
AUSTRALIA DAY AWARD COMMITTEE TERMS OF REFERENCE

1. Council Portfolio

Executive Services

2. Establishment

The committee is established under section 355 of the *Local Government Act 1993* (NSW):

A function of a council may, subject to this Chapter, be exercised: (b) by a committee of the council

3. Purpose

The Committee has as its primary purpose responsibility to select recipients of the annual Australia Day Awards at ceremonies held in each town of the Warrumbungle Local Government Area.

Award recipients shall be selected based on nominations received by Council during the nomination period each year.

Recipients are selected by the Australia Day Award Committee under delegated authority. The decisions of the Australia Day Award Committee are final.

4. Term

The Committee will dissolve at the next Council Ordinary Election. Council may by resolution dissolve the committee at any time.

5. Membership

Committee representation will be comprised of all councillors, the General Manager (or their delegate) shall attend along with the Manager Community Services (non voting) as the Executive Officer.

6. Quorum

A quorum is present if a majority of the committee members appointed to the Committee are present at the meeting. No business will be transacted by the committee unless a quorum is present. If, within half an hour of the appointed start time of the meeting a quorum is not present, the meeting is to stand adjourned to a time, date and place fixed:

- (a) by the Chairperson, or
- (b) in his or her absence - by the majority of the members present, or
- (c) failing that, by the Executive Officer of the Committee.

7. Voting

Each member of the committee is entitled to one vote only. In the equality of votes, the matter is to be referred to Council for determination.

8. Meeting Schedule

A meeting will be convened as and when required.

9. Executive Officer

The Executive Officer will be directly responsible for the organisational function of the Committee

The Executive Officer:

- provides executive support to the committee;
- is responsible for preparing the meeting agenda and minutes;
- is responsible for preparing a report to Council containing the minutes and, if applicable, providing staff comment of the recommendations of the committee; and
- provides to the committee the outcome and resolutions of Council regarding each recommendation.

10. Agenda

Agendas will be determined by the Chairperson. As a minimum, agendas will include the following standard items:

- opening of meeting and apologies;
- confirmation of previous minutes and matters arising;
- review of outstanding actions;
- specific items varying from meeting to meeting;
- general business; and
- formal close of meeting.

The Executive Officer will circulate the agenda and supporting material at least three business days before a meeting. Any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members.

The Executive Officer will also send meeting reminders and minutes to members.

11. Reporting

Directly to Council by recommendation recorded in meeting minutes.

12. Code of Conduct

Council's Code of Conduct applies to members of the committee.

13. Code of Meeting Practice

Council's Code of Meeting Practice will guide the meeting procedures of the committee.

14. Delegations

The committee has no Council delegations.

15. Financial Arrangements

Unless expressly resolved by Council the committee has no powers to commit or expend any Council funds.

16. Media Liaison

The Mayor is the designated media spokesperson for Council.

17. Vacancies

Vacancies may arise during the term of the committee. If a vacancy does occur, the Council will seek expressions of interest to fill the vacancy.

18. Relevant Policies/Documents

Local Government Act 1993 (NSW)

Warrumbungle Shire Council Code of Conduct

Warrumbungle Shire Council Code of Meeting Practice

Warrumbungle Shire Community Strategic Plan

Warrumbungle Shire Operational and Delivery Program

Copies of these and other documents are available on Council's website at www.warrumbungle.nsw.gov.au or from the committee clerk.