementation of the Internal and External Audit Plans.

2. ROLE AND RESPONSIBILITIES

- i. The role of the Audit Committee is to oversight risk, compliance, external accountability and the internal control environment on behalf of Council.
- ii. The Committee has no executive powers, except those expressly provided by the Council.
- iii. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act.
- iv. The responsibilities of the Committee may be revised or expanded by Council from time to time.

Specifically, the Audit Committee's responsibilities are:

2.1 Risk Management – oversight Council's risk management arrangements and review whether or not:

- i. Council complies with relevant risk management standards.
- ii. Management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud.
- iii. A sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings.
- iv. A sound and effective approach has been followed in establishing business continuity planning arrangements, including if plans have been tested periodically.
- v. Review the impact of the risk management framework on its control environment and insurance arrangements.

2.2 Control Framework - review whether or not:

- i. Management has adequate and effective internal controls in place, including over external parties such as contractors and advisors.
- ii. Management has in place relevant policies and procedures, and if these are periodically reviewed and updated.
- iii. Appropriate processes are in place to assess if policies and procedures are complied with.
- iv. Appropriate policies and procedures are in place for the management and exercise of delegations.

- v. Management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

2.3 External Accountability:

- i. Being satisfied that the annual financial reports comply with applicable Australian Accounting Standards and are supported by appropriate management sign-off on the statements and the adequacy of internal controls.
- ii. Reviewing the External Audit opinion, including whether or not appropriate action has been taken in response to audit recommendations and adjustments.
- iii. Considering contentious financial reporting matters in conjunction with Council's management and External Auditors.
- iv. Reviewing the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements.
- v. Being satisfied that there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations.
- vi. Satisfy itself there is a performance management framework linked to organisational objectives and outcomes

2.4 Legislative Compliance:

- i. Determine if management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements.
- ii. Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

2.5 Internal Audit:

- i. Act as a forum for communication between the Council, General Manager, senior management, Internal Audit and External Audit.
- ii. Review and authorise the annual and long-term Internal Audit Plan as developed by the Internal Auditor including consideration of the Risk Management Plan.
- iii. Monitor the resources of the Internal Audit function and make recommendations to the General Manager to ensure that the Internal Audit function is sufficient and appropriate.
- iv. Ensure and support the independence of the Internal Audit function, including oversight the appointment and removal of the Internal Auditor.
- v. Make recommendations for inclusion and/ or prioritising projects in the Internal Audit Plan/s.
- vi. Make recommendations to commission audits of any kind, whether to be conducted by the Internal Auditor or otherwise.
- vii. Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices.
- viii. Review and discuss the Internal Auditor's quarterly reports including:
 - YTD progress as per the Internal Audit Plan
 - Significant variations that have occurred from the Internal Audit Plan
 - Any specific concerns the Internal Auditor may have to discuss

- ix. Monitor the acceptance and implementation of Internal Audit recommendations by management.
- x. Approve and periodically review the Internal Audit Charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place.
- xi. Periodically review the performance of Internal Audit.

2.6 External Audit:

- i. Review the proposed audit scope and approach, with particular respect to coordination of audit effort with internal audit.
- ii. Act as a forum for communication between the Council, General Manager, senior management, Internal and External Audit.
- iii. Provide input and feedback on the financial statement and performance audit coverage proposed by External Audit, and provide feedback on the External Audit services provided.
- iv. Review all external plans and reports in respect of planned or completed external audits, and monitor management's implementation of audit recommendations.
- v. Consider significant issues raised in relevant External Audit reports and better practice guides, and ensure appropriate action is taken.

2.7 Responsibilities of Members - Members of the Committee are expected to:

- i. Understand the relevant legislative and regulatory requirements appropriate to Upper Hunter Shire Council.
- ii. Contribute the time needed to study and understand the papers provided.
- iii. Apply good analytical skills, objectivity and good judgment.
- iv. Express opinions frankly, ask questions that go to the fundamental core of issues and pursue independent lines of enquiry.

3. MEMBERSHIP OF THE COMMITTEE

3.1 Skills and Experience

- i. The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operation of Upper Hunter Shire Council.
- ii. At least one member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

3.2 Membership of the Committee is by virtue of the appointed position; no delegates of the members are permitted.

3.3 The Audit Committee shall consist of:

- i. Members (voting)
 - Mayor
 - Councillor
 - Independent external member (Chair)*
 - Independent external member*
 - Independent external member*

*not a member of the current or previous Council staff

- ii. Attendees (non-voting)
 - General Manager
 - Internal Auditor
 - Director Corporate Services
 - Representative of the External Auditor
- iii. Invitees (non-voting) for specific Agenda items
 - Other officers may attend by invitation as requested by the Committee

3.4 Selection of Members

The selection criteria and process for the appointment of the independent external members shall ordinarily be as follows:

- i. The Committee shall seek nominations from persons interested in being appointed to the available position. All nominees who satisfy the conditions of this charter shall be eligible for appointment.
- ii. The eligible persons will be interviewed by the Committee.
- iii. Following receipt of suitable reference reports, the Committee may appoint the independent external member by:
 - Making a direct appointment based on merit; or
 - Determining the representative by the drawing of lots where there are suitable and complying nominations with equal merit
- iv. In the event of equal votes the Chair shall have the casting vote.

4. TERM OF MEMBERSHIP & REVIEW OF AUDIT COMMITTEE CHARTER

4.1 Term

- i. The independent external members may be appointed for the term of Council, initially for a fixed term of two years, with an option for renewal, or extension up to two years and not to exceed the tenure of Council, after which they will be eligible for extension or re-appointment following a formal review of their performance. Voting shall be undertaken in accordance with section 13 of this Charter, except that the independent external member seeking reappointment may not vote on the reappointment and will be deemed to be absent for the vote for the purpose of section 9 of this Charter. This will mean that, if the external member seeking reappointment is usually the Chair, the other independent external member will become the Chair for the purpose of the vote.
- ii. The maximum number of terms an independent external member can sit on the committee without the need for further nominations is 2 terms.

4.2 Vacancy

In the case of resignation from the committee by an independent external member, the committee recommends the appointment of another independent external member as soon as is practicably possible in accordance with the process set out in 7.4, but no later than one month prior to the next meeting, so that there are always two independent external members on the committee.

4.3 Review of Charter

- i. At least once every two years the Audit Committee will review this Audit Committee Charter to ensure it remains current and reflects the Committee's role and objectives.
- ii. The Audit Committee will approve any changes to this Audit Committee Charter.

5. COORDINATION

The Committee will be coordinated by the Internal Auditor. The role of the Internal Auditor is as defined in the Internal Audit Charter.

6. MEETINGS AND QUORUM

6.1 Meetings

- i. The Committee shall meet at least five times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion as well as review and endorsement of the annual Internal Audit Plan.
- ii. The need for any additional meetings will be decided by the Chair, although the other Committee members may make requests to the Chair for additional meetings.
- iii. Meetings can be held in person, or by telephone.
- iv. A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Audit Committee Charter.
- v. NB: Where either Internal Audit Plan priorities change between meetings or new urgent issues arise, and where it is not possible to schedule an additional meeting, the Committee will be kept fully informed of all changes via email.

6.2 Attendance of Non-Members:

- i. The attendance of non-members is subject to invitation by the Chair.
- ii. The Internal Auditor will be invited to attend each meeting unless requested not to do so by the Chair.

6.3 Chairperson

- i. An independent external member acts as Chair of the Committee for the full term of office; i.e. for the term of Council.
- ii. In the case of resignation by the Chair, the other current serving independent external member will be appointed as Chair.
- iii. In the absence of the appointed Chair, another current serving independent external member shall serve as the Chair for the period of absence of the duly nominated Chair.
- iv. Note that this role is an administrative role only with no authority to act or direct action on behalf of the Committee/ Council.

6.4 Venue

All Committee meetings will be held in the Scone Administration Building, Upper Hunter Shire Council.

6.5 Conflicts of Interest

- i. Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.
- ii. Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

6.6 Minutes

- i. The Committee has appointed the Internal Auditor as meeting coordinator. Administrative support will be provided with records management and reporting via InfoCouncil. Meetings will be recorded.
- ii. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained.
- iii. Minutes shall be approved by the Chair and circulated to each member within three weeks of the meeting being held.

6.7 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

6.8 Quorum

A quorum will consist of a majority of Committee members, including at least one independent external member.

6.9 Decision Making/ Deliverables

- i. The Committee is expected to make decisions by consensus but if voting becomes necessary then the details of the vote are to be recorded in the minutes.
- ii. Each member of the Committee shall be entitled to one vote only. In the case of an equality of votes on any issue the Chair shall have the casting vote.
- iii. Between meetings the Chair may circulate to members by email specific proposals for adoption by the Committee. Members shall be given a set time – at least 5 (five) days – in which to reply to indicate their agreement with a particular proposal.
- iv. A member's failure to respond within the timeframe given shall be taken as a vote against the proposal. Any decision taken by the Committee by email is to be noted and minuted at the commencement of the next meeting.

6.10 Assessment of Committee Performance

- i. The Chair will initiate a review of the performance of the Audit Committee at least once every two years.
- ii. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.
- iii. When reviewing the Committee's performance the Chair should be satisfied that an effective, comprehensive and complete service is being provided.

7. REPORTING

7.1 The Committee shall report at least annually to Council.

7.2 At the first Committee meeting after 30 June each year, the Internal Auditor will provide a performance report of:

- iv. The performance of Internal Audit for the financial year as measured against agreed key performance indicators
- v. The approved Internal Audit Plan of work for the previous financial year showing the current status of each audit

7.3 The Committee may, at any time, consider any other matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chair of the Committee.

8. COUNCIL RESOLUTIONS AND AUTHORITY

The Council authorises the Committee, within the scope of its roles and responsibilities to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).
- Discuss any matters with the external auditor or other external parties (subject to confidentiality considerations).
- Request the attendance of any employee or Councillor at Audit Committee meetings.
- Obtain external legal or other professional advice considered necessary to meet its responsibilities.
- Appoint the representatives to the Committee, as per the parameters and procedures outlined in Section 3 of this Charter.



AUSTRALIA DAY COMMITTEE MERRIWA DISTRICT CHARTER

PURPOSE

- Oversee the planning and provision of Australia Day activities.
- Consider and provide recommendations to Council on matters regarding Australia Day, in accordance with the Local Government Act 1993.

MEMBERSHIP

- The Committee shall consist of a maximum of 15 people including 2 Councillors appointed in accordance with the Local Government Act, and the Merriwa Community Services Officer.
- Council will call for new Community Representation as vacancies arise by extending invitations to nominate members from local community groups and the general community.
- The Chairperson shall be elected by the Committee annually and endorsed by Council.
- The triennial year that the event is hosted by the Cassilis community, special positions will be created on the Committee for Cassilis residents if required. Invitations will be extended to Cassilis groups to nominate members.

MEETINGS

Meetings of the Committee shall be held at least 5 times in a calendar year, and may meet weekly in the month leading up to the event if necessary. Ordinary meetings may be at the Merriwa Chambers, however the Committee may by resolution decide to hold the meetings at another agreed venue.

Meetings shall commence at the time resolved by the Committee.

Special meetings of the Committee may be convened by the Chairperson or by any 3 members of the Committee or by giving written notice no less than 7 days before the meetings and advising the matter to be discussed at the meeting.

Selection of Award Recipients will be carried out in closed committee.

QUORUM

The quorum of meetings of the Committee shall be half plus one of the current committee membership.

AGENDA AND MINUTES

The business papers (including the Agenda and Minutes) shall be distributed to all members and to other persons 7 days prior to the meeting date (in accordance with Council policy).

Minutes of the meeting shall be referred to Council for consideration and recommendations from the Committee shall be effective only after adoption by Council.

CODE OF CONDUCT

Merriwa District Australia Day Committee members shall abide by the Upper Hunter Shire Council Code of Conduct.

FINANCIAL IMPLICATIONS

Merriwa Community Services Officer hours allocated within budget. Budget as determined by the Upper Hunter Shire Australia Day Committee and adopted by Council in the Delivery Program and Operational Plan annually.

POLICY IMPLICATIONS

Meets Civic events responsibilities identified in Council's Delivery Program and Operational Plan.



AUSTRALIA DAY WORKING PARTY MURRURUNDI DISTRICT CHARTER

PURPOSE

- Oversee the planning and provision of Australia Day activities in Murrurundi.
- Consider and provide recommendations to Council's Australia Day Committee and Upper Hunter Shire Council on matters regarding Australia Day, in accordance with the Local Government Act 1993.

MEMBERSHIP

- The Working Party shall consist of a maximum of 15 people including 1 Councillor appointed in accordance with the Local Government Act, and the Murrurundi Community Services Officer.
- Council will call for new Community Representation as vacancies arise by extending invitations to nominate members from local community groups and the general community.
- The Chairperson shall be elected by the Working Party annually and endorsed by Council.

MEETINGS

Meetings of the Working Party shall be held at least 3 times in a calendar year, and may meet weekly in the month leading up to the event if necessary.

Meetings shall commence at the time resolved by the Working Party.

Special meetings of the Working Party may be convened by the Chairperson or by any 3 members of the Working Party or by giving written notice no less than 7 days before the meetings and advising the matter to be discussed at the meeting.

Selection of Award Recipients will be carried out in closed committee.

QUORUM

The quorum of meetings of the Working Party shall be half plus one of the current committee membership.

AGENDA AND MINUTES

The business papers (including the Agenda and Minutes) shall be distributed to all members and to other persons 7 days prior to the meeting date (in accordance with Council policy).

Minutes of the meeting shall be referred to Council's Australia Day Committee and Council for consideration and recommendations from the Working Party shall be effective only after adoption by Council.

CODE OF CONDUCT

Murrurundi District Australia Day Working Party members shall abide by the Upper Hunter Shire Council Code of Conduct.

FINANCIAL IMPLICATIONS

Murrurundi Community Services Officer hours allocated within budget as determined by the Upper Hunter Shire Australia Day Committee and adopted by Council in the Delivery Program and Operational Plan annually.

POLICY IMPLICATIONS

Meets Civic events responsibilities identified in Council's Delivery Program and Operational Plan.



AUSTRALIA DAY COMMITTEE SCONE & ABERDEEN DISTRICTS CHARTER

AIMS AND OBJECTIVES

- Oversee the planning and provision of Australia Day activities.
- Consider and provide recommendations to Council on matters regarding Australia Day.

MEMBERSHIP

- The Committee shall consist of a maximum of 10 people including 2 Councillors.
- Council will call for new community representation as vacancies arise by extending invitations to nominate members from local community groups and the general community.
- The Chairperson shall be elected by the Committee annually and endorsed by Council.
- The Committee may make recommendations to the Council, as it sees fit on membership of the Committee.
- Council appoints a Secretary/Treasurer to provide, on behalf of the Committee, a contact person within Council to give expertise for these functions. However, this person is not an appointed member of the Committee.

MEETINGS

Meetings of the Committee may be as required. Ordinary meetings may be at the Scone Administration Centre, however the Committee may by resolution decide to hold the meetings at another agreed venue.

Meetings shall commence at the time resolved by the Committee.

Special meetings of the Committee may be convened by the Chairperson or by any 3 members of the Committee or by giving written notice no less than 7 days before the meetings and advising the matter to be discussed at the meeting.

Selection of Award Recipients will be carried out in Closed Committee.

QUORUM

The quorum of meetings of the Committee shall be half plus one of the current Committee membership.

AGENDA AND MINUTES

The business papers (including the agenda and minutes) shall be distributed to all members and to other persons 7 days prior to the meeting date (in accordance with Council policy).

Minutes of the meeting shall be referred to Council for consideration and recommendations from the Committee shall be effective only after adoption by Council.

CODE OF CONDUCT

Scone & Aberdeen Districts Australia Day Committee members shall abide by the Upper Hunter Shire Council Code of Conduct.

FINANCIAL IMPLICATIONS

Budget as determined by the Upper Hunter Shire Australia Day Committee and adopted by Council in the Management Plan annually.

POLICY IMPLICATIONS

Meets Civic events responsibilities identified in Council's Delivery Program and Operational Plan.



COMMUNITY SERVICES COMMITTEE CHARTER

AIM

To provide leadership, direction and input into Community and Youth Services in the Upper Hunter Shire on the functional responsibilities listed below.

SCOPE AND LIMITATIONS

The Community Services Committee is an advisory committee constituted under section 355 of the Local Government Act and makes recommendations to Council. It has no delegated authority. Committee members will receive an agenda and reports from appropriately delegated Council officers, consider the items for discussion and make recommendations to the next Ordinary Council meeting.

RESPONSIBILITIES

The following is a list of functions assigned to the Community Services Committee:

- Community Consultation
- Develop a Community Profile and appropriate community information documents;
 - Crime Prevention Plan,
 - Disability Action Plan,
 - Cultural Plan,
- Strategies for:
 - Youth,
 - Older Persons and an ageing community,
 - Children's Services,
 - Disability Services,
 - Harmony, Culturally and Linguistically Diverse & Aboriginal and Torres Strait Islander community
 - Museums,
- Facilitate nominations from across the Upper Hunter Shire in the Tidy Towns Sustainable Communities program,
- Provide a forum for Local Area Command to facilitate Community Safety Precinct meetings.
- Provide input into Council's Delivery Program and Operational Plan
- Youth specific activities through the Youth Services Sub-committee:
 1. Youth Consultation
 2. Youth related events eg. Youth Week, Youth Forum, Careers Expo, Pirate Quest, Young Endeavour Scheme
 3. Youth Development
 4. Youth Services including:
 - Buildings and improvements
 - Calendars/activities
 - Promotion
 - Publications
 - Policies
 - Statistics

MEMBERSHIP

Up to fifteen (15) representatives drawn from a broad cross-section of the Upper Hunter Shire community:

- Two (2) Councillor representatives, one of whom shall be the Chairperson
- A diverse range of representatives from across the Upper Hunter Shire

Youth Services Sub-committee:

Up to fourteen (14) representatives drawn from a broad cross-section of the Upper Hunter Shire community:

- Two (2) Councillor representatives, one of whom shall be the Chairperson
- A diverse range of people from across the Upper Hunter Shire
- Youth Representatives

Community Services staff from Merriwa, Murrurundi and Scone offices of Upper Hunter Shire Council will provide secretary services to the Committee and coordinate the dissemination of committee agendas and minutes.

A member ceases to be a member of a committee if the member:

- (a) has been absent for three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences; or
- (b) has been 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 the member's absences.

MEETINGS

The meeting time and date will be scheduled by members at the first meeting following their appointment to the Committee. Meetings will not be held in December and January of each year.

Meetings shall be open to the general public.

Persons attending meetings may take part in the debate but will have no voting rights nor are they able to move or second motions.

Meetings shall be in accordance with Council's Code of Meeting Practice.

VENUE

Meetings will be held at the Upper Hunter Shire Chambers, Main Street, Scone and via video conference in Merriwa Administration office, Vennacher Street, Merriwa and at the Murrurundi Administration Centre, Mayne Street, Murrurundi.

At least one community consultation meeting is scheduled to be held in the Upper Hunter Shire with community and service representatives invited to attend.

QUORUM

A quorum will consist of five (5) members, where one (1) member is a Councillor.

DISSOLUTION OF THE COMMITTEE

The Committee may be dissolved by Council at any time.

The Committee shall cease to hold office at the end of October each year or otherwise at the expiration of one month after the general election of the Council next following upon the appointment of the Committee but shall be eligible of reappointment.



CONDUCT REVIEW COMMITTEE CHARTER

OBJECTIVE

This Committee is responsible for making enquiries into reported breaches, complaint handling procedures and any instances of suspected corrupt conduct, maladministration and serious and substantial waste of public resources in accordance with Council's internal reporting policy.

FUNCTIONS

The Committee is responsible for making enquiries into allegations of breaches of the code of conduct by Councillors and must either:

- determine not to make enquiries into the allegation and give the reason/s in writing
- make enquiries into the alleged breach to determine the particular factual matters, or
- engage an independent person to make enquiries into the allegation to determine the particular factual matters.

Council's Conduct Review Committee must decide whether a matter reported to it discloses a prima facie breach of the Code. The Conduct Review Committee will report its findings, and the reasons for these findings, in writing to the Council, the complainant and the person subject of the complaint.

The Conduct Review Committee may recommend that Council take any actions provided for in its code of conduct that the Committee considers reasonable in the circumstances.

MEMBERSHIP

The membership of the Conduct Review Committee shall be three or more appropriately qualified persons of high standing in the community who are independent of the Council, convened and selected as provided in Clause 12.16 of Council's Code of Conduct.

In the circumstances where a member of the Conduct Review Committee cannot participate in a matter, the General Manager, or Mayor in the case of complaints about the General Manager, should select another person as provided in Clause 12.16 of the Council's Code of Conduct.

Clause 12.16 of the Council's Code of Conduct states:

"Where a matter is to be considered by the conduct review committee/reviewer, then in each case, the general manager, or Mayor in the case of complaints about the general manager, acting in their capacity as advisor, will either convene a conduct review committee and select its members from those appointed by council or alternatively select a sole conduct reviewer from those appointed by council."

For the purposes of selecting members of the Conduct Review Committee Hunter Councils have undertaken to engage a panel of members for selection by each member Council.

MEETINGS

Meets as required in the Council Chambers, Scone or as otherwise determined by the Committee.

TERMS OF REFERENCE

Under the terms of the Local Government Amendment (Discipline) Act 2004, the ICAC, Ombudsman and Director General retain the power to act on misbehaviour allegations including a breach of the Council's Code of Conduct regardless of any Council enquiries or findings.



FLOOD PLAIN MANAGEMENT COMMITTEE CHARTER

OBJECTIVES

To consider matters referred from time to time by Council or matters considered to be of an urgent nature by the Committee Chairperson, Mayor, General Manager or Director Development and Environmental Services.

RESPONSIBILITIES

To make recommendations to Council on any matters referred to it by Council or matters considered to be of an urgent nature as defined above and relating to the following areas of responsibility:

Issues associated with development within any areas deemed to be impacted or potentially impacted by flood or other waters.

TERMS OF REFERENCE

1. To consider reports, advice and recommendations of Management, together with relevant information from third parties and to make recommendations to Council on matters placed before the Committee ensuring the recommendations are within the limits of available resources and subject to the powers vested under the Statutes, Regulations and Council's own policies.
2. To recommend to Council the need for the formulation of or amendment to policies in relation to matters before the Committee.

MEMBERSHIP OF THE COMMITTEE

The Committee shall comprise the following members who shall hold office until the expiration of three (3) months after each General Election of the Committee

CHAIRMAN

To be a Councillor elected by the Committee.

COUNCILLORS

Four (4) Councillors to be elected.

Note: The Mayor shall ex officio be a member of the Committee and may elect to chair any meeting of the Committee.

All Councillors may attend. They may speak on any matter and ask questions but cannot vote.

STATE EMERGENCY SERVICES

A representative of the SES shall be a member of the Committee

COMMUNITY REPRESENTATIVE

Nominations shall be called for at least one (1) member of the local community to be a representative on the Committee following each Council election. Such nomination/s to be approved by Council.

STAFF ATTENDING

Appropriate representative from the Development and Environmental Services Department.

Note: General Manager may ex officio attend any meeting and other Divisional Directors when necessary and when required.

GOVERNMENT / OTHER AGENCIES

Representatives of other Government Agencies including the Department of Infrastructure Planning and Natural Resources who may attend and contribute to the meetings in an advisory capacity.

MEETINGS

QUORUM: Two (2) Councillors.

MEETING TIME: As considered necessary by the Chairman.

VENUE: Council Chambers or elsewhere as determined by the Chairman.



HERITAGE ADVISORY COMMITTEE CHARTER

OBJECTIVES

To assist Council in fulfilling that part of its Mission Statement which seeks to

“serve the community through equality of opportunity and involvement by effective teamwork to build a prosperous environmentally sustainable future”

RESPONSIBILITIES

1. To ensure that there is an open forum for effective and productive communications between Council, the Committee and the Community.
2. To undertake projects as directed by Council. To support Council’s Heritage Advisor in relation to preparing, supporting and reviewing Council’s Heritage Study.
3. To make recommendations to Council in respect of the Heritage Study.

TERMS OF REFERENCE

1. The role of the Heritage Advisory Committee (HAC) includes meeting on an “as needs” basis to report on projects
2. The activities of the Committee will be determined by Council’s Heritage Advisor following liaison and concurrence with the General Manager or Director Environmental Services.
3. Council will provide
 - i) facilities for meetings of the Committee as considered necessary by the Chairperson
 - ii) administrative support for the Committee including facilities for the production of agendas and minutes of meetings (prepared by the Heritage Advisor)
 - iii) assistance with transport to meetings for Committee members where possible.

MEMBERSHIP OF THE COMMITTEE

The Committee will consist of three (3) representatives from Council, one of whom who will act as Chairperson. Council’s representative will be either an elected member or senior staff member. Council will nominate eight (8) community members to be on the committee, preferably representing the major residential areas. The Heritage Advisor shall attend all meetings and be responsible for preparing agendas and recording minutes of the meetings.

Note: a) The Mayor shall ex officio be a member of the Committee and may elect to chair any meeting of the Committee.

b) All Councillors may attend. They may speak on any matter and ask questions but cannot vote.

c) General Manager may ex officio attend any meeting and other Divisional Directors or Managers when necessary and when required.

MEETINGS

QUORUM: One Council representative and four other Committee members.

MEETING TIME: Meetings to be held as considered necessary by the Chairman.

VENUE: Council chambers at the Merriwa, Murrurundi or Scone office or other suitable location as determined by the Chairman or the Committee.

COUNCIL CODES

The Committee members are obliged to comply with Council’s Code of Meeting Practice and Code of Conduct.



MERRIWA AGED HOSTEL COMMITTEE CHARTER

PART I PRELIMINARY

1. INTERPRETATION

- (1) In these rules, except in so far as the context or subject-matter otherwise indicates or requires – “ordinary member” means a member of the committee who is not an office-bearer of the committee, as referred to in Part 2 (12); “the Trust” means the Merriwa Aged Hostel Trust.

“The Committee” means the Merriwa Aged Hostel Committee which is a Section 355 Committee of Council in accordance with the New South Wales Local Government Act (1993).

“The Executive” means the Chairperson, Deputy Chairperson, Secretary/Treasurer and one ordinary committee member. The ordinary committee member shall be elected to the executive at the annual general meeting.

“Secretary” means-

- (a) the person holding office under these rules as secretary of the committee; or
- (b) where no such person holds that office-the public officer of the committee;

“Special general meeting” means a general meeting of the Committee.

“Financial year” refers to a 12 month period commencing 1 July and finishing 30 June of the next year.

- (2) In these rules-

- (a) a reference to a function includes a reference to a power, authority and duty; and
- (b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.

- (3) The provisions of the Interpretation Act, apply to and in respect of these rules in the same manner as those provision would so apply if these were an instrument made under the Act.

PART II MEMBERSHIP

1. MEMBERSHIP QUALIFICATIONS

A person is qualified to be a member of the Committee if, but only if the person is natural person who:

- (a) has been nominated for membership of the Committee as provided by rule 3; and
- (b) has been approved for membership of the Committee by the Committee.

2. NOMINATION FOR MEMBERSHIP

- (1) A nomination of a person for membership of the Committee:

- (a) shall be made by a member of the association in writing in the form set out in Appendix 1 to these rules; and

- (b) shall be lodged with the secretary of the Committee.
- (2) As soon as practicable after receiving a nomination for, the secretary shall refer the nomination to the committee which shall determine whether to approve or reject the nomination.
- (3) Where the committee determines to approve a nomination for membership, the secretary shall, as soon as practicable after that determination, notify the nominee of the approval.
- (4) The secretary shall, enter the nominee's name in the register of members and, upon the name being so entered, the nominee becomes a member of the committee.

3. CESSATION OF MEMBERSHIP

A person ceases to be a member of the committee if the person-

- (a) dies;
- (b) resigns that membership;
- (c) fails to attend, without due cause, a minimum of 50% of meetings within any financial year; or
- (d) is expelled from the committee.

4. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

A right, privilege or obligation which a person has by reason of being a member of the committee-

- (a) is not capable of being transferred or transmitted to another person; and
- (b) terminates upon cessation of the person's membership.

5. RESIGNATION OF MEMBERSHIP

- (1) A member of the committee is not entitled to resign that membership except in accordance with this rule.
- (2) A member of the committee may resign from membership of the committee by first giving notice (being not less than 1 month or not less than such other period as the committee may determine) in writing to the secretary of the members intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
- (3) Where a member of the committee ceases to be a member pursuant to clause (2), and in every other case where a member ceases to hold a membership, the secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

6. REGISTER OF MEMBERS

- (1) The secretary of the committee shall establish and maintain a register of members of the committee specifying the name and address of each person who is a member of the committee together with the date on which the person became a member.
- (2) The register of members shall be kept at the principal place of administration of the committee and shall be open for inspection, free of charge, by any member of the committee at any reasonable hour.

7. FEES, SUBSCRIPTIONS ETC

There are no fees or subscriptions for membership of the Committee.

8. MEMBERS LIABILITIES

The liability of a member of the committee to contribute towards the payment of the debts and liabilities of the committee or the cost, charges and expenses of the winding up of the committee is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by rule 8.

9. DISCIPLINING OF MEMBERS

- (1) Where the committee is of the opinion that a member of the committee-
 - (a) has persistently refused or neglected to comply with a provision of these rules; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the committee, the committee may, by resolution:
 - (c) i) expel the member from the committee; or
 - ii) suspend the member from membership of the committee for a specified period.
- (2) A resolution of the committee under clause (1) is of no effect unless the committee, at the meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under clause (3), confirms the resolution in accordance with this rule.
- (3) Where the committee passes a resolution under clause (1), the secretary shall, as soon as practicable, cause a notice in writing to be served on the member-
 - (a) setting out the resolution of the committee and the grounds on which it is based;
 - (b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
 - (b) stating the date, place and time of the meeting; and
 - (c) informing the member that the member may do either or both of the following:
 - (i) attend and speak at the meeting;
 - (ii) submit to the committee at or prior to the date of the meeting written representations relating to the resolution.
- (4) At a meeting of the committee held as referred to in clause (3), the committee shall-
 - (a) give to the member an opportunity to make oral representations;
 - (b) give due consideration to any written representations submitted to the committee by the member at or prior to the meeting; and
 - (c) by resolution determine whether to confirm or revoke the resolution.
- (5) Where the committee confirms a resolution under clause (4), the secretary shall, within 7 days after the confirmation, by notice in writing inform the member of the fact and of the member's right of appeal under rule 11.
- (6) A resolution confirmed by the committee under clause (4) does not take effect-
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
 - (b) where within that period the member exercises the right of appeal, unless and until the committee confirms the resolution pursuant to rule 11(4).

10. RIGHT OF APPEAL OF DISCIPLINED MEMBER

- (1) A member may appeal to the committee in general meeting against a resolution of the committee which is confirmed under rule 10(4), within 7 days after notice of the resolution is served on the member by lodging with the secretary a notice to that effect.
- (2) Upon receipt of a notice from a member under clause (1), the secretary shall notify the committee which shall convene a general meeting of the committee to be held within 21 days after the date on which the secretary received the notice.
- (3) At a general meeting of the committee convened under clause (2),
 - (a) no business other than the question of the appeal shall be transacted;
 - (b) the committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
 - (c) the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (4) If at the general meeting the committee passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

PART III THE COMMITTEE

11. POWERS, ETC. OF COMMITTEE

The committee shall be called the Merriwa Aged Hostel Management Committee of the Merriwa Aged Hostel Trust and, subject to the Act, the Regulation and these rules and to any resolution passed by the committee in general meeting-

- (a) shall control and manage the affairs of the Trust;
- (b) may exercise all such functions as may be exercised by the trust other than those functions that are required by these rules; and
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Trust.

12. CONSTITUTION AND MEMBERSHIP

- (1) The committee shall consist of-
 - (a) one Merriwa district Councillor or locally nominated representative of the local government area administrating the affairs of Merriwa;
 - (b) the Community Worker employed by the local government area, or nominee;
 - (c) the Trustee, being a local government area appointed nominee that must reside in the Merriwa district;
 - (d) A minimum of eight with a maximum of ten ordinary members whom shall reside in the Merriwa district.
- (2) The office-bearers of the committee shall be-
 - (a) the chairperson;
 - (b) the deputy chairperson;
 - (c) the treasurer; and
 - (d) the secretary.

- (3) Each member of the committee shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (4) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the community to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

13. ELECTION OF MEMBERS

- (1) Nominations of candidates for election as office-bearers or as ordinary members of the committee-
 - (a) shall be made in writing, signed by 2 members of the community and accompanied by the written consent of the candidate (which may be endorsed on the form of nominations); and
 - (b) shall be delivered to the secretary of the committee not less than 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominations shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- (4) If insufficient further nominations are received any vacant positions remaining on the committee shall be deemed to be casual vacancies.
- (5) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (6) If the number of nominations received exceed the number of vacancies to be filled, a ballot shall be held.
- (7) The ballot for the election of office-bearers and ordinary members of the committee shall be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- (8) A nomination of a candidate for election under this clause is valid if the candidate has been nominated for election to another office at the same election and has not been elected to that other position

14. CASUAL VACANCIES

For the purpose of these rules, a casual vacancy in the office of a member of the committee occurs if the member:

- (a) dies;
- (b) ceases to be a member of the committee;
- (c) resigns office by notice in writing given to the secretary;
- (d) is removed from office under rule 16;
- (e) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
- (f) is absent without the consent of the committee from all meetings of the Committee held during a period of six months.

15. REMOVAL OF MEMBER

- (1) The committee in a general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office

and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

- (2) Where a member of the committee to whom a proposed resolution referred to in clause relates makes representations in writing to the secretary or president (not exceeding reasonable length) and requests that the representations be notified to the members of the committee, the secretary or the president may send a copy of the representations to each member of the committee or, if they are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

16. MEETINGS AND QUORUM

- (1) The committee shall meet at least 3 times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings may be convened by the chairperson or by any 3 members of the committee.
- (3) Oral or written notice of a meeting of the committee shall be given by the secretary to each member of the committee at least 5 days (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under clause (3) shall specify the general nature of the business to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any five members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business shall be transacted by the committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- (8) At a meeting of the committee:-
 - (a) the chairperson or, in the chairperson's absence, the deputy chairperson shall preside; or
 - (b) if the chairperson and the deputy chairperson are absent or unwilling to act such one of the remaining members of the committee as may be chosen by the members present at the meeting shall preside.

17. DELEGATION BY COMMITTEE TO SUB-COMMITTEE

- (1) The committee may, by instrument in writing delegate to one or more sub-committees (consisting of such member or members of the committee as the committee think fit) the exercise of such of the functions of the committee as are specified in the instrument other than-
 - (a) this power of delegation; and
 - (b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstance, as may be

specified in the instrument of delegation.

- (4) Notwithstanding any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn as it thinks proper.

18. VOTING AND DECISIONS

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee shall be determined by a majority of votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to rule 17(5), the committee may act notwithstanding any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee, appointed by the committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

PART IV GENERAL MEETINGS

19. ANNUAL GENERAL MEETINGS – HOLDING OF

- (1) With the exception of the first annual general meeting of the committee, the committee shall, at least once in each calendar year and within the period of 3 months after the expiration of each financial year of the committee, convene an annual general meeting of its members.
- (2) The committee shall hold its first annual general meeting within the period of 2 months after the expiration of the first financial year of the committee.
- (3) Clause (1) and (2) have effect subject to any extension or permission granted by the committee.

20. ANNUAL GENERAL MEETING – CALLING OF AND BUSINESS AT

- (1) The annual general meeting of the committee shall, subject to rule 20, be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
 - (b) to receive from the committee reports upon the activities of the committee during the last preceding financial year;
 - (c) to elect office-bearers of the committee and ordinary members of the committee, and

- (d) an annual general meeting shall be specified as such in the notice convening it.

21. SPECIAL GENERAL MEETINGS – CALLING OF

- (1) The committee may, whenever it thinks fit, convene a special general meeting.
- (2) The committee shall, on the requisition in writing of not less than 3 of the total number of members, convene a special general meeting of the committee.
- (3) A requisition of members for a special general meeting-
 - (a) shall state the purpose or purposes of the meeting;
 - (b) shall be signed by the members making the requisitions;
 - (c) shall be lodged with the secretary; and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special meeting convened by a member or members as referred to in clause (4) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who thereby incurs expense is entitled to be reimbursed by the committee for any expense so incurred.

22. NOTICE

- (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the committee, the secretary shall, at least 5 days before the date fixed for the holding of the general meeting, cause to be sent by pre-paid to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) Where the nature of the business proposed to be dealt with at the general meeting requires a special resolution of the committee, the secretary shall, at least 21 days before the date fixed for the general meeting, cause notice to be sent to each member in the manner provided in clause (1) specifying, in addition to the matter required under clause (1) the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to rule 21(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

23. PROCEDURE

- (1) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be

dissolved and in any other case shall stand adjourned at the same day in the following week at the time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall constitute a quorum.

24. PRESIDING MEMBER

- (1) The Chairperson or, in the Chairperson's absence, the Deputy Chairperson, shall preside as chairperson at each general meeting of the committee.
- (2) If the Chairperson and the Deputy Chairperson are absent from a general meeting or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.

25. ADJOURNMENT

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each member of the committee stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

26. MAKING OF DECISIONS

- (2) A question arising at a general meeting of the committee shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a motion has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the committee, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (3) At a general meeting of the committee, a poll may be demanded by the chairperson or by not less than 3 members present in person or by proxy at the meeting.
- (4) Where a poll is demanded at a general meeting the poll shall be taken:-
 - a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or
 - b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on the matter.

27. SPECIAL RESOLUTIONS

A resolution of the committee is a special resolution if:-

- (a) it is passed by a majority which comprises not less than three-quarters of such members of the committee as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which not less than 21 days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or
- (b) where it is made to appear to the Commission that it is not possible or practicable for

the resolution to be passed in the manner specified in paragraph (a) the resolution is passed in a manner specified by the Commission.

28. VOTING

- (1) Upon any question arising at a general meeting of the committee a member has one vote only.
- (2) All votes shall be given personally or by proxy but no member may hold more than 5 proxies.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the Committee unless all money due and payable by the member or proxy to the Committee has been paid, other than the amount of the annual subscription payable in respect of the then current year.

29. APPOINTMENT OF PROXIES

- (1) Each member shall be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy shall be in the form set out in appendix 2 of these rules.

PART V MISCELLANEOUS

30. INSURANCE

- (1) The Committee shall effect and maintain insurances according to legislative requirements.
- (2) In addition to the insurance required under clause (1), the Committee may effect and maintain other insurance.

31. FUNDS SOURCE

The Committee as such has no funds but can make recommendations to the Trustee on how funds should be dispersed.

32. FUNDS MANAGEMENT

- (1) Subject to any resolution passed by the Committee in general meeting the funds of the Trust shall be used in pursuance of the objects of the Trust in such manner as the committee determines.
- (2) All cheques, draft, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 employees of the trustee, being authorised to do so by the trustee.

33. ALTERATION OF OBJECTS AND RULES

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Committee.

34. CUSTODY OF BOOKS ETC.

Except as otherwise provided by these rules, the secretary or Trustee shall keep in his or her custody or under his or her control all records, books and other documents relating to the Committee.

35. INSPECTION OF BOOKS ETC.

The records, books and other documents of the Committee shall be open to inspection, free of charge, by a member of the Committee at any reasonable hour.

36. SERVICE OF NOTICES

- (1). For the purpose of these rules, a notice may be served by or on behalf of the Committee upon any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- (2) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purpose of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

37. SURPLUS PROPERTY

- (1) The committee has no property.

PART VI ADDITIONAL RULES APPLICABLE TO CHARITIES

38. APPLICATION OF PART

This part applies where the trustee is registered under or is exempted from registration by or under the Charitable Collections Act, 1934.

39. PAYMENTS ETC. OF OFFICE BEARERS AND MEMBERS

A member of the Committee shall not be appointed to any salaried office of the Committee paid by fees, and no remuneration or other benefit in money or money's worth shall be given by the Committee to any member of the committee except:

- (a) repayment of out-of-pocket expenses;
- (b) interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the trustees bankers for money lent to the Committee; and
- (c) reasonable and proper rent for premises let to the Committee.

40. VACATION OF OFFICE

Without limiting the operation of rule 15, the office of a member of the Committee shall become vacant if:

- a) the member holds an office of profit in the committee; and
- b) the member is directly or indirectly interested in any contract with the committee.

41. NOTIFICATION OF PROPOSED ALTERATION OF RULES

A proposed alteration of the rules or the Constitution of the committee shall be notified to the minister administering the Charitable Act, 1934, in the manner required by the regulations under that Act.

42. COMPLIANCE WITH CHARITABLE COLLECTION ACT, 1934

The Committee shall comply with such of the provisions of the Charitable Collections Act, 1934 and the regulations thereunder as are applicable to it.

MERRIWA FESTIVAL OF THE FLEECES COMMITTEE CHARTER



PURPOSE AND OBJECTIVES

The purpose of the Committee is to manage and further develop a community event, which celebrates the history of Merriwa's involvement in the Australian Wool industry, whilst also promoting the Upper Hunter Shire as a tourist destination thus encouraging economic stimulus for local businesses and the Upper Hunter Community. This includes:

- Acting as an advisory committee to Council on the development and operation of the Festival.
- Preparation of a Festival Management Plan detailing proposed events, fundraising activities, budgetary forecasts, target dates for specific actions, and committee members responsibilities.
- Reviewing the Festival Management Plan and budget items on a quarterly basis and make recommendations to Council as appropriate.
- Make recommendations to Council in relation to distribution of any Festival profits as donations to local charities including the Westpac Rescue Helicopter Service and the Merriwa Volunteer Rescue Association as determined by the committee.
- Enhance community and NSW Tourism awareness of the Festival.

MEMBERSHIP OF THE COMMITTEE

The Committee will comprise:

- One (1) Councillor or an alternate (Chairperson) from Upper Hunter Shire Council.
- At least six (6) community members.
- The Committee representation should include:
 - One (1) representative from a Merriwa business or like organisation.
 - One (1) student representative from an Upper Hunter Shire High School, as nominated by the school principal.
 - One (1) representative from the Merriwa Tourism and Promotion Committee.

The General Manager or their nominee(s) will be non-voting advisors to this committee.

TERM OF MEMBERSHIP

The term of the Committee will be the term of Council, which is until September 2016.

COORDINATION

The Committee will be coordinated by the Merriwa Tourism Officer. The role of the coordinator will be to prepare and distribute agenda and business papers, ensure minutes are taken and distributed, ensure committee members have appropriate responsibilities to assist in the success of the Festival, and to facilitate discussion in consultation with the Chair.

The Merriwa Tourism Officer will also be responsible for co-ordinating the festival parade.

MEETINGS AND QUORUM

The committee meets on the following Monday evenings leading up to the Festival at 6.00pm in the Council Chamber Merriwa, unless otherwise determined by the committee.

- In July, September and November
- Then Monthly on the first Monday in the month for February, March, and April.
- The first and third Monday in May

- The Monday prior to the Festival in June
- The committee will attempt to reach consensus of decisions. In situations where it appears that a consensus cannot be reached upon a recommendation, it will be necessary for the chairperson to call a vote on the proposed recommendation. The vote shall be by a show of hands. In cases of a tied vote, the chairperson will have a casting vote. Any dissent may be recorded at the request of the dissenter(s).

Meetings will be conducted in accordance with the principles of the Code of Meeting Practice and Code of Conduct.

A quorum will exist when four (4) members are present, with at least one (1) being a Councillor.

REPORTING

Agenda items and reports for the Committee will be forwarded to the Manager Economic Development and Tourism two weeks before the scheduled meeting.

The Agenda will be distributed to Committee members one week before the scheduled meeting after confirmation by the Chair of the Committee.

Committee meetings shall be recorded with copies of agenda and minutes sent to Council for their approval.

COUNCIL RESOLUTIONS

This committee was formed under the former Merriwa Shire Council and has continued under the Upper Hunter Shire Council.



MERRIWA TOURISM & PROMOTION COMMITTEE CHARTER

PURPOSE AND OBJECTIVES

The purpose of the Committee is to encourage economic development and tourism, develop tourism infrastructure and promote Merriwa and the Upper Hunter Shire on a local, regional, and national basis. This includes:

- Acting as an advisory committee to the Upper Hunter Shire Economic Development & Tourism Committee and Council on the development of programs and projects that will promote economic development and tourism in Merriwa and the Shire.
- Enhance community and industry awareness of the economic, environmental and cultural significance of the tourism industry and the benefits of economic development to Merriwa.

MEMBERSHIP OF THE COMMITTEE

The Committee will comprise:

- One (1) Councillor (Chairperson), from Upper Hunter Shire Council, being the chairperson of the committee
- Two (2) representatives from the business sector in Merriwa.
- At least four (4) community members
- Council will provide an alternate to the committee should the Council representative not be able to attend

The General Manager or their nominee(s) will be non-voting advisors to this committee.

TERM OF MEMBERSHIP

The term of the Committee will be the term of Council, which is until September 2016.

Coordination

The Committee will be coordinated by the Merriwa Tourism Officer. The role of the coordinator will be to prepare and distribute agenda and business papers, ensure minutes are taken and distributed, and to facilitate discussion in consultation with the Chair.

MEETINGS AND QUORUM

The committee meets quarterly (February, May, August, November) on a Monday at 6.00pm in the Council Chambers, Merriwa, unless otherwise determined by the committee.

The committee will attempt to reach consensus of decisions. In situations where it appears that a consensus cannot be reached upon a recommendation, it will be necessary for the chairperson to call a vote on the proposed recommendation. The vote shall be by a show of hands. In cases of a tied vote, the chairperson will have a casting vote. Any dissent may be recorded at the request of the dissenter(s).

Meetings will be conducted in accordance with the principles of the Code of Meeting Practice and Code of Conduct.

A quorum will exist when four (4) members are present, with at least one (1) being a Councillor.

REPORTING

Agenda items and reports for the Committee will be forwarded to the Manager Economic Development and Tourism two weeks before the scheduled meeting.

The Agenda will be distributed to Committee members one week before the scheduled meeting after confirmation by the Chair of the Committee.

Committee meetings shall be recorded with copies of agenda and minutes sent to Council for their approval. Recommendations from the committee shall be effective only after adoption by Council

COUNCIL RESOLUTIONS

The Merriwa Tourism & Promotion Committee was established by the former Merriwa Shire Council in 1989.



SCONE OLD COURT THEATRE COMMITTEE CHARTER

PURPOSE AND OBJECTIVES

The purpose of the Committee is to oversee the planning and implementation of the Old Court Theatre Conservation and Redevelopment project, develop and implement a Theatre Management Plan and make recommendations to Council on matters regarding the Old Court Theatre. This will be achieved through:

- Acting as an advisory committee to Council on the conservation and redevelopment of the Old Court Theatre.
- Acting as an advisory committee to Council on the operation and management of the Old Court Theatre
- Overseeing the preparation of grant applications.

MEMBERSHIP OF THE COMMITTEE

The Committee will comprise:

- One (1) Councillor from Upper Hunter Shire Council, being the chairperson of the committee
- Two (2) representatives from Scone Community Amateur Dramatic Society (SCADS)
- Two (2) community representatives
- Council will provide an alternate to the committee should the Council representative not be able to attend

The General Manager or their nominee(s) will be non-voting advisors to this committee.

Term of Membership

The term of the Committee will be the term of Council, which is until September 2016.

COORDINATION

The Committee will be coordinated by the Manager Economic Development and Tourism. The role of the coordinator will be to prepare and distribute agenda and business papers, ensure minutes are taken and distributed, and to facilitate discussion in consultation with the Chair.

MEETINGS AND QUORUM

The committee meets quarterly (March, June, September, December) on a Thursday at 5.30pm in the Council Administration Building, Scone, unless otherwise determined by the committee.

The committee will attempt to reach consensus on decisions. In situations where it appears that a consensus cannot be reached on a recommendation, it will be necessary for the chairperson to call a vote on the proposed recommendation. The vote shall be by a show of hands. In cases of a tied vote, the chairperson will have a casting vote. Any dissent may be recorded at the request of the dissenter(s).

Meetings will be conducted in accordance with the principles of the Code of Meeting Practice and Code of Conduct.

A quorum will exist when three (3) members are present, with at least one (1) being a Councillor.

REPORTING

Agenda items and reports for the Committee will be forwarded to the Manager Economic Development and Tourism two weeks before the scheduled meeting.

The Agenda will be distributed to Committee members one week before the scheduled meeting after confirmation by the Chair of the Committee.

Committee meetings shall be recorded with copies of agenda and minutes sent to Council for their approval.

COUNCIL RESOLUTIONS

On 26 September 2011 Council resolved that it establish the Old Court Theatre Committee under S355 of the Local Government Act for the operational responsibility of the facility, incorporating Council, SCADS and any other user group representatives.



SCONE & REGIONAL SALEYARDS COMMITTEE CHARTER

AIM

To monitor the operation of the Scone & Regional Saleyards and make recommendations to Council on all issues relating to the provision of Saleyards facilities within the Upper Hunter Shire.

FUNCTIONS

This Committee is established to make recommendations to Council on the following functions:

- (a) Delegated authority to:
 - 1. Develop policies and procedures for the operation and maintenance of the Scone Saleyards.
 - 2. Monitor the operations of the Scone Saleyards and ensure compliance with all statutory requirements including the licensing conditions as set out by relevant regulatory authorities.
 - 3. Formulate and maintain rules and regulations for the operation of the Scone Saleyards.
- (b) Empowered to make recommendations to Council on matters relating to:
 - 1. Development of policies and procedures for the operation and maintenance of the Scone Saleyards.
 - 2. The operations of the Scone Saleyards to ensure compliance with all statutory and licensing requirements of the relevant regulatory authorities.
 - 3. The formulation and maintenance of rules and regulations for the operation of the Scone Saleyards.
 - 4. The development of Saleyards facilities within the Upper Hunter Shire.
 - 5. The annual budget for the facility.
 - 6. The performance objective of the manager(s) responsible for the operation of the facility.
 - 7. Any matter relating to marketing of livestock within the Upper Hunter Shire.

MEMBERSHIP OF THE COMMITTEE

The Committee shall comprise the following members who shall hold office until the expiration of three (3) months after each General Election of the Council.

- (a) Three (3) Councillors appointed by Upper Hunter Shire Council.
- (b) Two (2) persons appointed by Upper Hunter Shire Council and selected from a minimum of three (3) names nominated from the various producer organizations or individuals representing the cattle and/or sheep producers of the Shire.
- (c) Two (2) members appointed by Upper Hunter Shire Council and selected from a minimum of three (3) persons nominated by the Scone Associated Agents and representing the Scone Associated Agents.

Members appointed in accordance with this clause shall be the only persons permitted to vote at any meeting of the Committee.

An alternate member may only attend and vote at meetings in the absence of the official delegate.

OFFICERS OF THE COMMITTEE

At the first meeting of the Committee (to be held as soon as possible after each General Election of the Council) the following office bearers shall be elected, to hold office for a period of four (4) years:

- (a) Chairman. To be one of the Councillors elected to the Committee.
- (b) Deputy Chairman. To be one of the Councillors elected to the Committee.

All ballots for the positions shall be conducted in accordance with the provision of Schedule 3 of the Local Government (Elections) Regulation.

MEETINGS

- (a) Ordinary meetings of the Committee shall be held at such times and places as the Committee or Chairman may determine. Extraordinary Meetings may be called with the authority and at the discretion of the Chairman, or in his absence, the Deputy Chairman. However, at the written request of at least four (4) members, the Chairman shall proceed to call an Extraordinary Meeting within fourteen (14) days from the receipt of such request. Any such request to the Chairman shall detail the reasons for desiring an Extraordinary Meeting.
- (b) Where practicable, notice of Ordinary or Extraordinary Meetings shall be given in writing to all members at least four (4) days prior to the date of the meeting.
- (c) "Notices of Motion" and "Rescission Motions" shall be dealt with as provided in Council's Code of Meeting Practice.
- (d) The Chairman, or in his absence, the Deputy Chairman shall preside at all meetings of the Committee, and shall in the event of an equality of votes, have a casting vote. In the absence of both the Chairman and the Deputy Chairman, those present at the meeting may elect a Chairman.
- (e) A majority of members shall constitute a quorum.
- (f) The Committee shall cause accurate minutes to be kept of all meetings, and shall forward a copy of such minutes to the Council within fourteen (14) days of a meeting.
- (g) Subject to any special provisions contained herein, the procedure and conduct of Committee business shall be in accordance with the provisions of Council's Code of Meeting Practice.



SCONE & UPPER HUNTER AIRPORT MANAGEMENT COMMITTEE CHARTER

PURPOSE AND OBJECTIVES

To maintain, plan and develop the Scone & Upper Hunter Airport to a standard acceptable to Council, Civil Aviation Safety Authority (CASA) and Air Services Australia. This will be achieved through the following objectives:

- Develop and implement an Airport Strategy and Masterplan, and review these documents during the term of each new Council.
- Develop policies and procedures for the operation and maintenance of the Airport.
- Receive reports and provide advice on the operations of the Airport and ensure compliance with all statutory requirements including CASA and Air Services Australia requirements.
- Formulate and maintain rules and regulations for the operation of the Airport.
- Make recommendations to Council on matters relating to:
 - The annual budget for the facility
 - Fees and charges to apply for airport facility use
 - Development projects within the Airport
 - Reviewing Airport budget and operations

MEMBERSHIP OF THE COMMITTEE

The membership of the committee is to be as follows:

- Two (2) Councillors, one being the chairperson
- Four (4) operators from the aviation industry located within the airport precinct
- One (1) community representative

The General Manager or their nominee(s) will be non-voting advisors to this committee.

TERM OF MEMBERSHIP

The term of the Committee will be the term of Council, which is until September 2016.

COORDINATION

The Committee will be coordinated by the Technical Services Support Manager. The role of the coordinator will be to prepare and distribute the agenda and business papers, ensure minutes are taken and distributed, and to facilitate discussion in consultation with the Chair.

MEETINGS AND QUORUM

The committee meets bi-monthly on a day and time to be determined by the committee.

The committee will attempt to reach consensus of decisions. In situations where it appears that a consensus cannot be reached upon a recommendation, it will be necessary for the chairperson to call a vote on the proposed recommendation. The vote shall be by a show of hands. In cases of a tied vote, the chairperson will have a casting vote. Any dissent may be recorded at the request of the dissenter(s).

Meetings will be conducted in accordance with the principles of the Code of Meeting Practice and Code of Conduct.

A quorum will exist when three (3) members are present, with at least one (1) being a Councillor.

REPORTING

Agenda items and reports for the Committee will be forwarded to the Committee Coordinator two weeks before the scheduled meeting.

The Agenda will be distributed to Committee members one week before the scheduled meeting after confirmation by the Chair of the Committee.

Committee meetings shall be recorded with copies of agenda and minutes sent to Council for its approval. Recommendations from the committee shall be effective only after adoption by Council

COUNCIL RESOLUTIONS

The Airport Management Committee was established following adoption of the recommendation at the Ordinary Council meeting on 27 March 2006.



SETTLEMENT HALL COMMITTEE CHARTER

AIM

To be constituted under section 355 of the Local Government Act, 1993.

FUNCTIONS

- The Committee is responsible for the day to day operation in the care and management of the Settlement Hall and to ensure that the facility is managed efficiently and effectively.
- To provide input into the Delivery Program and Operational Plan for the facility.
- Be responsible for maintaining the facility in good condition and complying with applicable legislation as well as Council's Access & Equity Policy. (small scale maintenance only, larger issues to be referred to Council officers)
- Be responsible for the bookings for the facility, subject to the schedule of fees and charges being approved by Council on an annual basis.
- To raise funds for the purpose of making improvements to the facility.

MEMBERSHIP

The Committee is to comprise of citizens who nominate through an Annual General Meeting nomination process and shall include interested persons and representatives of user groups if appropriate, for example from the settlement community, Upper Hunter Toybox Service staff or users, or the Livestock Health and Pest Authority member etc.

There shall be a minimum community representation of 8 residents, and one Councillor.

The Committee shall have a Council Officer delegated to assist the Committee. That officer is primarily the Merriwa Community Services Officer.

The Committee shall appoint an Executive comprising Chairperson, Deputy Chairperson, Secretary and Treasurer who are to be appointed at the Annual General Meeting.

QUORUM

The minimum in attendance at a meeting shall be half plus one of the community representation. It is not essential for the Councillor to be in attendance to hold a meeting. The council officer is not a voting member.

MEETING PROCEDURES

Council's Code of Conduct policy shall be observed by all committee members, and any conflict of interest or pecuniary interest shall be declared at the beginning of the meeting.

MEETINGS

Meetings shall be held on a needs basis, however there shall be a minimum of one meeting every three months.

MINUTES

It will be the duty of the secretary to record the minutes of the committee meetings, paying special regard to the recommendations of Council.

VOTING

In situations where it appears that a consensus cannot be reached upon a recommendation, it will be necessary for the chairperson to call a vote on the proposed recommendation. The vote shall be by a show of hands. In cases of a tied vote, the chairperson will have a casting vote. Any dissent may be recorded at the request of the dissenter(s).

VACATION OF OFFICE

The office of an elected member of the committee shall become vacant:

- i) Upon death.
- ii) Becomes mentally ill or is liable to be dealt with, in any way under the law relating to mental health.
- iii) Resigns membership by notice in writing to the committee or Council.
- iv) By resolution of Council.
- v) Is absent for more than three (3) consecutive meetings without an apology or the leave of the committee or Council, or.
- vi) Is convicted of any indictable offence or any summary offence is related to dishonesty.

Any such casual vacancy so created shall be filled at the pleasure and discretion of Council.

DISSOLUTION OF THE COMMITTEE

- a) The committee may be dissolved by Council at any time.
- b) The committee shall cease to hold office at the end of October each year or otherwise at the expiration of one month after the general election of the Council next following upon the appointment of the committee but shall be eligible of reappointment.

STATUS

No member of the committee shall be deemed to be or have ever been in employment of the Council by reason only of the membership of this committee.

HONORARY CAPACITY

Offices and members of the committee are honorary appointments.

COMPLAINTS AGAINST OFFICERS, MEMBERS OR EMPLOYEES

These complaints should be in writing duly signed and dated by the person or authorised representative of the body lodging the complaint, and shall be addressed to the Mayor.



SUSTAINABILITY ADVISORY COMMITTEE CHARTER

OBJECTIVES

To promote a sense of responsibility within our community to care for our environment and to provide for a sustainable future by minimising the environmental footprint of the Shire.

TERMS OF REFERENCE

1. To ensure that there is an open forum for effective and productive communication between Council, the Committee and the Community in relation to sustainability matters.
2. To provide feedback and make recommendations to Council in respect of the Sustainability Action Plan and other sustainability issues.
3. To facilitate the implementation and monitoring of the Sustainability Action Plan once adopted by Council.
4. To identify initiatives that contribute to the sustainability of the Upper Hunter Shire.

MEMBERSHIP

The Committee will consist of three (3) representatives from Council, one of whom who will act as Chairperson.

Nominations shall be called for at least eight (8) members of the local community to be a representative on the Committee following each Council election. Such nomination/s to be approved by Council.

Representatives of relevant government agencies and community organisations including Local Land Services and Landcare will be encouraged to attend and contribute to the meetings in an advisory capacity.

A staff member shall attend all meetings and be responsible for preparing agendas and recording minutes of the meetings.

- Note:
- a) The Mayor shall ex officio be a member of the Committee and may elect to chair any meeting of the Committee.
 - b) All Councillors may attend. Councillors that are not committee members may speak on any matter and ask questions but cannot vote.
 - c) General Manager may ex officio attend any meeting and other Divisional Directors or Managers when necessary and when required.

MEETINGS

QUORUM: One Council representative and four other Committee members.

MEETING TIME: Meetings to be held every two (2) months.

VENUE: Council chambers at the Merriwa, Murrurundi or Scone office or other suitable location as determined by the Chairman or the Committee.

COUNCIL CODES

The Committee members are obliged to comply with Council's Code of Meeting Practice and Code of Conduct.



UPPER HUNTER SHIRE & KIA ORA YOUTH MUSIC COMMITTEE CHARTER

BACKGROUND

Upper Hunter Shire Council & Kia-Ora are the major sponsors of a program to provide school age children in the Upper Hunter Shire the opportunity to develop and extend their talent and performances under the guidance of specialist professional tutoring.

Following on from agreement of all current parties involved in the former incorporated body Council resolved at its meeting on 27 May 2013 to form a S355 Committee under Council's control.

AIM

To assist with the long term viability of the program and give guidance to sponsors, participants' families and the general public.

FUNCTIONS

Council becomes the custodian of the Community Funds and provides administrative support for bookings, meeting agendas, minutes and financial reporting.

MEMBERSHIP

The membership of the Committee is as follows:

- One (1) Councillor
- Director Corporate & Community Services, or his representative
- One (1) representative of Kia-Ora
- A minimum of three Community members.

MEETINGS

The Committee will meet as required.

VENUE

Council meeting rooms at Scone Office or other suitable location as determined by the Committee.

QUORUM

A quorum will consist of three members, and shall include at least the representative of Kia-Ora or Upper Hunter Shire Council.

MINUTES

Minutes of the Committee Meetings shall be recorded, with copies sent to Council.

FINANCIAL

All funds will be administered by Council.



UPPER HUNTER ECONOMIC DEVELOPMENT & TOURISM COMMITTEE CHARTER

PURPOSE AND OBJECTIVES

To encourage economic development and tourism across the shire, develop tourism infrastructure and promote the Upper Hunter Shire on a local, regional, national and international basis. This includes:

- To act as an advisory committee to Council on the development of programs and projects that will promote economic development and tourism in the Shire.
- To enhance community and industry awareness of the economic, environmental and cultural significance of the tourism industry and the benefits of economic development.
- To review the Upper Hunter Economic Development & Tourism Strategic Plan and budget items on a quarterly basis and make recommendations to Council as appropriate.
- To investigate and implement regional tourism and economic development projects that may have a regional and local impact.

MEMBERSHIP OF THE COMMITTEE

The membership of the committee is to be as follows:

- Three (3) Councillors from Upper Hunter Shire Council, or alternates
- One (1) representative from an Aberdeen Progress Association or like business organisation
- One (1) representative from Merriwa Progress Association or Merriwa Tourism & Promotion Committee or like business organisation
- One (1) representative from Murrurundi Chamber of Commerce or like business organisation
- One (1) representative from Scone & District Chamber of Commerce & Industry or like business organisation
- One (1) representative from National Parks & Wildlife Services
- One (1) representative from Lake Glenbawn Holiday & Recreation Park
- One (1) representative from Upper Hunter Country Tourism (must be a UHSC business representative)
- Two (2) representative from the Equine Industry

The General Manager or their nominee(s) will be non-voting advisors to this committee.

TERM OF MEMBERSHIP

The term of the Committee will be the term of Council, which is until September 2016.

COORDINATION

The Committee will be coordinated by the Manager Economic Development & Tourism. The role of the coordinator will be to prepare and distribute agenda and business papers, ensure minutes are taken and distributed, and to facilitate discussion in consultation with the Chair.

MEETINGS AND QUORUM

The committee meets quarterly (February, May, August, November) on a day and time to be determined by the committee.

The committee will attempt to reach consensus of decisions. In situations where it appears that a consensus cannot be reached upon a recommendation, it will be necessary for the chairperson to

call a vote on the proposed recommendation. The vote shall be by a show of hands. In cases of a tied vote, the chairperson will have a casting vote. Any dissent may be recorded at the request of the dissenter(s).

Meetings will be conducted in accordance with the principles of the Code of Meeting Practice and Code of Conduct.

A quorum will exist when four (4) members are present, with at least one (1) being a Councillor.

REPORTING

Agenda items and reports for the Committee will be forwarded to the Manager Economic Development and Tourism two weeks before the scheduled meeting.

The Agenda will be distributed to Committee members one week before the scheduled meeting after confirmation by the Chair of the Committee.

Committee meetings shall be recorded with copies of agenda and minutes sent to Council for its approval. Recommendations from the committee shall be effective only after adoption by Council.

COUNCIL RESOLUTIONS

The first meeting of the Upper Hunter Economic Development & Tourism Committee was held on 12 November 2004.



UPPER HUNTER LIBRARY SERVICES ADVISORY COMMITTEE CHARTER

AIM

To act as an advisory committee to Council on the development of services, programs and projects that will promote and improve the Libraries of Upper Hunter Shire Council.

SCOPE AND LIMITATIONS

The Library Services Committee is an advisory committee constituted under section 355 of the Local Government Act and makes recommendations to Council. It has no delegated authority.

Committee members will receive an agenda and reports from appropriately delegated Council officers, consider the items for discussion and make recommendations to the next Ordinary Council meeting.

RESPONSIBILITIES & ADVISORY GROUP FUNCTIONS

The following is a list of functions assigned to the Library Services Committee:

- Community Consultation in relation to the Libraries and their functions
- Library related events eg. Book Week, Literacy Week
- Library Development
- Library Services
- Buildings and improvements
- Promotion
- Policies
- Statistics

MEMBERSHIP

Up to nine (9) representatives drawn from a broad cross-section of the Upper Hunter Shire community:

Three (3) Councillor representatives, one of whom shall be the Chairperson.

Five (5) persons from the communities of Aberdeen, Merriwa, Murrurundi, Cassilis and Scone.

Up to two (2) general Library Members

The Library Co-ordinator will provide secretary services to the Committee and coordinate the dissemination of committee agendas and minutes.

MEETINGS

Meetings will be held at a time to be determined by the Committee on a bi-monthly basis.

Two (2) meetings will be held in an alternative town/village from Scone, and the remainder at Scone with video conferencing facilities.

Meetings shall be open to the general public.

Persons attending meetings may take part in the debate but will have no voting rights nor are they able to move or second motions.

Meetings shall be in accordance with Council's Code of Meeting Practice.

QUORUM

A quorum will be present if five (5) members are present.

DISSOLUTION OF THE COMMITTEE

The committee may be dissolved by Council at any time.

The committee shall cease to hold office at the end of October each year or otherwise at the expiration of one month after the general election of the Council next following upon the appointment of the committee, but shall be eligible of reappointment.



UPPER HUNTER SHIRE LAND COMMITTEE CHARTER

AIM

To consider all aspects pertaining to the development, sale and purchasing of land

FUNCTIONS

1. To provide sufficient development of residential land to facilitate growth and mitigate market forces in times of usual demand.
2. To provide sufficient industrial land to encourage economic development and employment generation.
3. To make available suitable land for the provision of optimum community facilities.

POLICIES

- 1 Supplement the working funds as much as practicable by the sale of land assets as and when the opportunity arises.
- 2 A rollover fund be established for the sale of land assets in-globo to finance future developments.

MEMBERSHIP

The Committee consists of the Mayor, Deputy Mayor and two (2) Councillors.

The General Manager may attend or delegate appropriate staff to attend as required.

MEETINGS

The Committee meets as required.

QUORUM

Three (3) Councillors.



UPPER HUNTER SHIRE TRAFFIC COMMITTEE CHARTER

This Committee is formed under the Traffic Act and State Environmental Planning Policy No. 11 – Traffic Generating Developments. The Committee consists of delegates from Council, Roads and Traffic Authority and the local police.

AIM

The Committee is charged with responsibility for making recommendations to Council regarding all matters concerning local traffic regulations in the Shire of Upper Hunter for the betterment of the community.

FUNCTION

- Deal with specific powers delegated by the New South Wales Traffic Authority.
- Consider traffic and safety aspects in the determination of all Development Applications on land uses listed in Schedule 2 of the SEPP as required by that policy.

MEMBERSHIP

- i. The membership of the Committee is to be as follows:
 - A person representing the Local State Member of Parliament
 - A representative from the Police Department
 - A representative from the Roads and Traffic Authority
 - One (1) Council representative
- ii. Committee will generally meet on the second Thursday of each month commencing at 10.30am in the Council Chambers, Scone.
- iii. When the Committee is dealing with traffic and safety aspects of traffic generating developments defined in Schedule 2 of State Environment Planning Policy no. 11 (SEPP11) the person representing the Local State Member of Parliament may be invited to participate in the meeting as a non-voting member of the Committee.

MEETINGS

The Committee will meet on the last Thursday of each month commencing at 4.30 pm in the Council Chambers, Scone.

CHAIRPERSON

The Chairperson of the Committee will be Council's delegate.

QUORUM

Majority of members.



WHITE PARK MANAGEMENT & DEVELOPMENT COMMITTEE CHARTER

AIM

To monitor the operation of the existing facility and to make recommendations to Council on the most appropriate means of developing White Park following the relocation of the Scone Race Club Limited.

FUNCTIONS

This Committee is established to make recommendations to Council on the following functions:

1. The care, control and management of the existing horse boxes on White Park.
2. To investigate, report and make recommendations to Council on the following matters in relation to the development of White Park.
 - To liaise with appropriate bodies for the development of White Park.
 - The development of ancillary facilities such as camping grounds, arenas etc. within White Park.
 - Any other matter that may be related to the development of White Park.

MEMBERSHIP

1. The name of the Committee shall be the White Park Management and Development Committee.
2. The membership of the Committee shall be as follows:
 - Three (3) Councillors plus one (1) alternative.
 - One (1) representative from the following organisations:
 - McCallum Inglis Pty Ltd
 - Hunter Valley Bloodhorse Breeders Association
 - Scone Campdraft & Rodeo Association
 - Australian Stock Horse Society
 - Scone Dressage Club
 - Scone Pony Club
 - Polocrosse Club
 - Scone Horse Trials Association (including Scone Jump Club).

The Chairman to be elected by the Committee from one of the two Councillors nominated to the Committee.

OFFICE BEARERS

The Committee shall elect a Chairman at the first meeting of the Committee who shall remain in office for the period of the Council term, except that if that Councillor is not renominated as a member the Committee by Council.

Any officer may be nominated for re-election.

MEETINGS

- (a) At least four (4) days notice shall be given in writing of any Committee meeting. This may be reduced at the Chairman's discretion provided any member of the Committee unable to attend concurs with the shorter period of notice, either before or subsequent to the meeting.
- (b) A quorum shall consist of four (4) members.