

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 voting members:

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

The following (or their delegates) will attend committee meetings in an advisory capacity:

- Group Leader Engagement
- Section Leader Stadium and Major Events

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

The Mayor is the Chairperson of the Australia Day Committee.

4.1 Quorum and voting

The Quorum for Committee meetings to proceed is 50% + 1 voting members. In the event that voting is required (e.g. appointing an office bearer), each voting member has 1 vote only. All other determinations, recommendations and advice can be by consensus.

5 Appointment

The community committee members will serve a term of four years and can renominate.

5.1 Attendance

Attendance and continuity is integral to ensuring this committee meets its objectives and adds value to the City and community. In the event a member is absent for 3 consecutive meetings the City reserves the right to seek a replacement member. In the event that the member is the Councillor representative, the City will table a report to Council seeking a replacement Councillor representative, or if required, dissolve the committee.

6 Delegations and Expenditure

The Australia Day Committee does not have any delegations.

Recommendations arising from meetings of this committee will be forwarded to the City's Executive representative for tabling with the Executive Leadership Team for determination.

7 Review and assessment of the Committee

The City reserves the right to review or dissolve the Committee at any time by a resolution of Council.

In the event that a committee fails to meet quorum requirements for 2 consecutive scheduled meetings, a report will be tabled with Council seeking to either refresh the committee membership or dissolve the committee.

8 Member obligations

All members of this Committee must, in all circumstances follow:

- a) The City's Code of Conduct
- b) The City of Coffs Harbour Committee Management Policy
- c) The Committee's Terms of Reference
- d) Any relevant details in their letter of appointment

In the event a committee member fails to meet their obligations as detailed in the documents listed above, the City may terminate the committee members position and seek a replacement member.