Extraordinary Council Meeting

Wednesday, 26 September 2018 at 6.00pm

Cumberland Council Chambers
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(Mayor)
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(Deputy Mayor)

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For information on Council services and facilities please visit www.cumberland.nsw.gov.au
ORDER OF BUSINESS

1 Opening Prayer / Acknowledgement of Country / National Anthem
2 Notice of Live Streaming of Council meeting
3 Apologies
4 Declarations of Pecuniary & Non Pecuniary Conflicts of Interest
5 Reports to Council
   General Manager
   EC09/18-184 Election of Deputy Mayor & Committee Representation.............5
Item No: EC09/18-184

ELECTION OF DEPUTY MAYOR & COMMITTEE REPRESENTATION

Responsible Division: Corporate & Community
Officer: Group Manager, Corporate and Customer
File Number: SC470
Community Strategic Plan Goal: Transparent and accountable leadership

SUMMARY

This report outlines the procedures to undertake an election for the role of Deputy Mayor, and requests Council undertake an election if it deems the role as required, as well as nominate Councillors for any current vacancies for committee membership.

RECOMMENDATION

That Council:

1. Determine if a Deputy Mayor will be elected, for a 1 year period commencing 27 September 2018.

2. Determine the method of voting for the election of the Deputy Mayor (if a Deputy Mayor is determined as required).

3. Conduct the election of the Deputy Mayor (if a Deputy Mayor is determined as required).


REPORT

At the 27 September 2017 Extraordinary Meeting of Council, Council considered Item No: 162/17 which related to the election of the Mayor and Deputy Mayor.

The Mayor, Councillor Cummings, was subsequently elected for a 2 year term in accordance with section 230 (1) of the Local Government Act 1993 (the Act). Section 231 of the Act relates to the role of the Deputy Mayor, and states:

“(1) The councillors may elect a person from among their number to be the deputy mayor.
(2) The person may be elected for the mayoral term or a shorter term.”
(3) The deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.

(4) The councillors may elect a person from among their number to act as deputy mayor if the deputy mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no deputy mayor has been elected.”

Council subsequently resolved that it would elect a Deputy Mayor, and the length of the term be 1 year. An election was held at the above mentioned meeting and Councillor Sarkis was elected as the Deputy Mayor. Given this 1 year term is due to lapse on 27 September 2018, Council is required to determine if it wishes to proceed with electing a Deputy Mayor for another term. If so, Council is to proceed to conduct an election for the role of Deputy Mayor for a period of 1 year, as the term of the Deputy Mayor cannot exceed the term of the Mayor.

The General Manager is the nominated Returning Officer for the election of the Deputy Mayor should an election proceed.

The General Manager will indicate that the election will be conducted in accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005. Council is to determine the method of voting to be used for the election of the Deputy Mayor.

If only one Councillor is nominated, that Councillor is duly elected. If more than one Councillor is nominated, Council is to proceed to determine the method of voting via one of the following options:

- Open voting – i.e. by show of hands
- Ordinary ballot – i.e. a secret ballot (place an “X” against the candidate of their choice)
- Preferential ballot – i.e. place 1, 2, 3 etc. against each candidate.

Open voting is the most transparent method of voting at Council meetings. It allows the community to see and understand the voting that has occurred. If Council decides to conduct the election by preferential or ordinary ballot, then the General Manager will conduct the election as outlined in the attached Office of Local Government – Mayoral Election Procedures.

In addition to this, Council is aware of 1 vacancy for Councillor representation on the Parramatta River Catchment Group (PRCG) – for the position of Alternate Delegate for Cumberland Council. A copy of the Terms of Reference for the PRCG is provided under attachment 2 to this report.

It is recommended that Council seeks a Councillor nomination for the position of Alternate Delegate for the PRCG.
COMMUNITY ENGAGEMENT

The result of the election, including the name of the candidate elected as Deputy Mayor is:

- To be declared to the Councillors at the Council Meeting at which the election is held by the returning officer.
- To be delivered or sent to the Office of Local Government and Local Government NSW.
- To be communicated on Council’s website to the community.

The Councillor nominated as Alternate Delegate for Cumberland Council will also be communicated to the Parramatta River Catchment Group.

POLICY IMPLICATIONS

There are no policy implications for Council associated with this report.

RISK IMPLICATIONS

There are no risk implications for Council associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with this report.

CONCLUSION

Council is to consider whether or not it wishes to elect a Deputy Mayor for a further 1 year period, and proceed with an election for the Deputy Mayor if it wishes to elect a candidate for the role. Council is also to nominate a Councillor as an Alternate Delegate on the Parramatta River Catchment Group.

ATTACHMENTS

1. Office of Local Government - Mayoral Election Procedures
2. PRCG - Terms of Reference
Attachment 1
Office of Local Government - Mayoral Election Procedures
Mayoral Election Procedures

Office of Local Government
May 2017
ABOUT THIS DOCUMENT

WHAT IS THE MAYORAL ELECTION PROCEDURES?
The Local Government (General) Regulation requires that when there is no chairperson present at a meeting of a council, the first business of the meeting must be the election of a chairperson to preside at the meeting.

This is the case after council elections. As the Mayor is the chair of council meetings this means the first order of business must be the election of a Mayor.

This must be undertaken in accordance with the requirements of the Local Government (General) Regulation 2005.

The purpose of these procedures are to assist councils in the conduct of the Mayoral election and, if required, the Deputy Mayoral election. The procedures are based upon the relevant legislation (which is also included). They are intended to be a practical guide and in some places include specific things to be said at the meeting.

HOW WERE THE PROCEDURES DEVELOPED?
The guidance has been developed based on current practice and provides councils with procedures to give councils a practical starting point.

WHO SHOULD USE THE MAYORAL ELECTION PROCEDURES?
The Mayoral Election Procedures should be used by all councils when electing a Mayor and a deputy Mayor.

For councils that currently have procedures in place for the election of Mayors and deputy Mayors the Mayoral Election Procedures is a useful comparison tool to check that the existing procedures cover off all areas and align with current practice.

HOW COULD COUNCIL USE THESE PROCEDURES?
Council may wish to provide these procedures to Councillors prior to the meeting to assist them in understanding the process for the election.

Council may also wish to create a summary of the key points of the procedure to assist those in the gallery or for inclusion on the website (if the meetings are webcast).

It is recommended that a practice run with staff be undertaken using the procedures to identify any issues and to agree on some of the practical aspects. This also assists in the smooth running of the election.

The election of the Mayor is a key moment in any Council and it is important that the process be smooth, open and easy to follow. It should not be too rushed or confusing. Where necessary, it is appropriate to stop and provide clarification for the benefit of Councillors, staff and the gallery.
FIRST COUNCIL MEETING

INTRODUCTION

In accordance with s236 of the Local Government (General) Regulation 2005, if no chairperson is present at a meeting of a council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

Administrators are appointed for the 'initial period' under the Proclamation. The 'initial period' commenced on the amalgamation day and ends immediately before the meeting of the new council held after the elections. Accordingly, the Administrator's role has ended before the first meeting of the council and there is no chairperson.

As the Mayor is the Chair of Council Meetings this means the first order of business must be the election of a Mayor (ie: Chair).

In accordance with Clause 394 of the local Government (General) Regulation 2005 the method of election of a Mayor by Councillors is conducted in accordance with Schedule 7.

Councils also need to be mindful of the requirements of s233A of the Local Government Act requiring that Councillors must take an oath of office at or before the first meeting and that this must be appropriately recorded.
PROCEDURES

The General Manager is the nominated Returning Officer for the election of Mayor and Deputy Mayor.

The Returning Officer invites nominations. Nomination forms should be available to all Councillors prior to and at the meeting.

As Returning Officer, I now invite nominations for the position of Mayor/Deputy Mayor for the September 2017 to September 2019 term.

I remind you that nominations must be in writing and that, in accordance with the Local Government Act - Regulations, 2 or more Councillors must nominate a Councillor for the position of Mayor/Deputy Mayor.

The Returning Officer checks the nomination forms collected by staff and writes nominee names on Candidates Sheet.

The Returning Officer then reads out the names of the Nominees. The Returning Officer seeks confirmation that the Nominee accepts the nomination.

If only one Councillor has been nominated for the position of Mayor/Deputy Mayor, the nominee is duly elected.

As there is only one nominee for the role of Mayor/Deputy Mayor, I declare that Councillor .......................... is elected as Mayor/Deputy Mayor for the ensuing two years.

If more than one Councillor has been nominated, Council must determine the method of voting, firstly for the position of Mayor and then for Deputy Mayor, such as:

- Open voting - i.e. by show of hands.
- Ordinary ballot - i.e. a secret ballot (place an “X” against the candidate of their choice);
- Preferential ballot - i.e. place 1, 2, 3 etc. against each candidate;

Note: In the event of a tie, the Chair may use their casting vote. If there is a tie and no Chair, an election for the role of Chair should be conducted. Then the election for Mayor resumed.
OPEN VOTING – (SHOW OF HANDS)

Open voting is the most transparent method of voting at Council meetings. It allows the community to see and understand the voting that has occurred. It is also the least bureaucratic method and reflects normal Council voting methods.

The Returning Officer advises the meeting of the method of voting and explains the process.

*It has been resolved that the method of voting for the position of Mayor/Deputy Mayor will be by show of hands.*

*I will now write each Candidate's name on a slip of paper and deposit it in a barrel, and the first name out of the barrel will be written first on the Tally sheet, with second name out being written second on the Tally sheet, etc.*

The Returning Officer writes each Candidate's name on a slip of paper and deposits it in a barrel, and the first name out of the barrel is written first on the Tally sheet, with the second name drawn out being written second on the sheet, etc.

When all Candidate's names have been written on the Tally sheet, the Returning Officer announces the names of the Candidates and, commencing with the first Candidate;

*Would those Councillors voting for Councillor .................. please raise your hand.*

The Returning Officer records the number of votes for each successive Candidate on the Tally Sheet and announces the number of votes received for each Candidate.

The Minute Taker records the vote of each Councillor.

The Returning Officer should check with the Minute Taker Public Officer that each Councillor has voted. If a Councillor has not voted it should be confirmed that they are abstaining (an informal vote).

2 CANDIDATES

If there are only 2 Candidates for the position of Mayor/Deputy Mayor and the voting is higher for 1 Candidate over another (number of formal votes recorded on the Tally Sheet), the Returning Officer then announces the result.

*Councillor .................. has the higher number of formal votes and as a result I declare that Councillor .................. is elected as Mayor/Deputy Mayor for the ensuing year.*

In the event of a *tied vote*, the Returning Officer advises the meeting of the process.

*In accordance with Regulation 12 of Schedule 7, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as Mayor/Deputy Mayor.*

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The Returning Officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The Returning Officer then draws a name out of the barrel and shows the meeting.

*I declare that Councillor .................. is elected as Mayor/Deputy Mayor for the ensuing year.*

The Returning Officer then draws out the remaining name and read it for the purpose of completeness. The second name should be shown to the meeting.
3 OR MORE CANDIDATES

The Candidate with the lowest number of votes for the position of Mayor/Deputy Mayor is excluded.

Councillor ....................... having the lowest number of votes, is excluded.

The voting continues as above until there are only 2 Candidates remaining (see voting for 2 Candidates above).

In the event that the lowest number of votes are tied, the Returning Officer advises the meeting of the process.

In accordance with Regulation 12 of Schedule 7, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The Returning Officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The Returning Officer then draws a name out of the barrel and shows meeting.

I declare that Councillor ....................... is excluded.

The Returning Officer then draws out the remaining name and read it for the purpose of completeness. The second name should be shown to the meeting.

ORDINARY BALLOT – (SECRET BALLOT)

The Returning Officer advises the meeting of the method of voting and explains the process.

It has been resolved that the method for voting for the position of Mayor/Deputy Mayor will be by Ordinary Ballot, i.e. placing an “X” against the Candidate of the Councillor’s choice.

The Returning Officer announces the names of the Candidates for Mayor/Deputy Mayor and writes each Candidate’s name on a slip of paper and deposits it in a barrel.

The Returning officer requests that a staff member shakes the barrel and advises that the order in which the names will appear on the ballot paper will be determined by a draw out of the barrel, i.e. first name out of the barrel is written first on the Ballot papers and so on.

It will be necessary to have a number of blank papers as this process may require more than one round of voting.

The Returning Officer writes the names on one set of the ballot papers and initials the front of each ballot paper.

A staff member distributes the ballot papers and collects them into the ballot box when completed and gives it to the Returning Officer who counts the votes and records them on the Tally sheet.

The Returning Officer announces the results.

Councillor ....................... having the lowest number of votes, is excluded.

The Returning Officer writes the names on a further set of the ballot papers and initials the front of each ballot paper.

The staff member again distributes ballot papers listing the remaining Candidates and gives the completed ballot papers to
the Returning Officer who again counts the votes and records on the Tally Sheet and announces the results.

The process continues until 2 Candidates remain, where a final vote takes place.

Councillor ....................... has the higher number of votes and hence I declare that Councillor ....................... is elected as Mayor/Deputy Mayor for the ensuing two years.

In the event of a **tied vote**, the Returning Officer makes the following statement and announces the process.

> The votes are tied between Councillor ....................... and Councillor ....................... having received ## votes each, and, in accordance with Regulation 12 of Schedule 7, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as Mayor/Deputy Mayor.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The Returning Officer places the names of the candidates into the barrel and requests that a staff member shakes the barrel.

The Returning Officer then draws a name out of the barrel and shows the meeting.

> I declare that Councillor ....................... is elected as Mayor/Deputy Mayor for the ensuing year.

The Returning Officer then draws out the remaining name and read it for the purpose of completeness. The second name should be shown to the meeting.

### PREFERENTIAL BALLOT

The Returning Officer explains the process.

> It has been resolved that the method for voting for the position of Mayor/Deputy Mayor will be by Preferential Ballot, i.e. placing an "1", "2" etc. against the Candidate of the Councillor's choice in order of preference.

The Returning Officer announces the names of the Candidates for Mayor/Deputy Mayor and writes each Candidate's name on a slip of paper and deposits it in a barrel.

The Returning officer requests that a staff member shake the barrel and advises that the order in which the names will appear on the ballot paper will be determined by a draw out of the barrel, i.e. first name out of the barrel is written first on the Ballot papers and so on.

The Returning Officer writes the names on the ballot papers and initials the front of each ballot paper. This method of voting requires only one set of ballot papers.

A staff member distributes the ballot papers and collects them when completed and gives to the Returning Officer who counts the first preference votes and records on the Tally sheet.

If a candidate has an absolute majority of first preference votes (more than half), the Returning Officer declares the outcome.

> Councillor ....................... having an absolute majority of first preference votes, is elected as Mayor/Deputy Mayor for the ensuing two years.

If no candidate has the absolute majority of first preference votes, the Returning Officer excludes the candidate with the lowest number of first preference votes.
Councillor .................., having the lowest number of first preference votes, is excluded.

The preferences from the excluded candidate are distributed. This process continues until one candidate has received an absolute majority of votes, at which time the Returning Officer announces the result.

Councillor .................., having an absolute majority of votes, is elected as Mayor/Deputy Mayor for the ensuing year.

In the event of a tied vote, the Returning Officer explains the process.

The votes are tied between Councillor .................. and Councillor .................., having received ## votes each, and, in accordance with Regulation 12 of Schedule 7, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as Mayor/Deputy Mayor.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The Returning Officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The Returning Officer then draws a name out of the barrel and shows the meeting.

I declare that Councillor .................. is elected as Mayor/Deputy Mayor for the ensuing year.
LOCAL GOVERNMENT (GENERAL) REGULATION 2005 - SCHEDULE 7

Schedule 7 - Election Of Mayor By Councillors (Clause 394)

PART 1
Preliminary

1 Returning Officer
The General Manager (or a person appointed by the General Manager) is the Returning Officer.

2 Nomination
(1) A Councillor may be nominated without notice for election as Mayor or Deputy Mayor.
(2) The nomination is to be made in writing by 2 or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
(3) The nomination is to be delivered or sent to the Returning Officer.
(4) The Returning Officer is to announce the names of the nominees at the Council meeting at which the election is to be held.

3 Election
(1) If only one Councillor is nominated, that Councillor is elected.
(2) If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
(3) The election is to be held at the Council meeting at which the Council resolves on the method of voting.
(4) In this clause:
* "ballot" has its normal meaning of secret ballot
* "open voting" means voting by a show of hands or similar means

PART 2
Ordinary ballot or open voting

4 Application of Part
This Part applies if the election proceeds by ordinary ballot or by open voting.

5 Marking of ballot-papers
(1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
(2) The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.
(3) An informal ballot-paper must be rejected at the count.

6 Count - 2 candidates
(1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
(2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

7 Count - 3 or more candidates
(1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
(2) If 3 or more candidates remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.

8 MAYORAL ELECTION PROCEDURES
PART 3
PREFERENTIAL BALLOT

8 Application of Part

This Part applies if the election proceeds by preferential ballot.

9 Ballot – Papers and voting

(1) The ballot-papers are to contain the names of all the candidates. The Councillors are to mark their votes by placing the numbers “1”, “2” and so on against the various names so as to indicate the order of their preference for all the candidates.

(2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.

(3) An informal ballot-paper must be rejected at the count.

10 Count

(1) If a candidate has an absolute majority of first preference votes, that candidate is elected.

(2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.
PART 4
GENERAL

12 Choosing by lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

13 Result

The result of the election (including the name of the candidate elected as Mayor or Deputy Mayor) is:

(a) To be declared to the councillors at the council meeting at which the election is held by the returning officer, and

(b) To be delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Associations of New South Wales.

10 MAYORAL ELECTION PROCEDURES
LOCAL GOVERNMENT (GENERAL) REGULATION 2005 - REG 345 INFORMAL BALLOT-PAPERS

345 Informal ballot-papers

(1) A ballot-paper of an elector at an election is informal if:
   (a) The elector has failed to record a vote on it in the manner directed on it, or
   (b) It has not been initialled on the front by an election official, or
   (c) It contains a mark or writing that, in the returning officer's opinion, would enable the elector to be identified.

(2) Despite subclause (1), a ballot-paper of an elector at an election in which only one candidate is to be elected is not informal merely because a tick or a cross has been placed in one square and the other square or squares have been left blank. In such a case the tick or the cross is to be treated as a first preference.

(3) Despite subclause (1), a ballot-paper of an elector at an election is not informal merely because a preference (other than a first preference) has been repeated or omitted so long as the ballot-paper shows at least the minimum number of preferences required by the directions.

(4) Despite subclause (1), a ballot-paper of an elector at an election is not informal merely because it has not been initialled on the front by an election official, so long as it bears the mark referred to in clause 305 (2).

(5) Despite subclause (1), a ballot-paper of an elector at an election is not informal by virtue of the existence of an unnecessary mark on the ballot-paper if, in the opinion of the returning officer, the elector's intention is clearly indicated on the ballot-paper.

(6A) Despite subclause (1), a ballot-paper is not informal by reason only that the elector has placed one or more numbers, a tick or one or more crosses adjacent to but outside a square or squares if, in the opinion of the returning officer, the elector's intention is clearly indicated on the ballot-paper. In such a case, each such number, tick or cross is taken to have been placed within the relevant square.

(7) Nothing in subclause (2) authorises any person to encourage a voter to place a tick or a cross in a square on a ballot-paper.

Note: Section 308C of the Act makes provision concerning the formality of ballot-papers where the voter marks, crosses or ticks a group voting square, or where the ballot papers contain the name of a candidate whom a court has declared to be incapable of being elected.
Mayoral Election Procedures
DOCUMENTS ASSOCIATED WITH REPORT EC09/18-184

Attachment 2

PRCG - Terms of Reference
Terms of Reference

Version 0.H, 30 Sept 2017
PURPOSE OF THE GROUP

The Parramatta River Catchment Group (hereinafter, 'the Group'), is an alliance of councils, state government agencies and community groups who will use their combined resources, experience, knowledge and skills to address the complex environmental problems of the Parramatta River.

The Group’s area of interest shall be the Parramatta River Catchment from Blacktown in the west; to the confluence of the Lane Cove River in the east. It shall include the Parramatta River, all its tributaries and catchment lands.

PURPOSE OF THIS DOCUMENT

These terms of reference detail the framework for collaboration between each party in relation to the operation of the Parramatta River Catchment Group (PRCG). They should be considered in conjunction with the Group’s Memorandum of Understanding which provides the broader guidelines on how each party will work together for the development, delivery, operation, administration and management of the Group.

VISION, MISSION AND PURPOSE

Vision

Sydney deserves a world class river

Mission

To make Parramatta River swimmable again by 2025

Purpose

To make Parramatta River a living river

MEMBERSHIP

Membership of the Group shall consist of two types of members:

Financial members

Financial members include those member councils and state agencies that have signed the Parramatta River Catchment Group Memorandum of Understanding (MoU) and/or a Statement of Joint Intent and have made a financial contribution to the Group.

These members are entitled to vote on key decisions of the Group and are made up of:

a) Council elected representatives who include one delegate and an alternative from each member Council. Councillors represent the interests of the PRCG at Council meetings.

b) Staff representatives who shall be nominated by each of the Councils/Agencies to attend meetings and receive minutes of the meetings. In the absence of a
c) Council and agency staff shall be able to speak for the whole-of-council/agency, and be at a level within the organisation, to either make decisions in relation to Group outcomes, or have ease of access to senior management. Depending on the issues to be addressed by the Group, additional Council and Agency staff, with areas of expertise specific to identified issues, may be requested to attend meetings.

Financial membership at the date of adoption of these Terms of Reference comprises the following councils and agencies:

Blacktown City Council
Burwood Council
City of Canada Bay Council
City of Canterbury-Bankstown Council
City of Parramatta Council
City of Ryde Council
Cumberland Council
Department of Planning and Environment
Environment Protection Authority
Hunters Hill Council
Inner West Council
Strathfield Council
Sydney Water
The Hills Shire Council

Associate members

Associate members include community representatives and landholder representatives who do not contribute financially to the Group. While these members do not have voting rights, their value to the Group is acknowledged as key to its success.

Community representatives shall be invited from community and environmental groups, including Non-Government Organisations (NGOs) active in the catchment. It is recognised that Councillors also represent the community.

The total number of community group representatives invited to attend Group meetings shall not exceed five (5) in number. These positions will be reviewed every three years with opportunities for current and new community group representatives to apply.

Community members shall actively participate and liaise between relevant stakeholder groups, participate in relevant projects and share information on regional activities with other community groups where possible.

Major landholder representatives who are not financial members shall be invited to become members of the Group or invited to attend meetings on an as needs basis.
STRUCTURE & ROLES

The Group shall operate at three levels: Full Group; Executive Management, and; Officer level.

Figure 1. PRCG Organisational Structure

Full Group

The Parramatta River Catchment Group Full Group is the over-arching decision-making body. It will provide strategic direction to the Coordinator, the Executive Committee and the Working Groups.

The Full Group is made up of elected representatives from member Councils, Council/Agency staff representatives and representatives from major landholders and elected community groups that exist within the Parramatta River catchment area.

The Full Group is empowered to do all things necessary and convenient to implement its mission, aim and objectives.

The above shall not affect the right of an individual Council/Agency acting in its own right on these matters.

The control, regulation, maintenance and management of the exercise of these powers are vested in the meetings of the delegates in accordance with these terms of reference.

Executive Committee

The Executive Committee acts as the committee of management for the Group. The Executive shall assist in the delivery of the Group’s objectives by supporting the Coordinator with the operational functions of the Group.
The Executive Committee shall be responsible for the following:

a) Providing advice to the Coordinator on issues to be reported to the Group Committee/Full Group/Board;

b) Preparing and confirming Full Group meeting agendas;

c) Providing assistance and support to the Coordinator in performing his/her role;

d) Applying for grants which will then be reported on to the Group;

e) Performing any other functions as delegated by the Full Group for the effective management of the affairs of the PRCG between meetings;

f) Monitoring the performance of the PRCG Coordinator; and

g) Assisting with selection processes for recruitment of PRCG staff.

The Executive Committee shall consist of the following:

- Host Organisation Manager;
- Coordinator; and
- Senior representatives from minimum four (4) other member organisations.

That is preferably six (6) in total with one (1) Agency and at least two (2) Councillors represented on the Committee and the Coordinator and other PRCG staff as ex-officio members. The size of the Executive may vary according to the needs and interests of the Group but shall not be less than four (4) and not more than seven (7) in total.

Executive Committee members shall be Senior Officer/Team Leader level within their jurisdiction or above and/or shall be able to approve and endorse financial and other business matters pertaining to the Group.

Nominations for the Executive Committee shall occur once a year with the date for nominations to be determined by the Executive but shall not be longer than twelve (12) months from the previous call for nominations.

Nominations shall be called by email and received no later than three (3) weeks after being called. If the minimum number of four (4) nominations is received then all shall be accepted. If more than the minimum are received the nominations shall be voted on via email by the officers of the Full Group.

It is preferred that all member organisations nominate a delegate for the Executive at some point to ensure an equal opportunity for all members to be involved in operational decisions of the Group.

The Executive Committee may authorize expenditure to the value of $30,000 in between group committee meetings, provided this financial commitment is related to actions endorsed in the Strategic Plan. Expenditures in excess of $30,000 must be approved by resolution of the Group Committee/Full Group/Board.
Where possible, decisions of the Executive shall be based on consensus. In the event of dissent, a vote of committee members will be taken and the majority will prevail.

The PRCG Coordinator shall forward draft minutes of each meeting to each Executive Committee member as soon as practicable after the meeting. Following adoption of the minutes, copies will be provided to all member organisations.

An Executive Committee report shall be tabled at the following ordinary meeting of the PRCG Board where it shall be considered.

**Sub-Committees**

The Group may appoint any number of sub-committees in connection with any work, activity or object of the Group.

The sub-committees will be formed to investigate and address specific issues, concerns and/or projects and shall consist of technical officers, or other relevant staff, from Councils and Agencies. Community members may be invited to join subcommittees where this is considered appropriate. They shall meet as required and report back to the Group at Full Group meetings.

All members shall agree, from time to time, to take the lead role on various projects, administer funds and support the Group as required.

The Group shall have power to co-opt any person to assist and/or comprise a sub-committee.

**CHAIRPERSON**

The Chairperson shall be the public representative of the Group to the community and shall act as the media spokesperson. The Chairperson shall also utilise the interests of all members to maintain focus on the Group’s objectives and ensure the smooth running of the Full Group’s meetings.

The Chairperson and Vice Chairperson shall be an elected Councilor from a member Council or a senior official from a member State Agency.

The Chairperson and Vice Chairperson shall be elected for a period of 12 months.

The Vice Chairperson may exercise any function of the Chairperson at the request of the Chairperson, or if the Chairperson is prevented by illness, absence or otherwise from exercising the function.

The Chairperson’s responsibilities include:

a) Ensuring he/she conducts all business with a high level of impartiality, firmness, tact and courtesy;

b) Representing the organisation and being its public spokesperson, in accordance with the PRCG Media Policy (see Appendix A: PRCG Media Policy).
c) Guiding the Group meetings according to the agenda and time available;

d) Encouraging and facilitating Group discussions as relevant to the meeting agenda, and;

e) Ensuring all discussion items at meetings end with a decision, action or definite outcome.

The Chairperson or in his/her absence, a Vice Chairperson shall preside at all meetings of the Group.

STAFFING ARRANGEMENTS

The PRCG may appoint a PRCG Coordinator and other such staff, as the Group may consider appropriate in order to pursue its mission, aim and objectives.

PRCG staff positions will be appointed by fixed term contract with the host member organisation. Employment conditions including leave will be equivalent to other similar employment arrangements of the host organisation. Conditions, entitlements and rights will be detailed in the employment contract and subject to policies including codes of conduct that apply to host organisation.

The PRCG Coordinator will report operationally to a senior manager of the host organisation. The manager will provide regular performance feedback.

PRCG staff, provided that performance is satisfactory, shall remain as an employee for the term of appointment to the PRCG but not longer if the Group does not continue to exist.

Complaints concerning a member of PRCG staff shall be raised initially with the manager from the host organisation. Formal complaints will be managed in accordance with relevant organisational policies, codes or awards.

Coordinator and/or other PRCG staff, as delegated by the Coordinator

The Coordinator shall administer, support and facilitate the collaborative efforts of all members to achieve the Group's objectives and work towards the common purpose and shared responsibility of managing and improving the ecological health of the Parramatta River catchment.

The primary responsibilities of the Coordinator are:

a) Perform all administrative functions of the Group as necessary for the effective operation of the Group including but not limited to: coordination of meetings; preparation and maintenance of financial reports; budget recommendations; production of annual reports; and maintenance of accurate records;

b) Coordinate and facilitate the activities of the Group including but not limited to: overseeing the delivery of Group projects; development and implementation of
a PRCG strategic plan; building partnerships with other stakeholders; seeking funding for Group projects; working as a link between members; and building capacity of members through information sharing and training opportunities.

c) Promoting the Group’s activities and projects including but not limited to: maintaining the Group’s website; acting as a media contact; preparing the Chair and Vice-Chair for media inquiries; providing regular communication and information channels; circulating publicity and other promotional materials; and advocating on behalf of the Group to relevant stakeholders and authorities.

The Coordinator may authorize expenditure to the value of $5,000, following host organisation’s procurement policy, provided this financial commitment is related to actions endorsed in the Strategic Plan. Expenditures in excess of $5,000 must be approved by resolution of the Executive Committee (up to $30,000 as per previously stated in this document) or Full Group (above $30,000).

Additional Staff

The PRCG Board may determine and allocate funding to additional staff positions as considered appropriate.

HOSTING AND ADMINISTRATION

One of the member organisations, with their concurrence, shall be nominated at an Annual General Meeting or Ordinary Meeting to be the Host Organisation for a minimum three year term for the purpose of employing staff, providing office accommodation, human resources, management support and administering Group funds.

FINANCE

The financial contribution by each member organisation towards costs of the Group shall be apportioned on the following basis:

An annual membership fee based on the percentage of the population in each LGA that lives within the catchment. This shall then be scaled to fit one of three categories; small, medium or large. This shall ensure an equitable and fair contribution by each council as it takes into account the population pressures placed on the catchment relative to each local government area and the inherent value of the PRCG to each council based on the size of the land where on-ground works may occur.

All funds shall be operated upon in such manner and by such persons for the purpose of and subject to these terms of reference.

A financial report shall be submitted at each quarterly meeting of the Group.

The Group shall before the end of each financial year prepare estimates for the following financial year showing:

(a) The amount of proposed expenditure by the Group;
(b) The amount in hand available for such expenditures;
(c) Any additional amount required to be raised to meet such expenditure;
(d) Proposed sources of funding for matters itemised in "c".

The estimates shall be referred to each member organisation for consideration at their Ordinary Meeting. The expenditure shall be contained within the approved budget of the Group, or in accordance with supplementary votes for funds approved by member organisations.

ANNUAL REPORT

The Group shall submit an annual report to each of the members at the Annual General Meeting or other Board meeting as deemed appropriate.

The Annual Report shall contain a summary of the activities of the Group and an accompanying financial statement for each financial year.

AMENDMENTS

The Terms of Reference shall be reviewed prior to the resigning of the Memorandum of Understanding, or as required. They may be altered to meet the current needs of all members, by agreement and resolution of the majority of members of the Group.
PRCG MEDIA POLICY

Objectives

Regular contact with the media and public communication is important in promoting a positive profile of the PRCG as an effective, pro-active organisation that is improving the social, environmental and economic health of the Parramatta River catchment.

The PRCG’s communication with the media must be consistent and coordinated to ensure information is delivered correctly. All forms of public communication should aim to:

1. Promote the PRCG’s role, activities and achievements;
2. Promote the PRCG as an apolitical, collegial group with membership made up of local councils, state government organisations and community groups with the shared dedication to make the Parramatta River swimmable again;
3. Be sensitive in its public position towards PRCG members, associate members or individual representatives.

The PRCG Members and Associate Members are:

Ashfield Council
Auburn Council
Bankstown City Council
Blacktown Council
Burwood Council
City of Canada Bay
City of Ryde
Holroyd Council
Hunters Hill Council
Parramatta City Council
Leichhardt Municipal Council
Strathfield Council
The Hills Shire Council
Greater Sydney Local Land Services
NSW Department of Primary Industries
NSW Department of Planning and Environment
NSW Environment Protection Authority
NSW Office of Environment and Heritage
NSW Roads and Maritime Services
Parramatta Park
Sydney Water

Scope

This media policy applies to all PRCG members, financial and non-financial partners. This policy applies to all forms of communication including broadcast, electronic, print and social media.

Responsibilities and Representation

The management of the media is the responsibility of the Coordinator and/or other PRCG staff as delegated by the Coordinator (herein referred to as ‘delegated staff member), as defined in the PRCG Terms of Reference. The Coordinator or delegated
staff member is responsible for public communication of the PRCG, including drafting and reviewing media releases referring to the PRCG and coordinating their distribution after approval.

All media inquiries associated with the PRCG must be discussed with the Coordinator or delegated staff member before commenting or committing to comment. It is reasonable to take a media inquiry on notice and indicate that a response will be provided shortly, following consultation with the PRCG Coordinator or delegated PRCG staff member. The PRCG Coordinator or delegated staff member will ensure that the media response is aligned with the objectives specified in the media policy and Terms of Reference.

This procedure applies to any response involving usage of the PRCG name, including but not limited to, if the speaker is identified as member, representative or spokesperson of the PRCG. This procedure applies to all forms of public communication, including broadcast, electronic, print and personal social media channels if referencing the PRCG.

**Nominated Spokesperson**

The Chairperson and/or PRCG Coordinator are the designated public faces and media spokespeople for the PRCG, as defined in the PRCG Terms of Reference. In the absence of the Chairperson, the Vice-Chairperson will assume this spokesperson role. The Chair and Vice-Chair must contact the Coordinator before committing to comment on any matters related to the PRCG.

The Coordinator or delegated staff member will prepare the Chairperson and Vice-Chairperson for public comment in accordance to the agreed objectives and guidelines outlined in this policy. This media preparation may include the development of a media brief, discussion points as well as training and practicing for the interview.

**Media content**

All media content shall be consistent with any documents endorsed by the PRCG Full Group (e.g., PRCG Terms of Reference, Our Living River background, PRCG Strategic Plan, Coastal Zone Management Plan, Fauna and Habitat Report). In the case where the PRCG is approached for comment on an issue that is not included in an endorsed document or has not been specifically discussed and endorsed by the PRCG Full Group, the PRCG Executive Committee shall provide interim advice to the Coordinator or delegated staff member on whether a response shall be made.

**PRCG Acknowledgements and Credits**

All PRCG members, financial and non-financial, are encouraged to promote their partnership with the PRCG in relevant public communication. Whenever possible, PRCG members should display either the Our Living River logo or the PRCG logo (or both), in a visible manner without cropping, distorting or overwriting the image.

Members should consult with the PRCG Coordinator or delegated staff member prior to the use of these logos.
Usage:
The Our Living River initiative should be viewed as an initiative for the river and represents the interest to make the river a living waterway.

All PRCG members are encouraged to use this logo on their own projects, events and activities related to the purpose/overall cause to make the river a clean and healthy natural resource.

Usage:
The PRCG Logo is an organisational logo and represents membership or representation of the PRCG’s mission, role and achievements.

The PRCG logo should be used for projects, events and activities directly organised, associated or supported by the PRCG.

Photography and Film

Any request for photography or film footage related to the PRCG must be discussed in consultation with the PRCG Coordinator or delegated staff member before providing or committing to provide the media with such material. The PRCG Coordinator or delegated staff member will endeavour to supply approved imagery or audio-visual material, or advise/authorise the capture of new photographs and film footage if needed.

Strict guidelines apply to the use of imagery including children and minors. PRCG members are never permitted to distribute or use any material including children and minors in any form of communication, both internal and external, unless authorised by the PRCG Coordinator or delegated staff member. The Coordinator or delegated staff member will ensure that the necessary media consent has been obtained by the child and parent or guardian.

Media Opportunities

All PRCG members have a role to identify events or activities that can potentially promote the PRCG through media coverage. In circumstances where there is an opportunity for a positive news story or upcoming event to share with the media, please contact the PRCG Coordinator. The PRCG Coordinator or delegated staff member will advise if and how the news media should be contacted.

Monitoring and Reporting

All media occurrences will be recorded and reported to the PRCG Full Group at their quarterly meetings. PRCG members will have the opportunity to review these occurrences, bring to attention any future media opportunities and reassess this Media Policy for its effectiveness and continued relevance.
Attachment B – CODE OF MEETING PRACTICE

Preamble

The object of this Code is to provide for the convening and orderly conduct of meetings of the Parramatta River Catchment Group and any Committees of this Group.

All meetings of the Group shall be conducted in accordance with this Code.

This Code shall be amended from time to time to meet the current needs of all members, by agreement and resolution of the majority of members of the Group.

Meeting Principles and Protocols

In adopting this Code of Meeting Practice, the members of the Parramatta River Catchment Group commit to the following principles:

a) Meetings should be orderly and efficient and held in an environment which facilitates respect shown for the views of others and regard for reasonableness and fairness.

b) All members have an obligation to conduct themselves at meetings to accepted standards of behaviour and make positive contributions to the issues being considered.

Definitions

Member Organisation - either a Council or Agency, which is party to the Memorandum of Understanding (MoU) and/or is a financial contributor.

Delegate – representative of a member organisation.

Voting delegate – representative of a financial member organisation with the right to cast a vote on behalf of their organisation.

PRCG Board – The PRCG Board structure and role is set out in the PRCG Terms of Reference. The Board includes representatives of financial member organisations (Councils and Agencies), major landholders and community group representatives.

PRCG Coordinator – a paid staff member of the PRCG who administers, supports and facilitates the collaborative efforts of all members to achieve the PRCG’s objectives and work towards the common purpose and shared responsibility of managing and improving the ecological health of the Parramatta River catchment.

PRCG Executive Committee – The PRCG Executive Committee structure and role is set out in the PRCG Terms of Reference. The Executive Committee includes senior officers of five financial member organisations, including the Host Organisation Manager and the PRCG Coordinator.

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PRCG Associate Members – non-financial members such as landholders or community group representatives who may attend meetings but do not have voting rights.

PART A – PRCG BOARD MEETINGS

Convening of Meetings

Frequency of Meeting

Ordinary Meetings of the PRCG Board shall be held quarterly each year. One of those meetings shall be the Annual General Meeting.

Location of Meetings

Meetings shall be held at a member organisation office as decided by the PRCG Board. The hosting of each meeting shall be rotated amongst the member organisations.

The meeting host will provide refreshments for the meeting.

Meeting times

Ordinary Meetings of the Group will take place in the early evening, commencing at 6pm and finishing at 7.30pm unless otherwise agreed prior to the meeting. Supper shall be provided before commencement of the meeting.

Office Meetings will be held at 4.45pm where scheduled and will finish by 5.30pm.

Notice of Meeting

The PRCG Coordinator shall notify each member organisation notice of meeting time, date and location and the nature of the business to be dealt with at the meeting not less than two (2) weeks before each meeting.

In the case of Extraordinary Meetings, generally two (2) weeks notice will apply, however in cases of emergency, a minimum of forty-eight (48) hours notice must be given to all member organisations.

Calling of Extraordinary Meeting

An Extraordinary Meeting of the PRCG Board may be convened by the PRCG Coordinator only, in consultation with the Chair where required.

Representation at Meetings

General Managers/Senior Agency Official and/or their delegate will ensure that appropriate member organisation representation is provided at PRCG meetings to ensure that interests and issues of all member organisations is represented.

An Extraordinary Meeting of the Group may be convened as and when required, in accordance with this Code of Meeting Practice.
Apologies for Non-Attendance

Where a delegate of a member organisation is unable to attend a meeting of the Group, the member organisation may be represented by another person appointed as an alternate delegate (a proxy). The alternate delegate may, during the absence of a delegate of his/her member organisation act in his/her place and be subject to vacation of office in the same way as a delegate.

Where a delegate has missed three (3) meetings without notification, the Group shall write to the member organisation seeking an alternate delegate.

Records of meeting attendance shall be published in the PRCG Annual Report. Where possible a delegate shall submit an apology for non-attendance at any meeting of the Group.

Conflicts of Interests

Any delegate who may have a conflict of interest, that being where their private interests conflict with their public role and responsibilities, should ensure that this interest is declared at the relevant PRCG meeting (e.g. Board, Executive Committee or sub-committee) as soon as a conflict arises. This may involve action such as removing him/herself from the decision making process, leaving the room when a matter is discussed etc. Delegates are expected to manage conflicts of interests to mitigate or avoid real or public perception of bias from their representation to the PRCG.

What Constitutes a Decision of the Group?

A decision of the PRCG Board requires either a consensus of all members present at a meeting or a majority of votes at a meeting which meets quorum.

A decision may be made outside of ordinary or extraordinary meetings using any technique or technology that gives the members as a whole a reasonable opportunity to participate. A record of the process used to make a decision using techniques or technologies must be accurately documented.

All decisions made by the Group shall be accurately minuted in accordance with this Code.

Addressing the Meeting

With the consent of the delegates at a meeting, leave may be granted for any person to address that meeting.

Chairperson

Chairperson

At every meeting of the Group, the Chairperson shall preside, or if he/she is not present, a Vice Chairperson shall preside, or if he/she is not present, the delegates present shall elect a Chairperson to preside at that meeting.
Quorum

Quorum for a Meeting

Business must not be transacted at a meeting unless a quorum, that is the majority of voting delegates from each member organisation, is present.

Each member organisation is entitled to one voting delegate.

If quorum is not present the meeting may continue but only to discuss the items on the original agenda. A meeting without quorum may not make decisions which are binding on the PRCG.

If after one hour of the time designated for the holding of the meeting, the meeting may be:

(a) Adjourned to another time and another day, and a place to be determined by the PRCG Coordinator in consultation with the Chair; or

(b) Cancelled by the PRCG Coordinator in consultation with the Chair and all major decisions to be made at the meeting will be sought using any technique or technology that gives the members as a whole a reasonable opportunity to participate without attending an adjourned meeting.

Agenda

Agenda and Business Papers for Ordinary Meetings

An agenda outlining the matters to be dealt with at the meeting, business papers detailing specific items of business and minutes of the previous meeting shall be circulated preferably with the meeting notification or as soon as practicable before the meeting but no less than seven (7) days prior to the meeting.

A member organisation may propose agenda items. These shall be submitted to the Coordinator at least three (3) weeks prior to the date of the meeting.

The Financial Statements and Annual Report of the Group for the financial year ending June 30 shall be submitted to a meeting of the Group to be held not later than 30 November each year.

Agenda for Extraordinary Meeting

In the case of an Extraordinary Meeting, the agenda shall deal only with the matters stated in the notice of the meeting.

Business at Meetings

Business of Meetings

The business conducted at a meeting of the Group shall consist of:

(a) Matters presented by the PRCG Coordinator

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(b) Matters of which notice has been given by member organisations, either via staff representatives or from elected delegates;

(c) Matters which the Chairperson thinks fit to submit to the meetings;

(d) Consideration of any recommendation or report by any committee of the Group;

(e) Consideration of any recommendation or report by any community group;

and otherwise as the Group decides.

Decisions/Resolutions

Making a Resolution

An objective of the PRCG Board is to achieve consensus on decisions made by the Board. When determining if consensus has been reached the Chairperson shall call for any voting delegate to voice his/her dissent for the decision in question. If no dissent is raised the Chairperson may declare the motion “carried” by the Group.

If objection is signified, discussion will proceed in accordance with this Code and the Chairperson shall again submit the motion to the meeting. If consensus cannot be reached at this point, issues may be determined by a majority vote.

Altering Resolutions of the Group

Any dissent on any decision made after a meeting of the Group shall be raised at the Executive Committee for discussion and clarification.

Voting

Voting Entitlements of Delegates

At meetings of the PRCG Board only voting delegates of member organisations that are financial contributors and in attendance may vote.

Each financially contributing member organisation shall have one vote.

Voting

Voting shall be conducted as a show of hands where the Chairperson shall call for those voting delegates who are in favour to raise their hands.

In the event of equality of votes the Chair has a casting vote.

The PRCG Board may hold a postal/electronic ballot to determine any issue or proposal. A postal/electronic ballot is to be conducted in accordance with this Code of Meeting Practice.

Minutes

Minutes of Meetings

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The Group shall ensure that full and accurate minutes are kept of the proceedings of a meeting of the Group and are available for all members via the members' only section of the Group's website.

The Coordinator shall forward minutes of each meeting to each member organisation and delegate as soon as practicable after the meeting but no later than two (2) weeks after a meeting. Each member organisation shall note the minutes of each meeting.

Where a decision at the meeting is required to go to a vote, the voting result shall be recorded in the minutes by declaring the names of those delegates voting in favour (through a raising of hands) and the recording all other delegates present as having voted against the matter.

Annual General Meeting

Conduct of business

The Annual General Meeting will be held each year and may occur as part of an Ordinary Meeting as determined by the Coordinator and the Executive Committee.

The following business will be conducted at the Annual General Meeting:

1. Election of Chairperson and Vice-Chairperson
2. Presentation of financial statements
3. Presentation of Annual PRCG Report

Election of Chairperson and Vice Chairperson

Members of the Group shall elect a Chairperson and Vice Chairperson at the Annual General Meeting. The term of office is for one year.

The following positions are eligible to nominate and vote:

a) Councillors representing a member Council.
b) A senior official from a member State Agency.

The following are not eligible to nominate and vote:

a) Council staff are not eligible to stand for Chairperson or Vice-Chairperson.
b) PRCG Associate members.

The PRCG Coordinator will act as returning officer for the election.

The PRCG Coordinator will call for nominations for the positions of Chairperson and Vice-Chairperson no later than two (2) weeks prior to the AGM and advise the date and time of closure for nominations.

In the event that the number of nominations equals the number of positions and the positions of Chairperson and Vice-Chairperson are filled by different people, the positions will be filled and a result declared.
In the event that more than one nomination is received for either or both positions, the PRCG Coordinator will issue ballots to eligible voting delegates and notify time and date of closure of ballot.

The position of Chairperson will be determined first and the person with the highest number of votes will be declared elected. If the elected Chair nominated for the position of Vice-Chairperson, their nomination will be considered to have lapsed.

In the event, there are multiple nominations for the position of Vice-Chairperson, the person with the highest number of votes will be declared elected.

The elected Chair and Vice-Chairperson will be notified at the Annual General Meeting.

PART B – EXECUTIVE COMMITTEE

Executive Committee Meetings

Frequency of Meetings

Meetings of the Executive Committee shall be held bi-monthly, or as required, to ensure the effective operation of the Executive.

Location of Meetings

Meetings shall be held at the Host Organisation office or other such place as decided by the Executive Committee.

The Executive may hold a meeting of members at two or more venues using any technology that gives the Committee members as a whole a reasonable opportunity to participate.

Notice of Meeting

The PRCG Coordinator shall notify each member of the Committee of meetings and of the nature of the business to be dealt with at the meeting not less than seven (7) days before each meeting (or such other period as may be unanimously agreed upon by the members of the Executive).

Calling of Meetings

Meetings are called by the PRCG Coordinator. However, a meeting may be requested by a member of the Executive Committee. The PRCG Coordinator will notify other Committee Members of the request and the meeting will proceed if the majority of the Committee are in agreement.

Chairperson

At a meeting of the Executive the members present will determine who will chair meetings.

Quorum

No quorum is required by the Committee.
Decisions of the Executive

Where possible, decisions of the Executive shall be based on consensus. In the event of dissent, a vote of committee members will be taken and the majority will prevail.