



**CITY OF PLAYFORD
AUSTRALIA DAY EVENT COMMITTEE CHARTER
Endorsed by Council on 13 April 2010**

1. Role

The Committee's role is to:

- Make decisions in relation to staging the City of Playford Australia Day event.
- Provide strategic advice to the Council Administration regarding the Australia Day Event
- Monitor and allocate the Australia Day Event budget
- Act as a "sounding board" for Community representatives, Council staff and Councillors in respect to the Australia Day Event.
- Assist Council in the performance of its roles, duties and responsibilities in respect to Citizenship Ceremonies, and Australia Day Awards as part of the event.

2. Terms of Reference

The Committee's terms of reference are to:

- Consider all matters relating to the City of Playford Australia Day event.
- Raise matters for discussion and reporting as it relates to the Australia Day event and the Committee's role.

3. Delegations

This Australia Day Event Committee is delegated to consider all matters relating to the City of Playford Australia Day event and is authorised by Council to make any decisions within its role and terms of reference, and can:

- Approve minutes as a true and accurate record of proceedings
- Appoint a presiding member
- Approve their work plan
- Establish the agenda format
- Establish the meeting regulations
- Determine if an item should be considered in confidence
- Approve their annual report.
- Refer matters of a Corporate Governance nature to the Corporate Governance Committee, if not satisfied with the Council's decision on the matter.

The Australia Day Event Committee may determine all matters relating to the City of Playford Australia Day event with the following exceptions:

- expend funds beyond the council approved budget for the event
- amend the Committee's charter
- establish the overall concept of the celebrations

Any other matters referred to the committee are to be debated, with a recommendation made to Council for resolution.

4. Meetings

The Committee will meet as business needs arise or as decided by Council from time to time.

The Presiding Member will determine the time, date and venue of each Australia Day Event Committee meeting.

Special meetings of the Committee may be necessary from time to time.

An agenda will be prepared and distributed to all Committee Members, the Event Manager, and all other Councillors on the Thursday prior to the meeting. Agendas for special meetings may be distributed in a shorter timeframe and will provide at least a minimum of four hours notice having regard for the urgency of the matter(s) being considered.

Minutes of meetings (in accordance with legislative requirements) will be kept and provided to all Committee Members and Councillors within three working days of the meeting.

5. Membership

The committee is comprised of the following members to be selected on the basis of their capacity to bring a relevant skill mix to the Committee.

Committee Member	Nomination Process
Two (2) Councillors	Endorsed by Council resolution
One (1) representative from each of the three Rotary Clubs within the City of Playford being: <ul style="list-style-type: none">• One member from the Playford Rotary Club• One member from the Elizabeth Rotary Club• One member from the Munno Para Rotary Club	Identified through the community organisation's own selection process.
Two (2) members from the Lions Club of Elizabeth/Playford & / or Lions Club of Virginia	Identified through the community organisation's own selection process.
One (1) City of Playford staff member	Appointed by the Chief Executive Officer
Three (3) Community Members	Sought through advertised expressions of interest.

- 5.1 The Mayor (Principal Member) is a member of the Committee with voting rights.
- 5.2 Members of the Committee hold office until 30 April 2011.
- 5.3 The Committee may co-opt, or make use of the services of, any other person for the purpose of investigating or deliberating on any specific matter or on any other temporary basis.
- 5.4 A member of the Committee will hold office while he or she is a member of the Council or an Officer of the Council, or, in the case of members representing any other body or agency, while they continue to be authorised by that body or agency to represent it.
- 5.5 A person invited to assist the Committee under rule 5.3 is not a member and does not have a right to vote.

5.6 Each member should have interest, experience and skills in activities, which will be community related. Availability to attend meetings regularly is essential. Committee Members shall participate on a voluntary basis.

6. Term and Role of Members

6.1 Role of the Presiding Member

The Committee will elect its Presiding Member at its first meeting and annually thereafter.

The Presiding Member's role is to:

- 6.1.1 Oversee the conduct of meetings in accordance with the Local Government Act 1999 Meeting Regulations and the Council and Committee Meetings Code of Practice.
- 6.1.2 Ensure all members of the Committee have opportunities to participate in debate and discussions in an open and encouraging manner.
- 6.1.3 Where a matter has been debated significantly and no new information is being discussed the Presiding Member may call the meeting to order and ask for the debate to be finalised and a recommendation be put forward.

6.2 Role of Committee Members

The primary responsibilities of the Community representatives are to:

- 6.2.1 Facilitate effective communication between community/service organisations and the Australia Day Event Committee.
- 6.2.2 Act professionally in the manner in which they represent the Australia Day Event Committee.
- 6.2.3 Respect confidentiality on specific matters that may be raised as part of the Australia Day Event Committee's agenda.

6.3 Process for Nominations/Registrations of Interest for Membership for three vacant community positions.

A combination of processes will occur for nominations/registration of interest and selection for membership:

- 6.3.1 The community positions in all categories will be promoted in the local Messenger Press and Bunyip and nominations will be sought for all of these positions.
- 6.3.2 Community Organisations will be invited to nominate through a letter of invitation by Council.
- 6.3.3 Interviews will be held with nominees. Interviews will be conducted by the Mayor, One Councillor and One Council staff. The interview panel staff member will be selected by the CEO and the Councillors representative will be selected from one of the two Councillors , as nominated by the Mayor.

7. Reporting

Recommendations by the Committee will be referred to the next Council Meeting for final resolution.

Decisions made by the Committee under its delegated authority will be reported by the distribution of its minutes.

8. Review

The Committee will operate until 30 April 2011, at which time Council will have considered the ongoing role and effectiveness of this committee and the success of the Australia Day event.

In reviewing its performance the Committee will have regard to:

- The achievement of outcomes relating to the Committee's role
- Attendance by members
- Number of community partners engaged by the Committee

In reviewing the success of the event regard will be given to:

- Attendance
- Community feedback, participation and support
- Budget management
- Nominations for Australia Day Awards

The results of the review will be reported at a meeting soon after the April Committee Meeting.

9. Code of Practice

This charter is to be read in conjunction with the City of Playford's Council and Committee Code of Practice.