



AUSTRALIA DAY AWARDS ADVISORY GROUP

**TERMS OF REFERENCE &
OPERATING GUIDELINES**

TERMS OF REFERENCE

1. OBJECTIVE AND PURPOSE OF THE AUSTRALIA DAY AWARDS AG

- To consider actions and matters that support Council's Community Strategic Plan (CSP) goals in relation to the coordination of the Australia Day Ceremony and Awards
- To enable Council to engage with its community in relation to the coordination of the Australia Day Ceremony and Awards

2. KEY FOCUS AREAS FOR THE AUSTRALIA DAY AWARDS AG

The Australia Day Awards AG will generally consider matters relating (but not necessarily limited) to:

- Determining the winners of the Australia Day Awards, taking into consideration the eligibility of the nominations against the category criteria
- Acting as ambassadors for Australia Day throughout the year and actively encouraging individuals and community groups to nominate for awards
- Providing input into the planning, review and evaluation of the Australia Day celebration and award ceremony.
- Providing assistance with setting up, coordination and pack down of the Australia Day celebration and award ceremony
- Providing feedback to Council about the success of the events organised for Australia Day celebrations in Wollondilly

OPERATING GUIDELINES

3. MEETING FREQUENCY, TIMES AND VENUE

- The Australia Day Awards AG will be stood up in September and stood down in February each year. During its operational period it will meet on an as-needed basis
- The AG Chair has the discretion to form subcommittees and working groups made up of AG members to progress initiatives and actions that have arisen from AG meetings.
- Council staff may seek feedback and advice informally from AG members in between AG meetings to progress initiatives and actions raised at AG meetings.
- Meetings will take place at either Council's Administration Buildings in Picton, or via on-line platforms (such as Zoom or MS Teams).
- Meetings will generally be held after 3:00pm on a Thursday.

4. COMPOSITION & MEMBERSHIP

The composition and membership of the Australia Day Awards AG will comprise:

Voting Members:

- The nominated Councillor Chair and Deputy Chair (based on Council's resolved allocation of portfolio topics for Councillors). Note that in the event of the nominated Chair and Deputy Chair being unavailable, the Mayor may be called upon to Chair the meeting. Alternatively, the members of the Advisory Group may choose to agree on a stand-in Chair.
- The Mayor has delegation to Chair the Advisory Group and on occasion may choose to do so.
- A minimum of five (5) and a maximum of ten (10) community members (either as interested individuals or as representatives of key community/industry organisations).
- A maximum of four (4) Councillors.

Non-Voting Attendees:

- Council staff attending as subject matter experts.
- Council staff providing administrative support.
- Guest speakers and representatives from other Government agencies and/or community groups who may be invited to attend from time to time as needed.

5. MEMBERSHIP SELECTION, TENURE & RENEWAL

- Community members (either as interested individuals or as representatives of key community/industry organisations) are to be recruited through a public Expression of Interest (EOI) process which will be advertised and promoted through various media channels and on Council's website.
- Selection will be based on set criteria which will be outlined as part of the EOI process.
- The numbers of representatives from any given community/industry organisation will be considered and managed on a case-by-case basis with the aim of ensuring equitable community representation opportunities.
- Membership for all Community members will be dissolved / renewed in line with the electoral term of Council.
- If a member resigns or is terminated, the position may be filled through a review of earlier Expressions of Interest or a call for new Expressions of Interest (EOI).

6. QUORUM REQUIREMENTS & DECISION-MAKING

- The minimum quorum requirements for any meeting of the Australia Day Awards AG shall be:
 - At least half of the appointed community members; and
 - A Chair
- If a quorum is not reached, the Chair will seek to reschedule the meeting for the earliest convenient time to allow for the quorum to be met. However, in some

circumstances, the Chair may still choose for the meeting to proceed, but no significant decision making or voting will be conducted.

- Decisions will be made by consensus. If this is not possible or appropriate, the Chair may put certain matters to a vote at their discretion in order for a decision to be recorded. Only voting members can participate in any such voting processes. Non-voting attendees are however able to contribute to consensus decision-making.
- At times, the Australia Day Awards AG may make recommendations which require further consideration by the full elected Council body. Any such recommendations needing referral to Council will need to be identified by the Chair and recorded in the minutes. The matter will then be referred for consideration by Council as required (see section 9 below).
- Matters may also be referred to the Australia Day Awards AG for consideration and comments by Council via a Council resolution.
- Matters may be referred to the relevant Strategic Reference Group and vice versa for consideration and comments.
- Formal feedback/submissions on Council policies, strategies or similar may be gathered via email or other online/digital methods without a formal meeting of the Australia Day Awards AG, where there is consensus agreements from all voting members on the contents of the submission.
- Working groups may be created at the discretion of the Chair to allow further informal discussion and/or detailed working through of issues or initiatives within the scope of the Australia Day Awards AG. Outcomes of the working group must be reported to the Australia Day Awards AG for consideration.
- Any working group created must be self-resourced and managed, meeting at a frequency determined by the Chair. Working group meetings are not included in the meeting count (up to 3 times per year) of the Australia Day Awards AG.

7. RESPONSIBILITIES OF MEMBERS

- Members will be required to sign a declaration that they have read, understood and will act in accordance with these Operational Guidelines and Terms of Reference. This includes:
 - Adhering to Council's Code of Conduct.
 - Conducting themselves in a respectful, courteous and constructive manner.
 - Not using meetings as a platform for personal accusations / defamatory statements or as an interrogation of Council business.
 - Not directing staff in how to perform their duties and/or responsibilities
 - Agreeing to sign any Confidentiality Agreement as and when required
 - Not participating in any caucusing. If caucusing occurs the matter may be referred to Council.
- Ongoing membership will be dependent on the above.
- Members will be responsible for their own travel and costs as a result of attending any meetings and associated events and activities and for any technology to connect to online meetings.

- No sitting fees or out of pocket expenses will be paid to members.
- Members will be encouraged to contribute items of interest to the meeting agenda by contacting the AG Chair or the relevant Council staff who attend the AG prior to the meeting. Items that require resolution, discussion or debate need to be included in the agenda; however, in extenuating circumstances these items can be raised in General Business at the discretion of the AG Chair. Items must be relevant to the objectives and purpose of the AG.
- Members will be expected to actively and constructively participate in meetings and any associated activities or events.
- In the event that a member cannot attend a meeting, an apology or notification must be made to the AG Chair or the relevant Council staff who attend the AG prior to the meeting commencing.
- Lack of attendance (3 consecutive meetings or more) may result in the individual member's position being declared vacant.

8. ROLE OF COUNCIL STAFF

Council staff are responsible for:

- Coordinating the meeting arrangements including calendar notifications.
- Attending as subject matter experts to present on matters and to contribute to general discussions as required.
- Preparation and distribution of agendas, minutes and other reports and communications as required.

9. MINUTES, AGENDAS & REPORTING REQUIREMENTS

- Meeting date schedules are to be arranged with a forward horizon of 12 months and shall be placed in Council's corporate calendar and distributed to all AG members and attendees.
- Advice of upcoming meetings will be distributed to all AG members and attendees at least 10 days prior to the date of any scheduled meeting (this advice will include an Agenda, the previous meeting's Minutes and any associated papers and reports).
- All meetings shall be minuted with the minutes providing a record of:
 - Key discussion points against each agenda item.
 - Any decisions made.
 - Any matters and recommendations requiring referral to Council and/or the People SRG.
- All Agendas and Minutes shall be placed on Council's website to enable easy public access and be made available to all Councillors.
- A report to the People SRG is to be provided following each meeting of the Australia Day Awards AG. This report shall include:
 - The minutes of the AG meeting.
 - A summary of any key matters that the People SRG needs to be aware of or needs to consider.
 - Any recommendations to Council being made by the Australia Day Awards AG which require a Council decision.

10. MINUTES, AGENDAS & REPORTING REQUIREMENTS

The following shall be the minimum Standing Agenda items for all Meetings of the Australia Day AG:

- Acknowledgement of Country
- Disclosure of Interests
- Attendance and Apologies
- Confirmation of Minutes
- Actions and Initiatives
- Matters referred to the AG by Council resolution
- General Business