

1. OBJECTIVE

- 1.1 The objective of the Australia Day Awards Committee (Committee) is to:
- a. Act as an advisory and programs implementation body to Council in the conduct of Australia Day activities throughout the Edward River local government area.
 - b. Encourage public interest and maximise involvement and participation of the community in Australia Day activities through the Edward River local government area.
 - c. Ensure the development of policies for the successful staging of Australia Day activities.
 - d. Ensure the effective financial management of Australia Day activities in accordance with the Council budget.
 - e. Administer Edward River Council's Australia Day Awards Scheme and serve as the Assessment Panel for the Scheme.

2. EXERCISE OF AUTHORITY

- 2.1 The Committee is delegated to consider all matters relating to Edward River Council's Australia Day activities, including the Edward River Council Australia Day Awards Scheme, and is authorised by Council to make any decisions within its role and the Committee Charter.
- 2.2 The Committee may determine all matters relating to Edward River Council's Australia Day activities, including the Edward River Council Australia Day Awards Scheme, with the following exceptions:
- a. Expend funds beyond the Council-approved budget for Edward River Council's Australia Day activities.
 - b. Amend the Committee Charter.
- 2.3 The Council authorises the Committee, within the scope of its role and responsibilities, to:
- a. Obtain any information it needs from any employee or external parties (subject to their legal obligations to protect information).
 - b. Request the attendance of any employee or Councillor at Committee meetings.

3. COMPOSITION

Members (Voting)

- 3.1 The Committee shall comprise the following voting members:

Committee Member	Nomination Process
Mayor of Edward River Council	
CEO of Edward River Council	
Two (2) Councillors	Endorsed by Council resolution.
Two (2) Community Representatives	Sought through advertised Expressions of Interest and endorsed by Council resolution.

- 3.2 At the first meeting of the Committee following the local government elections and appointment of members, the Committee shall elect from its number:
- a. A chairperson from the Mayor or two (2) Councillors appointed to the Committee.
 - b. A deputy chairperson from the two (2) Community Representatives appointed to the Committee.

Attendees (Non-voting)

- 3.3 The following Council Officers are non-voting attendees of the Committee:
- a. Community Development & Events Officer.
 - b. Supervisor Parks and Gardens.
 - c. Communications & Engagement Officer.
- 3.4 The Committee may co-opt, or make use of the services of, any other persons for the purpose of investigating or deliberating on any specific matter or on any other temporary basis. A person invited to assist the Committee is not a member and is not entitled to vote.

Process for Nominations for Two (2) Community Representatives

- 3.5 Council will call for nominations for the two (2) Community Representative members of the Committee through an advertised Expressions of Interest process.
- 3.6 Community Representative members of the Committee may nominate individually or may be nominated by an external body or organisation, such as a community organisation, sporting club or service club, to represent that external body or organisation on the Committee.
- 3.7 The appointment of the two (2) Community Representative members of the Committee will be endorsed by Council resolution.

Terms of Office

- 3.8 Community members of the Committee hold office for a two year (two-event) period.
- A member of the Committee will hold office while he or she is a member of the
- 3.9 Council or an Officer of the Council, or, in the case of members representing an external body or organisation, while they continue to be authorised by that body or organisation to represent it.

Vacation of Office

- 3.10 The office of an elected, appointed or representative member of the Committee shall become vacant:
- a. If he/she resigns his/her membership by notice in writing to the Committee.
 - b. If he/she is absent for more than three (3) consecutive meetings without prior leave of the Committee.
 - c. If he/she commits any breach of this Committee Charter.
 - d. If the Committee is dissolved by Council.
 - e. If the position is used for any pecuniary interest of the individual.
 - f. On the retirement of the Council.

4. ROLE AND RESPONSIBILITIES

- 4.1 The Committee's responsibilities are:
- Act as an advisory and programs implementation body to Council in the conduct of Australia Day activities throughout the Edward River local government area.
 - Encourage public interest and maximise involvement and participation of the community in Australia Day activities throughout the Edward River local government area.
 - Ensure the development of policies for the successful staging of Australia Day activities.
 - Ensure the effective financial management of Australia Day activities in accordance with the Council budget.
 - Administer Edward River Council's Australia Day Awards Scheme and serve as the Assessment Panel for the Scheme.
- 4.2 The Committee has no executive powers, except those expressly provided by the Council.
- 4.3 In carrying out its responsibilities, the Committee must always recognise that primary responsibility for management of Council rests with the Council and the Chief Executive Officers as defined by the NSW *Local Government Act 1993*.
- 4.4 The responsibilities of the Committee may be revised or expanded by the Council from time to time.
- 4.5 The Committee may, at any time, consider any other matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chair of the Committee.

6. ADMINISTRATIVE ARRANGEMENTS

Attendance at Meetings and Quorums

- 6.1 A quorum will consist of a majority of Committee members, including at least one (1) Community Representative member. Meetings can be held in person, by telephone or by video conference.

Secretariat

- 6.2 The Communications Officer will be responsible for ensuring that the Committee has adequate secretariat support. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained.
- 6.3 Minutes shall be approved by the Chair and circulated to each member within two (2) weeks of the meeting being held.

Conflict of Interests

- 6.4 Councillors, Council staff and members of Council Committees must comply with the applicable provisions of Council's Code of Conduct and Code of Meeting Practice in carrying out the functions as Council officials. It is the personal responsibility of Council officials to comply with the standards in these Codes and regularly review their personal circumstances with these in mind.
- 6.5 Committee members must declare any conflict of interests at the start of each

meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

- 6.6 Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

Induction

- 6.7 New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

7. RELEVANT LEGISLATION AND GUIDANCE

- NSW Local Government Act 1993
- Edward River Council Code of Conduct
- Edward River Council Code of Meeting Practice