

# Terms of Reference: Australia Day Committee

## 1. Purpose and/or Objectives

The purpose of the Australia Day Committee is to provide a quality Australia Day event for the community.

The Australia Day Committee objectives are to annually:

- a) Provide input, planning and feedback for the Australia Day Community Event
- b) Determine the Australia Day Award Categories
- c) Review Australia Day Award Nominations and determine the winners by consensus decision making.

## 2. Scope

The scope of the Australia Day Committee is act as an advisory body to Coffs Harbour City Council to:

- a) Help facilitate and plan the Australia Day community event
- b) Determine the Australia Day Award Categories
- c) Review Australia Day Award Nominations and determine the winners by consensus decision making.

## 3. Meeting Arrangements

The Australia Day Committee is to hold a minimum of two meetings per annum, at a time suitable for members. The Chairperson can call a special meeting at any time with reasonable due notice (5 working days).

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

## 4. Committee Composition

The Australia Day Committee membership consists of the following:

- a) The Mayor and one Councillor
- b) Community Members (up to 8 community representatives from various demographics e.g. youth, multicultural etc.)

A Council support staff member will be provided to assist and advise the committee and chairperson (e.g. meeting procedure, minutes etc.).

Council Staff will also attend as required from time to time to provide advice.

The Mayor is the Chairperson of the Australia Day Committee. The role of the Chairperson is detailed in the Council Committee Handbook.

## 5. Length of Appointment

The community committee members will serve a term of four years and can renominate. Council reserves the right to review or dissolve the Committee at any time by a resolution of Council.

## 6. Delegations and Expenditure

The Australia Day Committee does not have any delegations.

## 7. Policy and Procedural requirements

All members of the Australia Day Committee must, in all circumstances abide following:

- a) Council's Code of Conduct Policy
- b) Council Committees Handbook
- c) Australia Day Committee Terms of Reference

Failure to meet the above requirements will be managed in accordance with the Council Committees Handbook and Code of Conduct.

