



**Narrandera**  
Shire Council

**Australia Day Planning  
Advisory Committee  
TERMS OF REFERENCE**



<b>Committee Name</b>	<b>Australia Day Planning</b>
<b>Committee Type</b>	Advisory
<b>Responsible Section</b>	Economic Development
<b>Document ID</b>	53861
<b>Date Adopted</b>	17 May 2022 (22/118)
<b>1. Purpose</b>	<p>Australia Day is for all Australians, no matter where our personal stories began. Reflect on being Australian, celebrate contemporary Australia and recognise our history.</p> <p>The Australia Day Planning Committee assists Council in delivering safe and enjoyable community events on Australia Day in the townships of Narrandera, Barellan and Grong Grong within available budget resources.</p>
<b>2. Establishment</b>	<p>The Australia Day Planning Committee has been established to provide particular expertise to help the Council to make its decisions and/or help engage community resources and opinion. There are no formal, delegated powers to act in place of Council.</p> <p>Any decisions or recommendations from the Committee need to be adopted by Council at a formal meeting to achieve legal standing.</p> <p>The Australia Day Planning Committee as a Committee of Council is bound by practises established in Council's policies - in particular:</p> <ul style="list-style-type: none"> <li>• Council's Code of Conduct</li> </ul>
<b>3. Objectives</b>	<ul style="list-style-type: none"> <li>• Liaison with volunteer groups to ensure that the interests of their particular area are adequately represented</li> <li>• Committee formed to guide the event and operations for Australia Day for Narrandera and oversees the events in Grong Grong and Barellan.</li> <li>• The responsibilities: <ul style="list-style-type: none"> <li>○ Providing a forum for discussion to help guide the strategic direction of the event.</li> <li>○ Actively promote the events and award ceremony</li> <li>○ Determining and fulfilling a process for recommending to Council the winners of the various categories in the Citizen of the Year awards.</li> </ul> </li> </ul>
<b>4. Objectives from the Community Strategic Plan (CSP)</b>	<p>The objectives of the Australia Day Planning Committee align with the following objectives from the Community Strategic Plan:</p> <ul style="list-style-type: none"> <li>• To feel connected and safe: <ul style="list-style-type: none"> <li>16. Encouraging the community to initiate the development of innovative and regular events.</li> <li>17. Support community groups where possible to remain functional into the future.</li> </ul> </li> </ul>

	<p>18. Enhanced opportunities for community members to better connect with Council such as participating in one of Council's Committees.</p> <p>For more information refer to the 2017-2030 Community Strategic Plan available via Council website:</p>
<b>5. Membership</b>	<p>The Committee is to consist of a minimum of six (6) members:</p> <ul style="list-style-type: none"> <li>• Five (5) Community representatives <ul style="list-style-type: none"> <li>○ Two (2) Narrandera community representatives</li> <li>○ One (1) Grong Grong community representative</li> <li>○ One (1) Barellan community representative</li> <li>○ One (1) Shire community representative</li> </ul> </li> <li>• Minimum of one (1) Councillor – appointed by resolution of Council at the commencement of each Council term</li> <li>• Committee members shall: <ul style="list-style-type: none"> <li>○ Send an apology if unable to attend a meeting. (Councillor to contact Councillor Alternate)</li> <li>○ Read Business Papers in advance and undertake necessary research.</li> <li>○ Raise issues and concerns, and report on initiatives and issues which may be relevant to or of interest to other members.</li> <li>○ Participate in discussions and decision making.</li> <li>○ Follow through actions minuted and subsequently adopted by Council.</li> </ul> </li> </ul>
<b>6. Method of Determining Members</b>	<p>Recruitment and appointment to the Committee:</p> <ul style="list-style-type: none"> <li>• Nominations of interest advertised via social media, print media</li> <li>• Nomination form completed by interested parties</li> <li>• Submissions collected</li> <li>• Report submitted to General Manager</li> <li>• Recommendations to Council</li> <li>• Resolution of Council endorsing members of Committee</li> </ul> <p>The process to replace any vacant positions is:</p> <ul style="list-style-type: none"> <li>• Review previous nominations</li> <li>• Nominations of interest advertised via social media, print media</li> <li>• Submissions collected</li> <li>• Report submitted to General Manager</li> <li>• Recommendations to Council</li> <li>• Resolution of Council endorsing members of Committee</li> </ul>
<b>7. Office Bearers</b>	<p>The Committee will elect the following office bearers:</p> <ul style="list-style-type: none"> <li>• Chairperson – elected annually at AGM from the Community representatives <ul style="list-style-type: none"> <li>○ Chair meetings and ensure agenda items are discussed, decisions are made and action to be taken, as appropriate.</li> <li>○ Ensure preparation of agenda before the meeting.</li> <li>○ Approve meeting minutes prior to distribution.</li> <li>○ Represent the Committee as spokesperson.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ The Chairperson can cancel scheduled meetings if there are no scheduled Agenda items for consideration.</li> </ul>
<b>8. Term</b>	The Committee is established for the term of Council, plus three (3) months.
<b>9. Meetings</b>	<p>Meetings are held on a quarterly basis, in addition to an Annual General Meeting.</p> <p>The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.</p>
<b>10. Quorum and Voting</b>	<ul style="list-style-type: none"> <li>• A quorum for a meeting will be three (3) Community Representatives and one (1) Councillor.</li> <li>• A quorum is not required for meetings to take place however a quorum is needed for a decision to be made on a matter</li> <li>• For a vote to be carried a majority of members attending, ie: half the number plus one (1) is required</li> <li>• Committees are encouraged to make decisions by consensus</li> <li>• In the event of a tied vote, the Chair will have the casting vote</li> <li>• Council staff do not have the authority to vote on issues</li> </ul>
<b>11. Reporting Requirements</b>	<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Recommendations for submission to Council Meeting</li> <li>• Minutes of meetings within two weeks from meeting</li> <li>• List of office bearers elected at the AGM by 30 August</li> <li>• List of suggested capital improvement works for consideration in the budget by February</li> <li>• List of suggested Fees and Charges by December</li> <li>• Updated Asset Register by May</li> <li>• Annual Report by 30 August</li> </ul>
<b>12. Termination of Membership</b>	<p>A person shall automatically cease to be a Committee member if the member:</p> <ul style="list-style-type: none"> <li>• resigns by notifying the Committee and Council in writing</li> <li>• fails to advise of an absence of up to three meetings in a calendar year</li> <li>• fails to comply with Council's Code of Conduct</li> <li>• holds any office of profit under the Committee</li> <li>• fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter</li> <li>• dies</li> <li>• or if Council passes a resolution to remove the member from the Committee.</li> </ul>
<b>13. Executive Support</b>	<p>Council's Economic Development team is responsible for providing support to the Committee and will undertake to:</p> <ul style="list-style-type: none"> <li>• Be the main conduit between the Committee and Council</li> <li>• Provide and/or collect reports for compilation of the agenda</li> <li>• Compile and circulate agendas, attend meetings, compile and distribute minutes</li> <li>• Monitor and follow-up Action Report</li> <li>• Manage Australia Day events</li> </ul>

	<ul style="list-style-type: none"> <li>• Compile the Annual Report of the Committee in conjunction with the Chair</li> <li>• Assist with referrals and information for resolution of matters within their authority</li> <li>• Facilitate a review process for the Committee and Terms of Reference prior to the end of each Committee term</li> </ul> <p>Council's Governance team will:</p> <ul style="list-style-type: none"> <li>• Oversee the recruitment, selection and appointment process for Committee membership</li> <li>• Provide information and education on good governance</li> </ul> <p>The WHS&amp;R Officer will:</p> <ul style="list-style-type: none"> <li>• Provide training and education on WH&amp;S</li> <li>• Undertake regular volunteer education and inductions</li> </ul>
<b>14. Committee Review</b>	Annual review of Committee need and objectives.
<b>15. Alteration of Terms of Reference</b>	Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.

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