



COMMITTEE CHARTER

Upper Hunter and Kia Ora Youth Music Committee

Date adopted by Council	24 February 2025
Item & Minute Number	25/018
Endorsed by	Senior Management Group on 21 February 2025
CM Ref	CD-6/25
Due for review	At the expiry of the term of the current Council
Responsible officer	Director Environmental & Community Services



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.

Purpose and Objectives

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

Membership

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

- One (1) Councillor
- One (1) representative of Upper Hunter Shire Council
- One (1) representative of Upper Hunter Conservatorium of Music (UHCM) – subject to UHCM Board approval
- One (1) representative of Kia-Ora
- Three (3) community members

Where the Mayor isn't elected to a committee they may attend and vote only in the absence of a voting committee member.

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

Councillors may appoint additional members to the committee by resolution at a Council Meeting.

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

Chairperson

The Committee chairperson is to be a councillor elected by the committee.

Quorum

A quorum will consist of three members, and shall include one (1) Councillor and at least the representative of Kia-Ora or Upper Hunter Shire Council.

Functions

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



Roles and Responsibilities

Committee members shall make every effort to attend Committee meetings. Where a member is absent for three consecutive meetings without registering an apology their position will be declared vacant.

No member of the Committee is able to make media or public comment on behalf of the Council at any time.

Meetings

Meetings of the committee are as considered necessary by the Chair with two (2) weeks notice to be given.

Meetings shall commence at the time-resolved 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.

Venue

Meetings will be held in Scone at the Scone Administration Centre.

Version History

Version No.	Date	CM Ref	Reason for Review
1	24/02/2025	CD-6/25	New Term of Council