



# **Terms of Reference**

## **Goulburn Mulwaree Award Working Party**

## **ROLE**

The role of the Goulburn Mulwaree Award Working Party is to make all decisions relating to receipt, processing, assessment and presentation of the Goulburn Mulwaree Award. This local award is designed to recognise outstanding service or meritorious achievement by individuals to the community of the Goulburn Mulwaree Local Government area.

## **ADVISORY FRAMEWORK**

### **OBJECTIVE**

The objective of the Goulburn Mulwaree Award Working Party is to formally acknowledge and commend members of our community whose contributions and achievements exceed customary expectations.

### **AIM**

Goulburn Mulwaree Award Working Party aims to recognise outstanding service or meritorious achievement by individuals to the community of the Goulburn Mulwaree Local Government area, thereby enhancing the sense of community pride. Additionally, it seeks to facilitate the referral of individuals' credentials to the Australian Honours and Awards Secretariat for their consideration.

### **COMMUNITY MEMBERSHIP**

The number of representatives on the Working Party shall be five (5) and be drawn from members of the community.

External expertise can be contracted on an as-required basis; however, they will not be considered a member.

### **COUNCIL MEMBERSHIP**

The following make-up of Council Membership has been identified:

- Mayor
- Deputy Mayor
- One (1) Councillor Representative
- Other Elected Goulburn Mulwaree Councillors are welcome to attend the meetings as non-voting members.

The Working Party will also be attended by the following non-voting Council Officers:

- General Manager or a representative.
- Additional staff may be invited by the General Manager to attend when their area of work is relevant to the work of the Working Party.

## APPOINTMENT

Appointments to the Working Party will expire with the conclusion of the current Council's term of office.

## REMUNERATION

No sitting fee will be paid to members of Working Party.

## AUTHORITY

The Goulburn Mulwaree Award Working Party is a Working Party of Council and is advisory in nature. The Goulburn Mulwaree Award Working Party

- must seek the approval of the Mayor or General Manager before inviting an external representative to attend meetings of, or otherwise participate in, the Working Party.
- Can provide recommendations to the Chair on priorities and issues but cannot direct operational or day to day matters. These will remain the responsibility of the General Manager.
- Will operate in accordance with terms of reference and guidelines specified for the Goulburn Mulwaree Award Working Party.
- Must keep minutes of their meetings.
- Must abide by Council's Code of Conduct and requirements of *the Local Government Act 1993*.

## FREQUENCY OF MEETING

The Goulburn Mulwaree Award Working Party will meet at least annually or as required.

- Resolved by Council 18 March 2025 – Minute Number 2025/62

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