

## **Australia Day Working Group**

### **TERMS OF REFERENCE**

**1. Name of Committee**

Australia Day Working Group

**2. Purpose**

The Australia Day Working Group's charter is to represent the Tamworth Regional Council in an official capacity, overseeing the selection process for the Tamworth Australia Day Awards and contributing to the region's celebration of Australia Day.

**3. Objectives/Roles/Expectation**

- Proactively seek nominations for the Tamworth Australia Day Awards by engaging with local volunteer organisations, schools and multicultural communities.
- Review and assess the Tamworth Australia Day Award nominations from across the region
- Vote to determine the winner for each Tamworth award category, ensuring that nominees embody values and achievements celebrated on Australia Day.

**4. Composition/Membership**

4.1 The advisory group will have the following core membership:-

Tamworth Regional Council:-

- Event Officer
- A maximum of one (1) Councillors

Community Representatives

- Independent Voting Member – Chair person
- Independent Voting Member x 5-10

**5. Operations of the Committee**

**5.1 Frequency of Meetings**

Meet 2-3 times before the end of the calendar year to review nominations and make award decisions.

Members will also attend the Tamworth Australia Day Awards and Citizenship Ceremony, supporting the council's presence and recognition of community achievements.

## **5.2 Attendance at Meetings**

Attendance at meetings is expected from all Members.

## **5.3 Notice of Meetings**

Event Officer will email members annual dates for all meetings for the calendar year.

## **5.4 Agenda Items**

Agenda items for the next meeting are to be received within seven (7) days prior to the next scheduled meeting. Agenda items and attachments will be forwarded to members. Items outside of the Agenda can be raised during 'General Business'.

## **5.5 Meeting Venue**

Council shall provide facilities for the conduct of the meetings of the Committee.

## **6. Authority**

The Committee will be authorised to co-opt members on the basis of their relevant expertise to assist with specialist knowledge and support of the committee.

## **7. Reporting Requirements/Council Support**

The Committee will have no delegated authority from the Council to make decisions binding the Council and will submit reports, with recommendations, as required, to the Council under the Management Accountability of the Executive Manager, Creative Communities & Experiences.

## **8. Conflict of Interest**

Members with a family or close personal connection to a nominee must declare their conflict of interest before the judging process begins and refrain from participating in discussions regarding the nomination.

## **9. Confidentiality**

Confidentiality is to be maintained by all members, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are printed, or as agreed for release to the media.