

# Terms of Reference: Australia Day Committee

## PREAMBLE

The Australia Day Committee is established under section 355 of the Local Government Act 1993 which states that “a function of Council may, subject to this Chapter, be exercised by a committee of the Council”.

### 1. THE VISION

To work with the committee members and staff to provide a quality Australia Day event for the community and visitors.

### 2. SCOPE/ROLE

The Committee shall act as an “advisory” body to Coffs Harbour City Council to help facilitate and plan the Australia Day community event. The Committee is responsible for:

- Deciding the Australia Day Awards Categories
- Assessing Australia Day Award nominees
- Determining the Australia Day Award winners

### 3. DELEGATIONS

The Committee has delegation to provide input and feedback to the Australia Day Community Event and the Australia Day Award nominations.

### 4. COMPOSITION OF THE COMMITTEE

The committee comprises of the following:

- The Mayor
- Up to 5 Community representatives
- 2 staff members

Committee members will be selected from the community and substantive position will be held by the Mayor of Coffs Harbour City Council.

### 5. MEETINGS OF THE COMMITTEE

The Australia Day Committee meets regularly between August and Australia Day with a debrief meeting held after the Australia Day event.

### 6. OFFICE BEARERS

- Chairperson
- Minute Taker including undertake all administrative functions.

### 7. TERM OF OFFICE

The Mayor is nominated for the four year term of office.

### 8. SUB-COMMITTEE(S)

None

### 9. EXPENDITURE

Unless expressly resolved by Council, the Committee has no powers to commit or expend Council funds.

### 10. RECORD KEEPING

Minutes shall be accurately recorded of all proceedings by the Minute Taker and cannot be amended, altered or changed without agreement of the Committee.

All outgoing and incoming correspondence will be recorded; and where appropriate tabled at meetings or copies made available to members on request. Additionally, any documentation or presentations tabled by guests or members be recorded.

The Minutes shall be circulated at least one week prior to the meeting.

All records and associated documentation in relation to the Australia Day Committee be held in Council's record system for the required legislative timeframe.

**11. ANNUAL REPORT**

N/A

**12. RULES, REGULATIONS AND PROCEDURES**

Refer Coffs Harbour City Council guidebook for S355 Community Committees.