



WARRNAMBOOL AUSTRALIA DAY ADVISORY COMMITTEE

Purpose of Group

Assist Council to provide greater awareness and reach into the community for the Awards, generate greater interest and award nominations and encourage participation at the Australia Day Awards ceremony.

Tasks to be undertaken by the Group

- Provide advice and support to Council in promotion of nominations as widely as possible throughout our community.
- Review applications and advise Council on suggested recipients.
- Advise Council on the Award categories and assessment process.
- Possibly play a role at the citizenship ceremonies.
- Officer support would be provided by the Corporate Services Directorate.

Committee Structure

Membership will comprise of a maximum of 10 community members and one Councillor and reviewed in February 2021.

Term

The Australia Day Advisory Committee is established for a term of four years commencing May 1 2017 to 30 April 2021

Appointment of Chair

The appointment of the Chair is by vote of the Committee members for a term of one year. The chair is relinquished at the beginning of each annual assessment cycle and voted on at the first meeting again by the committee members.

Meeting time and frequency

The Advisory Committee will meet approximately 3 -4 times per annum. Times and actual dates of meetings to be determined by the Committee, but may be varied at the discretion of the Chairperson (after seeking the views of the relevant Committee members whenever possible). Meetings will be held at the Warrnambool Civic Centre or unless an alternative venue is agreed by the Committee.

Conflict of Interest

The provisions of Section 79 of the Local Government Act apply in terms of the requirement for disclosure of any potential conflict of interest (including direct or indirect pecuniary interest) in any matter to be considered or discussed at a Committee meeting.

Reporting regime

The record of any meeting of the Committee shall be included in the agenda for the next meeting.

The record of each Committee meeting should clearly show where advice or recommendations are being given to Council.

Quorum

A quorum is the Chairperson (or Acting Chairperson) and at least half of the ordinary members.

If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meeting shall lapse.

If a quorum fails after the commencement of the meeting, the meeting shall lapse. Business that is unfinished at the completion of a meeting may at the discretion of the Chairperson be referred to the next meeting of the Committee.