



Nomination for the Collie Christmas Decoration Group

for submission no later than 30 June 2023

PERSONAL DETAILS (PLEASE PRINT IN BLOCK LETTERS)

TITLE **GIVEN NAMES** **SURNAME**

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ADDRESS

MOBILE PHONE

EMAIL ADDRESS

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APPLICANT DECLARATION

I have read and understand the Terms of Reference for the Collie Christmas Decorations Working Group

Signed

Date

X

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FURTHER INFORMATION

Please return your nomination form to the Shire of Collie by no later than 30 June 2023.

Address: 87 Throssell Street, COLLIE WA 6225 (Locked Bag 6225)

Email: colshire@collie.wa.gov.au Phone: 08 9734 9000



Shire of
Collie

**TERMS OF REFERENCE
COLLIE CHRISTMAS DECORATIONS
WORKING GROUP**



TERMS OF REFERENCE

Collie Christmas Decorations – Working Group

1. Purpose

- 1.1 To assist Collie to celebrate and embrace the spirit of Christmas as a community through:
 - 1.1.1 overseeing and assisting with the design and installation of Christmas decorations on Shire managed property in Collie; and
 - 1.1.2 encouraging community and business involvement in decorating Collie for Christmas.

2. Membership

- 2.1 The Working Group will seek to have membership as follows:
 - Shire of Collie elected member/s as determined by Council;
 - Shire of Collie staff as determined by the Chief Executive Officer;
 - representatives of businesses, service clubs or community groups; and
 - community representatives.
- 2.2 The Chair may invite other parties as may be appropriate to assist the Group in meeting its purpose.
- 2.3 Behavioural standards set out in the *Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates* dated March 2021 apply. The Council may revoke membership where expected standards of conduct are not met.
- 2.4 The Chair will be an elected member. Where more than one elected member is represented on the Group, the Chair will be as determined by the elected member representatives.

3. Authority

- 3.1 The Group is not a Committee of Council and is not assigned delegated authority. The Group does not have authority to direct the Shire administration or commit Shire resources. The Group may make recommendation to Shire administration for the expenditure of budgeted funds for Christmas decorations.

- 3.2 Meeting conduct is coordinated by the Chair, with agreement reached by consensus. Where agreement is not reached, meeting notes are expected to identify the diverging views of members.
- 3.3 Where initiatives, actions or recommendations are referred to a meeting of Council for consideration, the Council is not bound by any recommendations, and may elect to seek further community input or other opinion before making further decisions.
- 3.4 No member of the Group is permitted to make public comment on behalf of the Group or the Shire. This does not preclude a member speaking on their own behalf, or on behalf of any group or organisation they may represent.

4 Resources and Assistance

- 4.1 The work of the Group will be supported by the Shire administration as far as is reasonably practicable. This includes:
- Providing secretarial assistance (meeting arrangements, communication with members, preparing records of meetings).

Notes from meetings will be provided to all elected members.

5 Timing of Meetings

- 5.1 The timing and arrangements for meetings are to be agreed by the Group.

Last Updated: June 2023