

Australia Day Awards Committee

Terms of Reference

1. ESTABLISHMENT OF THE AUSTRALIA DAY AWARDS COMMITTEE

- 1.1 The Council has established the Australia Day Awards Committee as an Advisory Group reporting directly to Council.
- 1.2 The Australia Day Awards Committee is established to manage the voting for Australia Day Awards in Alexandrina Council, which are conducted annually and within the guidelines as set down by the Australia Day Council of South Australia and within the objectives set out in these Terms of Reference.
- 1.3 No changes to these Terms of Reference shall occur, absent a resolution of the Council.
- 1.4 These Terms of Reference were adopted by the Alexandrina Council meeting of 28 November 2022.

2. DEFINITIONS

Unless the context indicates otherwise, the following terms have the following meanings in these Terms of Reference:

Act	means the <i>Local Government Act 1999 (SA)</i> .
Presiding Member	The Presiding Member of the committee shall be the Mayor.
Committee	means the Australia Day Awards Committee established by resolution of the Council, to be governed by these Terms of Reference.
Council	means the Alexandrina Council.
Member	means a member of the Committee.
Terms of Reference	means these terms of reference.

3. ROLE OF THE COMMITTEE

The Australia Day Awards Committee has been established to fulfil the following functions:

- 3.1 To make recommendations to Council for Australia Day Awards in the categories of Citizen of the Year, Young Citizen of the Year, Community Event of the Year and Award for Active Citizenship for ceremonies held annually in Strathalbyn and Goolwa on Australia Day.



- 3.2 To promote and foster the Australia Day Awards in the Alexandrina region.

4. MEMBERSHIP

- 4.1 Membership of the Committee shall consist of four (4) members:
 - 4.1.1 The Mayor
 - 4.1.2 One Council Member from each Alexandrina Council Ward, being West Ward, North Ward and South Ward.
- 4.2 All members will hold office for a period of 4 years with the reappointment of all members to coincide with the Council's Periodic Elections.
- 4.3 Should a vacancy arise; the Australia Day Awards Committee will make a recommendation to the Council with respect to the appointment of a Council Member to fill the vacancy in accordance with the membership composition contained within these Terms of Reference.

5. PRESIDING MEMBER

- 5.1 The Mayor will be the Presiding Member of the Panel.
- 5.2 If the Presiding Member is absent from a meeting of the Committee, another Member chosen from those present will preside at the meeting as the acting Presiding Member.
- 5.3 The role of the Presiding Member includes ensuring all Australia Day Award Committee members have an opportunity to participate in discussion in an open and encouraging manner.

6. ADMINISTRATION

- 6.1 The Committee will be provided with administrative support as determined by the Office of Chief Executive Officer.
- 6.2 The Committee shall act at all times in accordance with these Terms of Reference in the performance of its functions.
- 6.3 Minutes must be kept of the proceedings at every meeting of the Committee. The minutes of the proceeding of a meeting will include:
 - 6.3.1 the names of the Members present at the meeting;
 - 6.3.2 each motion carried at the meeting;
 - 6.3.3 any disclosure of interest made by a Member, with an appropriate note in accordance with section 74 or 75 of the Act (as the case may be);



6.3.4 details of the making of an order under section 90(2) of the Act, in accordance with section 90(7) of the Act; and

6.4 The minutes of the proceedings at a meeting of the Committee must be submitted for confirmation at the next meeting of the Committee or, if that is omitted, at a subsequent meeting.

7. MEETINGS

7.1 The Committee may set the date and time of its meetings which will be determined by the annual timetable of the Australia Day Awards, as managed by the Australia Day Council of South Australia.

7.3 Notice of meetings of the Committee shall be provided to Members in accordance with section 87 of the Act and to the public in accordance with section 88 of the Act.

8. TENURE

8.1 The Committee will continue in existence until wound up by the Council.

9. REPORTING TO COUNCIL

9.1 The Committee reports directly to Council.

9.2 Any recommendations made by the Committee will be referred to the next Council meeting for decision.

9.3 A copy of the Committee minutes will be included in the agenda of the next ordinary Council meeting.

9.4 Only members of the Committee are entitled to vote at meetings of the Panel.