 Wudinna District Council	<b>Terms of Reference</b> <b>Australia Day Committee</b>	<b>Version No:</b>	3.1
		<b>Issued:</b>	December 2006
		<b>Last Review</b>	August 2020
		<b>Next Review</b>	February 2023

<b>GDS40 Responsibility:</b>	Strategic Management
<b>Minutes Reference:</b>	10.6.2 21 July 2020
<b>Next Review:</b>	Within 6 months of a Council General Election
<b>Applicable Legislation:</b>	Section 41 (Local Government Act 1999)
<b>Related Documents:</b>	Australia Day Council of South Australia – Citizen of the Year Guidance Document Committees and Subsidiaries Policy

### 1.0 Foreword

Wudinna District Council (Council) undertakes Australia Day Awards and Ceremonies on behalf of the Australia Day Council, along with Local Government Entities and delegated community groups nationwide. Council is a financial member of the Australia Day Council of South Australia. The Australia Day Committee (the Committee) will undertake processes and assessments on Australia Day Award and Ceremony activities.

### 2.0 Relationship of Committee to Council

The Committee is a Section 41 (LG Act 1999) Committee of Council. The Committee will provide advice, local knowledge and support to Council in an advisory capacity.

### 3.0 Objectives of the Committee

The Objectives of the Committee are:

- 3.1 to review and consider Council's Australia Day Awards against established criteria provided by the Australia Day Council of South Australia, including the award format, applications, consideration and awarding nominations, raising commendations and ceremonial activity for recommendation to Council;
- 3.2 to consider nomination of citizens of other awards, including state and national honours;
- 3.3 to assist with the promotion of Council's Australia Day Awards through their networks and encourage members of the community to make nominations.

### 4.0 Responsibilities of the Committee


- 4.1 to make recommendation to Council on award format, timing and venue for ceremonies;
- 4.2 to consider and make recommendation to Council the category of awards presented and scope of the qualification therein;
- 4.3 to assess nominations for awards received, and if considered warranted, committee members may make additional nominations;
- 4.4 to make recommendation to Council for award and commendation winners; and
- 4.5 to generally oversee and evaluate the Australia Day Awards program.

### 5.0 Membership of the Committee

Membership of the committee shall include the following:

<b>Elected Members of Council:</b>	Three elected members
<b>Staff Member of Council:</b>	Economic & Community Development Manager
<b>Minnipa Progress Association:</b>	President or proxy
<b>Wudinna and Districts Business and Tourism Association:</b>	President or proxy
<b>Community Representative Membership:</b>	Two community members

Any elected member shall be entitled to attend any meeting and shall have the same voting entitlement as the elected membership of this committee.

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## 6.0 Chairperson

Meetings of the Committee shall be chaired by the Mayor. In the event that the Mayor is not present, the Deputy Mayor, in the event that the Deputy Mayor is not present a Chair for the meeting shall be elected from present elected members of Council.

## 7.0 Meetings

The meeting frequency shall be determined by the committee, but at least once annually to consider awards.

## 8.0 Nomination and Appointment of Committee

Appointment to the Committee shall be by the Council at its discretion.

Nominations for appointment to the committee may be called for by public notice, peer nomination and any other means as called for by Council.

Committee membership will be for the duration of the term of Council. Members may re-nominate after their term ends.

## 9.0 Committee Membership Criteria

The following membership criteria shall be used when making community appointments to the committee:

- 9.1 must reside within the Council area;
- 9.2 have a keen community interest and ability to make a representative decision based on the whole Council area;
- 9.3 ability to attend and participate in meetings as scheduled.

## 10.0 Resignation

Committee members will cease to be a member if they:

- 10.1 resign from the committee;
- 10.2 reach the end of the term of their appointment;
- 10.3 cease to live, work, study and/or volunteer within the Council area;
- 10.4 breach confidentiality.

Any vacant positions will be filled by Council as interim appointments until the next nomination round.

## 11.0 Conflict of Interest and Confidentiality


11.1 In the event of a conflict of interest arising for any member of the committee, the member will disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered. Any member who discloses a conflict of interest in a matter must leave the room and not participate in any discussion.

11.2 Members shall observe principals of confidentiality on all matters as described in Section 90(3) of the Local Government Act 1999, where Council could reasonably be expected to close a meeting to the public to consider a particular matter or item raised by the Committee.

## 12.0 Administrative Support

Council will provide the necessary support to assist the Committee to function effectively including:

- 12.1 maintaining contact details of members;
- 12.2 preparing and distributing Agendas and prior reading material;
- 12.3 preparing and distributing meeting minutes;
- 12.4 circulating other material to Committee members as necessary;
- 12.5 Managing all other administrative processes associated with the Committee meetings.

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### **13.0 Media**

The Mayor is the official spokesperson for media releases where the matter is of a political, controversial or sensitive nature. Committee members are not to represent the Committee to the media without prior approval of the Mayor.

Council will undertake media report release and advertising in terms of its standing policies

### **14.0 Reporting**

Minutes shall be taken as a record of any meeting and reported to Council.

### **15.0 Review of Committee**

A review of the role, function, membership and productivity of the Committee and the Terms of Reference may be conducted at any time, but at least within the four year term of Council. Membership of the committee shall be reviewed within six months of a Council general election