

DRAFT CHARTER

CENTRAL COAST REGIONAL ORGANISATION OF COUNCILS (AS A SECTION 355 COMMITTEE)

Membership

Gosford City Council	Mayor Two Councillors The General Manager (or nominee)
Wyong Shire Council	Mayor Two Councillors The General Manager (or nominee)

Purpose and Objective

To ensure fair and equitable distribution of financial assistance for the Central Coast from State and Federal Governments.

Meeting Timeframes

The interval between meetings will not exceed three months. Notification will be given by the Secretary at least one week in advance together with a copy of the proposed agenda.

Scope

The Committee will call for applications, assess, determine and pay grant funds to Central coast residents / organisations in accordance with State or Federal Government guidelines.

Delegations

Within the terms and conditions attached to any funds provided by Federal and State Governments for the purposes of providing financial support, the following functions be delegated to the Committee:

- a calling for applications for grant moneys,
- b assessing applications and determining the identity of successful recipients,
- c authorising the payment of money to successful applicants.

Agenda

All agenda items shall be submitted to the Secretary 14 days before the meeting. Members submitting items should ensure the content is given in sufficient detail to assist members understand the issues raised, or by providing additional supporting information.

If a Committee member wishes to raise an urgent / late item that is not on the agenda, it is at the Chairperson's discretion to determine the appropriate manner for dealing with the matter.

Minutes

Minutes of all ordinary / extraordinary Committee meetings will be kept in the Corporate Information filing system.

The Secretary is responsible for recording the minutes, which shall contain:

- i Description of the meeting (ie name of Committee, ordinary meeting, etc), date, time and venue at which the meeting was held.
- ii A list of persons present.
- iii Notification of endorsement of minutes from previous meeting.
- iv Whether there was business arising from the minutes.
- v Notation of reports or correspondence.
- vi Items of general business.
- vii Time meeting closed, date and venue for next meeting.

Following adoption by the Committee and signature by the Chairperson, the minutes shall be placed in the Corporate Information filing system for access when required.

Procedure for Changing the Charter

The following procedure shall apply for amending the Charter:

- i Any proposed changes to the Charter shall be submitted to the Secretary at least 21 days before any Committee meeting so that notice may be given to all members at least 14 days in advance of any meeting.
- ii Any proposed changes will require the support of the majority of the Committee membership.
- iii Proposed amendments to the Charter can be effective only after approval by the Council.