



BYRON SHIRE COUNCIL

AUSTRALIA DAY 2019

PROJECT REFERENCE GROUP

CONSTITUTION

**INFORMATION ABOUT THIS DOCUMENT
(INTERNAL USE ONLY)**

Date Commenced:	June 2018	Time Frame to carry out objectives	9 months
Date Group to be Disbanded	February 2019		
Convenor/Facilitator	Mark Arnold, Director Corporate and Community Services		
Review Timeframe			

Document History

Doc No.	Date Amended	Details Comments eg Resolution No.
E2018/23898		Draft

Further Document Information and Relationships

Key Activity (Delivery Plan)	SC 2.4 Support a range of events that encourage broad community participation and promote social inclusion
Related Legislation	Local Government Act 1993 Section 451 Government Information (Public Access) Act) 2009
Related Policies	Code of Conduct Policy 1.8 Privacy Management Plan
Related Procedures/ Protocols, Statements, documents	Agenda Template for PRG Meetings Report Template for PRG Meetings Action List Template for PRG Meetings

Table of Contents

1.	Preamble	2
2.	Objectives.....	2
3.	Timeframe for Group	3
4.	Membership.....	3
5.	Chairperson	3
6.	Quorum	3
7.	Confidentiality	3
8.	Convenor/Facilitator.....	4
9.	Voting	4
10.	Majority Decision	4
11.	Convening Meetings	4
12.	Reporting.....	4
13.	Meetings Open to the Public.....	4
14.	Invited Guests.....	4
15.	Audio Taping of Meetings	4
16.	Vacation of Office	5
17.	Publicity	5
18.	Records of meetings (agenda and reports).....	5
19.	Section 377 Delegation.....	6
20.	Miscellaneous.....	6

1. Preamble

The Project Reference Group is a Group formed by Council and does not have executive power or authority to implement actions.

The role of the Project Reference Group is to carry out specific objectives as stated in this Constitution.

2. Objectives

The purpose of the Australia Day 2019 Project Reference Group is:

1. Organise Australia Day Events

- a) Australia Day Celebrations to be organised in each town if there is a PRG member to organise such event. This is to be done on a voluntary basis by the member representing that town. One of these towns is required to hold and organise the Official Ceremony as part of their Australia Day celebration.
- b) The Official Ceremony is to include the Australian Citizenship ceremony and Local Citizen of the Year awards.
- c) Celebrations are generally to be free of charge and family orientated (can recoup costs of any moneys expended outside of Council's donation).
- d) Budget moneys received from Council are not to be used for the employment of professional artists.
- e) Events are to celebrate what is great about Australia eg. the people, our diversity, our freedom and democracy, a fair go for all, the land or our indigenous people.
- f) Events are to recognise the contribution of Indigenous Australians and our multicultural heritage and celebrate the diversity that has helped shape our nation.

2. Australia Day Address - Local Resident

- a) Nominate a local resident to give the Australia Day Address at the Official Ceremony.

3. Local Australia Day Awards

- a) Develop a nomination form for Byron Shire Council Australia Day awards.
- b) Categorise what awards will be given.
- c) Call for nominations and actively promote the awards to the community as awards for people or groups who have succeeded in their chosen field or have worked tirelessly within their communities.
- d) Award recipients are to be chosen by a vote of the full committee. Tied votes are to be resolved by a draw from a hat.

4. Australia Day Ambassador – Participation in Program

- a) Register with the Australia Day Council of NSW in order to participate in their Ambassador Program.
- b) Local identities may be utilised if the organising committee wishes to have an Australia Day Ambassador at their local event.
- c) If for any reason the PRG does not participate in the Australia Day Council Ambassador Program, a local identity may be utilised for the Official Ceremony's Australia Day Ambassador. The identity is to be endorsed by the PRG.

The objectives are proposed to be confirmed by Council on 19 April 2018.

3. Timeframe for Group

The Project Reference Group has 9 months to complete its objectives.

This group will be disbanded in February 2019.

The Council may dissolve the Group at any time.

4. Membership

Membership is to include up to 10 members (for example):

- 9 community organisations represented
 - Ocean Shores Community Association
 - Sisters for Reconciliation
 - Rotary Club of Byron Bay
 - Rotary Club of Mullumbimby representing the Combined Services Clubs of Brunswick Valley
 - Brunswick Mullumbimby Lions Club
 - Byron Bay Rural Fire Brigade, Suffolk Park
 - Bangalow Red Cross
 - Brunswick Valley Historical Society
 - Byron Bay Surf Club representing Australia Day Paddle

 - relevant staff member(s).
 - Mark Arnold, Director Corporate and Community Services, or their delegate
- * Staff members participating on the working group do not have any voting entitlements.

Members were appointed by Council (date to be inserted following resolution of council).

5. Chairperson

The Chair of the PRG is elected from Councillors nominated to the PRG, to be determined at the first meeting. If there are no Councillors on the PRG, then the PRG is chaired by the relevant staff member.

6. Quorum

A quorum is to constitute at least half the number of members, ie. 6 members (if a total of 10 appointed).

* Staff members or the Councillor are not counted as part of a quorum.

7. Confidentiality

Members of the Project Reference Group will, in those circumstances where confidential matters are subject to deliberation, maintain confidentiality.

8. Convenor/Facilitator

The Convenor/Facilitator of the Project Reference Group in most cases will be the staff member unless otherwise decided by the Council.

9. Voting

Each member of the Group (with the exception of the staff members) is to have one vote. If the vote is tied on any particular matter it will be referred to an Ordinary Meeting for determination.

10. Majority Decision

A requirement that a majority decision of the Group comprises a majority of the invited representative members present and voting on any item subject to the requirements of a quorum being met at the meeting.

11. Convening Meetings

Meetings to be held as required.

12. Reporting

- a) The reports of meetings (Minutes) are to be circulated to members of the group within 7 days of the meeting so that members can provide feedback through the Chair on the draft unconfirmed minutes.
- b) The project reference group reports to Council.

13. Meetings Open to the Public

PRG meetings are not public meetings as they have no executive function. Public transparency is provided for when the reports of these meetings are reported to Council.

14. Invited Guests

The PRG Convenor may request to seek further expertise and consultation as agreed to by the Group and if necessary arrange attendance of a person providing the expertise at a PRG meeting. Any request for information to be at no cost to Council unless a budget is allocated by Council and the expenditure has been authorised in writing by staff with requisite delegations.

15. Audio Taping of Meetings

A PRG meeting may be recorded. If the meeting is being recorded, all PRG members will be advised of this and it will be noted in the Report of that meeting.

Recordings of PRG meetings may involve the recording of personal information provided at the meeting. The recordings will be made to assist with the administration of the PRG.

The provision of any information that is recorded is voluntary, however, if any person does not wish to be recorded they should not address the meeting.

The recordings may be made available to other persons where such access is in accordance with the relevant regulations and requirements in this regard, such as under the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The recordings where made will ultimately be stored in Council's document storage system.

16. Vacation of Office

Any Project Reference Group member wishing to resign from the group shall do so in writing.

Invited Members: If an invited member on the Group who represents an Organisation resigns, an invitation to the Organisation for an alternate delegate will be requested. If no alternate delegate is nominated by the Organisation then that position will become redundant.

Community Members: If a community member resigns and if more than half of the timeframe to complete the PRG's objectives still exists and an alternate delegate has been resolved by Council then that person appointed by Council as an alternate delegate will then be appointed as the new community member. If no alternate delegate has been appointed by Council or the alternate delegate declines to accept the vacant position then that position will become redundant.

17. Publicity

PRG members unless authorised by Council are not to promote or advertise the group's activities.

18. Records of meetings (agenda and reports)

- a) The Convenor/Facilitator of the Group will prepare the Agenda, Progress Reports and Action lists of the Group's meetings formatted in accordance with Council's templates.
- b) The reports of meetings (minutes) are to be circulated to members of the group within 7 days of the meeting so that member can provide feedback through the Chair on the draft unconfirmed minutes.
- c) The reports of the Group's meetings are to be reported to Council when required. The PRG's web page will indicate what meeting Council will be considering the PRG's reports.
- d) If the PRG considers necessary, reports from each PRG meeting may be placed on Council's web page for access by the public and Councillors after each meeting.
- e) If the time frame allocated to complete the objective(s) is 6 months or more the Group is to provide a progress report quarterly to Council on its progress.
- f) At the end of the Group's term a final status report be presented to Council on the outcomes of each objective.

19. Section 377 Delegation

The Project Reference Group does not have any delegated functions pursuant to section 377 of the Local Government Act (1993) and does not have the power to direct staff.

20. Miscellaneous

Insurance: All group members are covered by the public liability policy of Council insofar as they are acting in their capacity as a group member, within the scope of the PRG's Terms of reference and in accordance with the Code of Conduct and statutory obligations. This insurance does not preclude the working group from due diligence and all Council policies must be adhered to.

Code of Conduct: All group members to abide by Council's adopted Code of Conduct at all times.

Pecuniary Interest: Pecuniary Interest may be defined as an interest that a person has in a matter, as a group member or employee of a company or other body, because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person, or another person with whom the person is associated. Such other person includes the spouse or de-facto partner or relative of the group member.

Section 446 of the Local Government Act states that:

"a member of a council committee, other than a committee that is wholly advisory, must disclose pecuniary interests.."

Even though the Local Government Act provides an exemption to disclose pecuniary interests Council's preference is for all members to declare pecuniary interests where applicable.

Privacy: All group members are to abide by Council's Privacy Management Plan relating to their access to personal information.

Meeting Practice: If any other issue arises regarding meeting practice not covered under this constitution, it be referred to the General Manager or delegate or if required Council for a determination to be made.