

## Scotland Island Residents' Association



### Governance Sub-Committee Charter

The Constitution of the Scotland Island Residents' Association Incorporated (SIRA) is the key governance document of the Association. The Constitution derives its broader legal status from the NSW Associations Incorporation Act.

Article 20 of the Constitution states "*the Committee of Management may delegate to a sub-committee "the exercise of such of the functions of the committee as are specific in the instrument [of delegation]"*".

The activities of the Governance Sub-Committee are in alignment with Pittwater Council's Strategic Plan *Pittwater 2020/2025*:

**Key Direction 4** – *Leading an Effective and Collaborative Council: Specifically to review Council's committee structure and governance protocols to maintain transparency and accountability"*

Governance (within the context of Community Organisations) is defined as "*how a group organises itself to achieve its goals. It refers to an organisation's practices, policies and procedures. Good governance helps organisations achieve their objectives in an effective and inclusive way"* (Australian Charities and Not-For-Profit Commission – [www.acnc.gov.au](http://www.acnc.gov.au)).

The SIRA Committee delegates to the Governance Sub-Committee the following functions:

1. To identify governance issues or have issues of governance referred to it by the Committee
2. To prepare recommendations to the Committee on issues and policies regarding governance and management both **of** the Committee and **by** the Committee.
3. To ensure the appropriate level of Community Consultation underpins all governance issues for consideration (as with all other SIRA Sub-Committees).
4. To prepare draft documents regarding Governance issues to be presented to the Committee for appropriate action.

# SIRA DECISION MAKING PROCESS

## Version 1.4

*Applying to all decisions that can be and should be made by the SIRA Committee*

1. Decisions that **significantly** affect the whole community are made by all members of the community through a **community consultation and decision making process** (see below).
2. Decisions that **significantly** affect a sub-group, or a member of the community, are made by the SIRA Committee on the basis of consultation with that sub-group or individual.
3. Decisions required to **implement** the significant decisions are made by the SIRA Committee, who are elected annually by the community.

### SIGNIFICANT MATTERS

- i. Have a financial impact (e.g. new fees, or anything which might affect property value)
- ii. Change to a physical structure or environmental asset that is not already part of a previously agreed and adopted plan or is low level maintenance
- iii. Is a highly emotive local community issue, relevant to SIRA objectives

*It is presumed that a “common sense test” applies to determining the above*

### PROCESS

SIGNIFICANT MATTERS		
Who are Effected	Communication/Consultation Process <i>(These are only the minimum processes)</i>	Decision Making Process
The whole Community	<b>Mandatory:</b> Email to all members and letter mailed to those without email <b>Optional:</b> A Community Forum (General Meeting)	Community-wide Referendum through Survey Monkey (or similar) and mail vote
A sub-group or an individual	Face to face meeting(s), with option to put recommendations to SIRAC	Committee Vote (which MAY accept recommendations)