



CARPENTARIA SHIRE
Outback by the Sea®

Australia Day Advisory Committee

September 2023

*It's a great place to work,
live and play*



Contents

Name.....	2
Purpose	2
References	Error! Bookmark not defined.
Membership.....	2
Tenure	2
Key Responsibilities of Members.....	2
Meetings	3
Secretariat.....	3
Agendas and Minutes	3
Review.....	4
Contact Details.....	4

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Carpentaria Shire Council would like to respectfully acknowledge the Gkuthaarn, Kukatj and Kurtijar peoples as the traditional owners of the lands and waters that form the Region. Council pays its respect to elders' past, present and emerging and welcomes the ongoing role that indigenous people play within the Carpentaria community.



Name

The committee will be known as the Carpentaria Shire Council Australia Day Advisory Committee.

Purpose

The purpose of the committee is to provide:

- Advice and support for the delivery of Australia Day activities and events
- Assess nominations for citizenship awards

Membership

In the interest of operational efficiency, membership of the committee will generally be limited to the Mayor, six Councillors, and three community members each from Normanton and Karumba.

A quorum will exist if at least five representatives are in attendance and the chair deems there is adequate representation. Recommendations to Council will not be made without a quorum. Where the membership is unable to reach a majority decision on any particular issue, the chairperson may make a determination.

From time to time, the committee may consult with other agencies or staff and Council on specific issues and/or invite a representative to attend a working group meeting.

Tenure

The Mayor will be the chairperson.

Key Responsibilities of Members

All members are responsible for being an active committee member by:

- a. attending meetings
- b. providing timely advice to the chairperson about non-attendance at meetings together with the name of your proxy
- c. ensuring your proxy is adequately prepared for meetings by providing all relevant documentation and comprehensive advice about current activities and this Terms of Reference
- d. working collaboratively with other team members to accomplish desired outcomes
- e. raising awareness within your agency to foster increased support for initiatives and improve opportunities for synergies across agencies

In addition, the Chairperson will be responsible for:

- a. ensuring that the minutes and a Committee Report containing any recommendations is presented to the Council for consideration.



Meetings

- Meetings will generally be held once a month.
- Meetings will generally be held at the Carpentaria Shire Office.
- Out of session meetings between specific members are encouraged to progress actions and take advantage of opportunities for presentation of reports for the consideration of the Australia Day Advisory committee.

Conflict of Interest

At the commencement of each meeting, Committee Members must declare:

- Any material personal interest (using the definition of that term in the *Local Government Act 2009*, to the extent it applies to the committee member); and
- Any perceived or actual conflict of interest they have in respect of a matter before the meeting. Committee Members with a material personal interest must not participate in discussion or recommendation about the matter in which they have the material personal interest; and
- Any other committee recommendation about a matter if that decision has any possibility of impacting upon the matter in which they have the material personal interest (for example, a recommendation about an award).

When a Committee Member declares a perceived or actual conflict of interest and the Committee Member does not decide to refrain from discussing or recommending upon the matter, the other Committee Members must decide upon whether the declaring member must refrain from discussing or recommending upon the matter. The results of the decision are binding upon the declaring member.

Secretariat

Secretariat support will be provided by Council.

Agendas and Minutes

The secretariat will be responsible for the following:

- Distributing the agenda and any relevant papers to all members at least two full working days prior to the meeting date.
- Accurate minutes including key discussion points, recommendations and actions to be distributed to all members within 15 working days of the meeting date.
- Minutes and any recommendations from the Committee are to be presented back to Council by way of a Committee Report immediately following the Meeting.



Review

The operation of the committee, this Terms of Reference and the overall effectiveness of the committee will be reviewed annually to ensure efficiency is maintained. This review will be carried out by the committee. The review will include, but is not limited to:

- effectiveness of the committee
- effectiveness of this Terms of Reference
- a review of the committee membership

Contact Details

All communications should be addressed to:

Secretariat

Anne Andrews

Director Community Development, Tourism and Regional Prosperity

PO Box 31

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Document control sheet

Contact for enquiries and proposed changes

If you have any questions regarding this document or if you have a suggestion for improvements, please contact:

Anne Andrews

Director Community Development, Tourism and Regional Prosperity

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Version History

Version No.	Date	Changed by	Nature of Amendment	Review Date
1	11/10/2023	Director Community Development, Tourism and Regional Prosperity	New document	October 2024
2				
3				
4				

Document sign off

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