



Burwood 150 Year Anniversary Steering Committee TERMS OF REFERENCE

Purpose

The Committee has been established to provide a forum for Council to engage with and obtain feedback from the community to support the planning and delivery of the Burwood 150 Year Anniversary Program to take place in 2024.

The Committee will:

- Act as an advisory body to Council by providing input and advice on celebratory ideas, projects and festivities to mark the anniversary and inform Council funding allocations for these future initiatives.
- Actively collaborate in the planning and delivery of the Burwood 150 Year Anniversary Program and associated activities.
- Monitor the implementation of activities rolled out to acknowledge and celebrate Burwood's 150 Year Anniversary.

Membership

Membership of the Committee will consist of:

- The Mayor or another Councillor delegate appointed by the Mayor who will represent Council as Chairperson.
- A Councillor nominated by Council who will additionally represent Council as a member and an alternate Councillor delegate appointed to attend if the other Councillor cannot attend a meeting.
- One representative each from the Burwood Historical Society and the Metropolitan Aboriginal Land Council to be appointed to the Committee.
- Up to seven community representatives nominated via an Expression of Interest process. All nominations will be assessed by an internal panel of Council staff and recommendations made to Council. Committee membership will be formalised by a resolution of Council.
- Council Officer(s) will attend meetings as non-voting members to assist the work of the Committee.

Selection Criteria

Applications for community representatives will be assessed in accordance with the selection criteria below.

Applicants must:

1. Reside, work (in a paid or voluntary capacity) or have an interest in the Burwood Local Government Area.
2. Have demonstrated knowledge and experience in the planning and delivery of community projects, activities or events.
3. Have demonstrated knowledge, expertise and/or appreciation of Burwood's local history and identity.
4. Be available to attend meetings and demonstrate a willingness to volunteer time to work on 150 Year Anniversary activities.
5. Undertake to collaborate and engage with the local community in relation to 150 Year Anniversary activities.

Recommendations for appointment of community representatives to the Committee will be submitted to Council for approval.

Meeting Attendance and Duration

The Committee has been established by Council to support the development, implementation and evaluation of the Burwood 150 Year Anniversary Program. The Committee will operate from 2021 until the conclusion of anniversary activities in 2024.

Committee members are expected to attend all Committee meetings where possible. If a member is unable to attend, an apology is to be provided to Council prior to the meeting. A Committee member who fails to attend two (2) consecutive meetings without submitting an apology will forfeit his/her place on the Committee.

Should any Committee members need to discontinue their role on the Committee, previous applicants found to be eligible in meeting the criteria will be invited to join the Committee or an Expression of Interest process may be opened for new committee members where required.

Meetings and Conduct of Business

- a. Meetings shall be held in accordance with the meeting schedule developed at the first meeting of the Committee. The Committee will meet quarterly. An extraordinary meeting may be called where circumstances warrant.
- b. Meeting agendas shall be compiled by the Executive Assistant to the Mayor listing all items of business and must be issued to Committee members at least five working days prior to the scheduled meeting date.
- c. Meetings shall be held at Council Offices or another location approved by the Chairperson. Meetings may also be held via online platform(s) where required.

- d. Recommendations at meetings will generally be by way of consensus. In the event that an agreement cannot be reached, the recommendation will be decided by a simple majority of Committee Members present.
- e. Committee members must adhere to Council's Code of Conduct. Committee members will receive relevant information to assist them to meet their Committee responsibilities.
- f. Technical experts, specialists and other Council Officers may be invited to attend meetings to provide advice to the Committee when required.

Minutes

Minutes of the meetings will be taken by the Executive Assistant to the Mayor, who will attend meetings as a non-Committee member. Minutes of the Committee are to be submitted to the first available Ordinary Meeting of Council.

Review

The Terms of Reference will be reviewed on an annual basis and may be altered at any time by a resolution of Council.