



# AUSTRALIA DAY AWARDS COMMITTEE

## TERMS OF REFERENCE

### 1. Role

The Australia Day Awards Committee (Committee) assess and determine the winners of the Lismore City Council (Council) Australia Day Awards.

### 2. Membership

The group consists of:

- the Mayor (to preside as Chairperson)
- at least two councillors

Council will appoint all members to the Committee.

Membership of the group will be revoked:

- if the group is dissolved by Council
- if Council receives a written resignation from the member
- in accordance with the procedures for the Administration of the Model Code of Conduct for Local Councils in NSW
- if resolved by Council

### 3. Term of Membership

At the first Council meeting following an election, new councillor representatives on the Committee will be elected for the term.

### 4. Replacement of Members

Replacement members will be appointed by resolution of Council.

If a vacancy occurs within six months of the end of the term, the member will not be replaced.

### 5. Committee Limitations

The Committee is unable to:

- direct council officers
- commit Council to any expenditure unless specific delegation has been resolved by Council
- waive or amend Council policies

Only the Mayor is authorised to speak publicly or issue press releases on behalf of Council.

## **6. Meeting Protocol**

The Committee will meet in October each year to confirm the Award categories and following the closing of nominations prior to Australia Day.

A quorum of the group is half plus one of the appointed members at the time of the meeting.

Meeting duration will be a maximum of 90 minutes.

Members will be provided copies of all nominations a minimum of seven days prior to the meeting.

Resolutions will be by majority vote via a show of hands and recorded in the minutes.

Proxy votes will not be accepted.

Minutes will be prepared at each meeting and distributed to members.

The minutes will be reported to the February Council meeting for noting.

## **7. Code of Conduct**

Members must:

- adhere to the applicable Lismore City Council Code of Conduct
- make positive contributions during meetings in a polite and respectful manner

## **8. Review of Terms of Reference**

Terms of Reference will be reviewed by Council at least once each council term. The Committee can recommend changes to the terms of reference for consideration by Council.

## **9. Decisions of the Committee**

Decisions of the Committee are final and no correspondence will be entered into.

All councillors will be confidentially notified of the winners prior to public announcement.

