

## TERMS OF REFERENCE

# Australia Day Awards Committee

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## 1. Document control

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## 2. Preamble

A Committee of Council may be established by resolution of the Council.

A Committee is established for the purpose of assisting the Council in the performance of its functions, inquiring into and reporting to the Council on matters within the ambit of the Council's responsibilities, providing advice to the Council and to exercise, perform or discharge delegated powers, functions or duties of the Council.

The establishment of a Committee does not derogate from the power of the Council to act in a matter.

## 3. Purpose of the Committee

The Australia Day Awards Committee (the Committee) will consider applications and determine the recipients of City of Onkaparinga's Australia Day Awards.

- a) In accordance with the guidelines provided by the National Australia Day Council and the City of Onkaparinga's Award policy.
- b) The Committee may at any time make recommendations to the Council to amend these Terms of Reference when the Committee forms the opinion that such amendments are necessary for the better operation of the Committee in the performance of its role.
- c) Matters related to the functions of the Committee may be referred to the Committee by Council.

## 4. Delegations

The Committee has delegated authority to:

- determine the recipients of City of Onkaparinga's Australia Day Awards taking into consideration the eligibility of the nominations against the selection criteria.
- seek any information it requires from the CEO in order to perform its duties
- determine if an item should be considered in confidence
- approve minutes as a true and accurate record of proceedings
- provide advice to the Council

## 5. Establishment of the Committee

Pursuant to Section 41 of the *Local Government Act 1999* the Council establishes a committee to be known as the Australia Day Awards Committee (referred to in these Terms of Reference as 'the Committee').

Section 41 Committees are dissolved at the end of term.

## 6. Membership

The membership of the Australia Day Awards Committee will comprise of:

- the Mayor as Chairperson
- three elected members
- a member of the Onkaparinga Youth Committee
- a member of the Every Generation Onkaparinga Advisory Group

All elected members may participate in occasional Committee meetings and workshops at the invitation of the Chairperson. Elected members who are not members of the Committee have no voting entitlements.

All members of the Committee will hold office for the period 11 November 2025 until the conclusion of the Local Government elections in November 2026. Members must notify the Chairperson or meeting secretary, as advised on the Notice of Meeting, of non-attendance of a meeting.

Members of the Committee may be removed from office of the Committee by Council resolution at any time.

The 2025-2026 membership consists of:

Mayor Were	
Councillor Eaton	
Councillor Fisher	Councillor Stafford
Onkaparinga Youth Committee Member	Every Generation Advisory Group Member

## 7. Chairperson

Chairperson of a Committee has a deliberative vote and does not have a casting vote.

If the Chairperson of the Committee is absent from a meeting the Committee may elect a Chairperson from those present at the meeting only in the circumstances that a quorum is able to be achieved.

A quorum for the Committee is 4 members.

The Committee minutes shall be presented to the next available meeting of Council, including recommendations that require a decision of Council, in the form resolved by the Committee, for consideration of the Council. The Chairperson of a Committee may move the motion of the Committee.

## 8. Meeting details

The Australia Day Awards Committee will meet at a time negotiated with the Committee members, at the principal office of Council. Any additional meetings required will be at the discretion of the Committee.

## 9. Meeting procedures

Meetings of the Committee will be held in accordance with:

- *Local Government Act 1999*
- *Local Government (Procedures at Meetings) Regulations 2013*
- Council's Code of Practice: Proceedings of Meetings
- Council's Code of Practice: Access to Meetings and Documents.

Where these guiding documents are silent, the Committee will consider and determine its own meeting practice, processes and procedures within the parameters of the *Local Government Act 1999*.

## 10. Deputations

The Committee Chairperson may allow deputations to appear if it aligns with the business of the Committee or is referred by the Council.

A deputation must not exceed eight (8) minutes except with the consent of the Committee.

## 11. Conduct and interests of Committee Members

All members of the Committee must comply with the Code of Conduct for Council Members and chapter 5 part 4 of the *Local Government Act 1999* relating to Conduct and Disclosure of Interests.

## 12. Role of Administration

The Responsible Officer for the Australia Day Awards Committee will be the Manager Governance. Staff will attend meetings as required and are responsible to provide advice and recommendations to the Committee.

## 13. Further information

The Australia Day Awards Committee Terms of Reference are available for inspection, downloading or printing from our website [www.onkaparingacity.com.au](http://www.onkaparingacity.com.au).