



Country Mayors Association NSW

Country Mayors Association Guidelines to Host a General Meeting

PURPOSE

The Country Mayors Association of NSW by consensus have declared that during 2023/24 our organisation will hold four General Meetings at Parliament House in Sydney and two additional General Meetings in locations of successful member councils as determined by the Executive after evaluation of applications.

MEMBER COUNCILS OBLIGATION IN HOSTING A GENERAL MEETING

Successful applicants will be required to assist the Executive and Secretariat of CMA in the organisation and delivery of the General Meeting, by providing suitable suggested venues, catering, accommodation, transport, IT and communications support and any other areas of need to ensure a successful gathering.

ELIGIBILITY CRITERIA

- Be a financial member of Country Mayors Association
- Able to fund a Mayoral reception
- Able to supply a venue with technology to allow for virtual streaming, presentations and IT support

PREFERRED DATE

Applicants are to clearly show in the submission their preferred date for hosting the General Meeting of CMA with justification of the importance of that date ie. To coincide with a major event within your LGA.

COUNCIL CONSENT

Applications will not be considered unless the application form is signed by both the Mayor and the General Manager giving their commitment on behalf of their council to support financially and in-kind all activities as details in the application form to host the General Meeting of CMA. A council resolution supporting the application would be strongly advised.

ASSESSMENT PROCEDURE

The applicant to host the General Meeting of CMA will be advertised to all members with one months notice to closing. Applications received will be assessed by the Executive of Country Mayors Association within one month of closing the application process.

NOTIFICATION

Successful applicants will be notified promptly once the decision has been made, this time may be extended should further clarifications be required from applicants. At the next General Meeting of CMA, members will be notified of the successful council with the location, date and theme to be presented by the successful Councils representative.



Country Mayors Association NSW

Application to Host a 2024 CMA General Meeting

Date:

PART A – NAME OF LOCAL GOVERNMENT AREA

Name of Organisation:

PART B – ORGANISATION DETAILS

Address:

Postal Address:

Contact Person: Position:

Telephone: Mobile:

Email:

PART C – HOSTING DETAILS

Area of strength you wish to share with CMA members (should be related to top five issues of CMA)

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Do you have regular passenger transport airline services and/or rail services?

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Country Mayors Association NSW

List local tourism attractions available within your local area

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Provide a list of accommodation options available in your area

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Can you provide a suitable venue to host the General Meeting of around one hundred people with virtual conferencing?

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PART D – HOSTING BUDGET

(Please outline in the table below of costs and detail any contribution required from CMA)

Expenditure	
Item (Please list each individual cost item) Clearly identify any costs to be covered by CMA	Amount (GST Excl)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Sub Total	\$
GST Amount	\$
TOTAL EXPENDITURE	\$

Income	
Source	Amount (GST Excl)
Council contributions:	\$
	\$
	\$
	\$
	\$
Sub Total	\$
GST Amount	\$
TOTAL INCOME	\$



Country Mayors Association NSW

Provide a summary of why your Council is best to host a general Meeting of CMA

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DECLARATION

Authorisation Given by Mayor (*Signature*): Date:

Authorisation Given by General Manager (*Signature*): Date:

CLOSING DATE: 27 October 2023 – 5:00PM

Clr Jamie Chaffey
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Allan Burgess
Country Mayors Association - Secretariat
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For further enquiries please phone 0418 249 147