

Terms of Reference

Australia Day Advisory Committee

March 2026

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1. Title

The advisory committee will be known as the Australia Day Advisory Committee (the Committee).

2. Purpose

The purpose of the Committee is to facilitate and deliver Australia Day.

3. Duties and Functions

The Committee has the following duties and functions:

- 3.1 To assist in the development of celebrations that embrace and encourage the Rural City community to participate in Australia Day.
- 3.2 To assist Council in the program development of the major Australia Day Award ceremony.
- 3.3 To advise and assist the Council with the development of the Award nomination guidelines.
- 3.4 In partnership with the Council appoint a Selection Panel for the Australia Day Award nominees.

4. Delegations

- 4.1 The Committee is an Advisory Committee of Council. The Committee has no delegated power to act on behalf of the Council or commit the Council to any expenditure.

5. Membership

- 5.1 The Committee will comprise of up to 15 members:
 - Up to two Councillor representatives
 - Up to two Council Officers nominated by the Chief Executive Officer
 - One representative of each of the District Community Groups
 - A minimum of five and maximum of seven community representatives.
- 5.2 The Council will appoint Councillors and community and key stakeholder representatives.
- 5.3 Any person appointed to the Committee shall hold office for a period of three years.
- 5.4 Following the completion of their term of appointment, members of the Advisory Committee shall be eligible for re-appointment for a further term.
- 5.5 A member of the Committee may resign from their position at any time in writing.

- 5.6 If a member who resigns represents a District Community group specified in 5.1 the Council shall invite the community group to nominate another person to fill the vacancy.
- 5.7 If the member who resigns is a community representative as specified in 5.1, the Council shall invite nominations community representatives to fill the vacancy.
- 5.8 Members are encouraged to attend all meetings of the Australia Day Advisory Committee. If a member fails to attend three consecutive meetings of the Committee without obtaining a leave of absence that member shall be deemed to have resigned from the Committee. The Council shall follow the procedure set out in Clause 5.6 or Clause 5.7 to fill the vacancy.
- 5.9 The Council shall invite each District Community group specified in 5.1 to nominate a representative for appointment to the Committee.
- 5.10 The Advisory Committee shall recommend to Council on the appointment **of all persons.**
- 5.11 The Council may decline to appoint any person who has been nominated or recommended for appointment to the Advisory Committee.
- 5.12 The Committee shall provide the Council with a list of names of the persons nominated by the Australia Day Advisory Committee.
- 5.13 The Council may in its absolute discretion decline to appoint to the committee any such person who has been nominated or recommended for appointment.
- 5.14 The Australia Day Advisory Committee will nominate and elect a chairperson at its June meeting each year for the Councils consideration.
- 5.15 The Committee may appoint any sub-committees which it considers necessary to carry out its functions.
- 5.16 The role of Chairperson shall be:
 - a. To chair all meetings of the Advisory Committee.
 - b. To act as official spokesperson for the Advisory Committee.
 - c. To act as the liaison person between the Advisory Committee and the Council.

6. Frequency of Meetings

- 6.1. The frequency of meetings will be determined by the Committee.
- 6.2 If any member representing a group specified in 5.1 is unable to attend a meeting of the Committee, the group may appoint another person to attend the meeting.

7. Quorum

The quorum for a meeting will be no less than a majority of the members appointed to the committee.

8. Support

Administration support will be provided by the Economic Development and Sustainability department to:

- provide appropriate notice of meetings.
- circulate meeting documentation.
- take the minutes for each meeting.
- track the decisions of the Working Group.
- keep appropriate records of the meeting documentation, including the confirmed minutes.

9. Review of Terms of Reference

- 9.1 The Committee's terms of reference may be reviewed at any time by the Council to accommodate changes in legislation, regulations, policy gaps, new technology or systems, as well as remain consistent with industry best practice.
- 9.2 The Council shall consult with the committee prior to amending the Committees terms of reference.