

CONSTITUTION OF THE GLADSTONE - SAIKI SISTER CITY ADVISORY COMMITTEE

SECTION 366, LOCAL GOVERNMENT ACT 1993, AS AMENDED

1. Legal Authority

This Committee is an Advisory Committee established by resolution of the Council on 20th October, 1997. The authorising section of the Local Government Act 1993 is Section 366.

2. Name of Committee

The name of the Committee shall be the Gladstone - Saiki Sister City Advisory Committee ('the Committee').

3. Membership of Committee

Membership is open to any person resident in the Gladstone Region with an interest in Sister City matters. There is no membership fee and voting entitlement is unconditional.

4. Management Committee (Executive)

The Management Committee shall comprise six (6) positions being president, vice-president, secretary, co-ordinator and special advisers (2). The Management Committee members shall be appointed annually by the Council following public advertisement giving at least fourteen (14) days for expression of interest from the residents of the Gladstone Region. The Co-ordinator shall be an employee of Gladstone City Council.

The Gladstone - Saiki Sister City Advisory Committee shall annually elect the six (6) office-holders appointed by Council as the Management Committee, to the offices referred to in the previous paragraph.

Vacancies in the Management Committee shall be filled using the same method as above.

Any office-holder may resign by letter to the Secretary or orally at any committee meeting.

5. Meetings

Meetings of the Committee shall be held on the third Thursday of every second month at 7.00 pm at the Gladstone City Council Chambers, or on such other date and time as may be fixed by the Committee from time to time.

The Committee shall hold an annual general meeting in September in each year at which the office-bearers will be elected to their respective positions. The Secretary shall give public notice of every annual general meeting.

Meetings of the Management Committee shall be held on such dates and times as the Management Committee determines, and, in the absence of such determination, such dates and times as the President (or Vice-President) determines.

6. Minutes

The Secretary shall keep minutes of every meeting in a book or sheets set aside for the purpose and these minutes must be confirmed and signed by the Secretary and President at the next meeting. It shall not be necessary for minutes of the meeting to be forwarded to Gladstone City Council. The minutes must be passed from Secretary to Secretary in case of a change in that office.

7. Role of the Committee (Objects)

The Committee shall advise Council on ways and means to enhance the Sister City Program between the cities of Gladstone and Saiki.

This will include the facilitation and organisation of cultural, social, recreational, educational and commercial exchanges and activities with the object of nurturing and fostering the friendship that exists between the two cities. It will also include the encouragement of business and industry to support the Sister City Program.

Gladstone City Council will provide funding in its Budget and will retain control of finances, accounting and administration, but the Committee will recommend the disbursement of funds for Sister City purposes.

The linkage between the Committee and the Council will be the Co-ordinator.

The resources of Council are available to the Committee through the Co-ordinator who shall arrange an annual report to be submitted to Council after every annual general meeting.
