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# Terms of Reference

## Benalla Australia Day Advisory Committee

### 1. CONSTITUTION

- 1.1 The Council of the Benalla Rural City (“Council”) has resolved, in accordance with Section 86 of the Local Government Act 1989, to appoint a Benalla Australia Day Advisory Committee (“Committee”) to assist in the coordination of Australia Day Celebrations throughout the Rural City.
- 1.2 The Council has resolved that the Advisory Committee shall consist of:
  - (a) Representatives of Council; and
  - (b) Representatives of the Benalla Rural City Community.
- 1.3 The Council has set no time limit on the duration of the establishment of the Committee. It shall remain in existence until such time as the Council resolves to revoke its establishment.

### 2. OBJECTIVES OF THE COMMITTEE

- 2.1 To assist in the development of celebrations that embrace and encourage the Rural City community to participate in Australia Day.
- 2.2 To assist Council in the program development of the major Australia Day Award ceremony.
- 2.3 To advise and assist Council with the development of the Award nomination guidelines.
- 2.4 In partnership with Council appoint a Selection Panel for the Australia Day Award nominees.

### **3. FUNCTIONS OF THE COMMITTEE**

#### **3.1 Delegated Authorities**

This Advisory Committee has no delegated powers to act on behalf of Council or commit Council to any expenditure unless resolved explicitly by Council.

### **4. COMMITTEE MEMBERSHIP**

The Council has resolved that the Advisory Committee shall be comprised of a maximum of 15 representatives comprising of:

- (a) Representatives of Council and Council Officers;
- (b) One (1) representative of each of the Benalla Rural City Australia Day Committees;
- (c) A minimum of five (5) and maximum of seven (7) community representatives.

### **5. TERM OF APPOINTMENT**

- 5.1 Any person appointed to the Committee shall hold office for a period of three years which will conclude in February three years post their appointment.
- 5.2 Following the completion of their term of appointment, members of the Advisory Committee shall be eligible for re-appointment for a further term.
- 5.3 A member of the Committee may resign his/her position at any time.
- 5.4 If a member who resigns represents an Australia Day Committee or group specified in 4(b)(c), the Council shall invite the community group to nominate another person to fill the vacancy.
- 5.5 If the member who resigns is a representative of the community as specified in 4(d), the Council shall invite the Committee to nominate another person to fill the vacancy.
- 5.6 If any member fails to attend three (3) consecutive meetings of the Committee without obtaining leave of absence that member shall be deemed to have resigned their position on the Committee. The Council shall follow the procedure set out in Clause 5.4 or Clause 5.5 to fill the vacancy.
- 5.7 Any person appointed to fill a vacancy on the Committee under the provisions of Clause 5.4 or 5.5 shall hold office for the unexpired portion of the previous member's term of office.

## **6. NOMINATION OF MEMBERSHIP**

### **ORGANISATION / GROUP REPRESENTATIVES**

- 1.1 The Council shall invite each Australia Day Committee or group specified in Clause 4 (b) and (c) to nominate a representative for appointment to the Committee not less than one (1) month before the date of the termination of the term of office of the representative.
- 1.2 Each Australia Day Committee or group must lodge with the Secretary of the Committee, a written nomination form signed by the person nominated and countersigned by the Chairperson or authorised person of the Australia Day Committee.

### **RECOMMENDATIONS FOR APPOINTMENT**

- 1.3 The Advisory Committee shall recommend to Council on the appointment of all persons.
- 1.4 The Council may in its absolute discretion decline to appoint to the Advisory Committee any person who has been nominated or recommended for appointment.

### **RECOMMENDATIONS FOR APPOINTMENT**

- 6.1 The Committee shall forward to the Council a list of names of the persons nominated by the Australia Day Advisory Committee.
- 6.2 The Council may in its absolute discretion decline to appoint to the committee any such person who has been nominated or recommended for appointment.

## **7. OFFICE BEARERS AND SUB-COMMITTEES OF THE COMMITTEE**

- 7.1 The Committee at each Annual General Meeting shall elect a Chairperson.
- 7.2 The Committee may appoint any sub-committees which it considers necessary to carry out its functions.
- 7.3 The role of Chairperson shall be:
  - (a) To chair all meetings of the Advisory Committee
  - (b) To act as official spokesperson for the Advisory Committee
  - (c) To act as the liaison person between the Advisory Committee and Council

## **8. REPORTING**

- 8.1 The Council Officer will provide administrative support for the preparation of agendas and minutes and the distribution of such to Advisory Committee members.

## **9. INSURANCES**

- 9.1 The Council shall arrange and maintain a portfolio of insurances to cover all possible risks, including a Personal Accident Policy for members, a Voluntary Workers Policy and an Indemnity Policy for members of the Committee.

## **10. MEETINGS OF THE COMMITTEE**

- 10.1 The meetings of the Advisory Committee shall be conducted to ensure an efficient and effective working Committee.
- 10.2 The quorum of the Committee will be not less than six of the members for the time being appointed to the Committee, unless otherwise determined by Council.
- 10.3 If any member representing an organisation specified in Clause 4 (b) and (c) is unable to attend a meeting of the Committee, the organisation may appoint another person to attend the meeting to speak and vote.

## **11. REVIEW**

- 11.1 The Council may carry out a review of the Advisory Committee's Terms of Reference at any time.
- 11.2 The Council may carry out a special review of the Committee's Terms of Reference at the request of the Committee.
- 11.3 The Council shall consult with the Committee prior to the making of amendments or alterations to the Committee's Terms of Reference.