

TERMS OF REFERENCE

AUSTRALIA DAY COMMITTEE (ADC) SECTION 355

The Balranald Australia Day Section 355 Committee has the following terms of reference:

Terms of Reference

- i. Provide expertise and advice to assist Council to make its decisions and/or help engage community resources and opinion
- ii. Exercise the function of Council to organise the Australia Day event.
- iii. The Australia Day Committee will guide the event and operations by offering advice for Australia Day in Balranald and overseeing the event in Euston by:
 - Providing a forum for discussion to help guide the strategic direction of Australia Day event
 - Actively promote the events and award ceremony.
 - Recommending to Council the winners of the various categories in the Citizen of the Year and other awards.
- iv. The Australia Day Committee, established under s.355 of the NSW *Local Government Act (1993)* is bound by practices established in Council's policies and procedures – in particular
 - Council's Code of Conduct.
 - WHS Policy
 - Gifts & Benefits Policy
 - Conflict of Interest Policy
 - Council's procurement policy
- v. Elect Chairperson bi-annually from the Community Representatives who will:
 - Chair the meetings and ensure agenda items are discussed, decisions are made and action to be taken, as appropriate.
 - Ensure preparation of agenda at least 7 days before the meeting.
 - Approve meeting minutes prior to distribution.
 - Represent the Committee as spokesperson.
- vi. If applicable the financial records are to be kept in a proper manner
 - All monies received are to be banked in an approved bank account and utilised for Australia Day events.
 - A financial statement is to be presented to each meeting.
 - Present the annual financial statement for the committee to Council by 30 August each year for the inclusion in Council's financial statements.

- vii. The Minutes of the Australia Day Advisory Committee should be accurate, clear and concise recording what transpired at the meeting.
- viii. The minutes may be approved “off-line” via an email to all members and a majority of voting members agreeing that the minutes are a true and accurate record of the meeting.
- ix. Pecuniary and Non-Pecuniary Conflicts of Interests are required to be declared.
- x. Council resources must be used ethically, effectively and in a cost-effective manner in the course of members’ volunteer duties and must not be used for private purposes.

Membership

- 6 Community Representatives
- 3 Councillors
- No more than 3 Staff members nominated by the General Manager (Observers)

Support

A non-voting Council Executive or Officer may be assigned to support the Advisory Committee depending on available resources.

Quorum

A majority of the voting members must be present at the meeting or via an audio-visual link for the meeting to proceed. Should this not be the case, notes can be taken as opposed to formal minutes of the meeting.

Delegation

To organise the Balranald Australia Day event, including the determination of award recipients, and oversee and coordinate with the Euston Event.

Meeting Frequency

As required.

Voting

Recommendations are made by a majority vote of advisory committee voting members.

Meeting Minutes

Within one month of each committee meeting the minutes are to be submitted to the General Manager to be reported to the next Council meeting.

Term of Membership

The term of office for committee members will be two (2) years from commencement. At the expiration of two (2) years, members will be eligible for extension or re-appointment, subject to a resolution of Council.

Committee membership and terms of reference will be reviewed every two years or otherwise at Council's discretion.