

# Australia Day Awards Committee

## Terms of Reference

### **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.

### **1. Specific 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.

### **2. 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.

### 3. 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').

### 4. Membership

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

- the Mayor as Chairperson
- up to two elected members
- a member of the Onkaparinga Youth Committee
- a member of the Every Generation Onkaparinga Volunteer 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 December 2018 until the last Council meeting in December 2019*. Members must notify the Chairperson or meeting secretary, as advised on the Notice of Meeting, of non-attendance of a meeting.

Absence, without leave of the Council or committee, for three or more consecutive meetings may result in removal from office by Council resolution.

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

Section 41 Committees are dissolved at the end of each council term.

*Membership of the Australia Day Awards Committee - for the period 11 December 2018 until the last Council meeting in December 2019.*

<i>Mayor Thompson</i>	
<i>Councillor Eaton</i>	<i>Councillor McMahon</i>
<i>Onkaparinga Youth Committee member</i>	<i>Every Generation Onkaparinga Volunteer Group member</i>

### 5. Chairperson

The Chairperson of this Committee is the Mayor.

The role of the Chairperson is to:

- oversee the orderly conduct of meetings in accordance with the *Local Government Act 1999*, the *Local Government (Procedures at Meetings) Regulations 2013* and the Council 'Code of Practice - Proceedings of Meetings'.
- ensure, in particular, that the Guiding Principles at Regulation 4 are observed and that all Committee members have an opportunity to participate in discussions in an open and responsible manner.

- ensure when a matter has been debated significantly and no new information is being discussed to call the meeting to order and move the debate towards finalisation.

The Chairperson of a Committee is not excluded from debate and may add to the debate nearing its end (so as not to 'lead from the Chair'). The 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 three 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.

## **6. 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.

## **7. 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 2011.

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*.

## **8. Access and documents**

A minimum of three clear days' notice of the meeting, accompanied by the agenda, will be provided to members of the Committee and the public, in accordance with section 87 of the *Local Government Act 1999*.

Minutes will be available within five days after a meeting in accordance with section 91 of the *Local Government Act 1999* and will be provided to all members of the Committee.

Agendas and minutes will be made available, within the timelines above, at [www.onkapingacity.com](http://www.onkapingacity.com).

Members of the public are able to attend all meetings of the Committee, unless excluded from the meeting by the confidentiality provisions of section 90 of the *Local Government Act 1999*.

## 9. 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 ten minutes except with the consent of the Committee.

## 10. Petitions

All petitions must be received by Council. However, the Council may refer a matter arising from a petition to the Committee for consideration.

## 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 Director Corporate and City Services.

Staff will attend meetings as required and are responsible to provide advice and recommendations to the Committee.

## 13. Terms of Reference approval

---

<b>Responsible officer(s)/ department(s):</b>	Manager Governance
<b>Adopted by:</b>	Council
<b>Adoption date:</b>	Endorsed by Council 11 December 2018
<b>Next review:</b>	By December 2019
<b>Date of previous review:</b>	9 December 2014 1 December 2015 13 December 2016
<b>ECM DSID:</b>	4761257

---