

1 INTRODUCTION

The Australia Day Committee has been established to provide community input into Wollongong City Council's organisation of an annual Australia Day community event and to determine the Australia Day award recipients. The Australia Day Committee comprises people interested in furthering these aims.

2 AUTHORITY

The Australia Day Committee will provide advice, feedback and support to Council in developing, implementing and monitoring strategies which relate to the creation of a safe and inclusive Australia Day community event and the Australia Day awards program.

The Australia Day Committee does not have decision making authority, the power to bind the Council, nor the power to incur expenditure.

3 RESPONSIBILITIES AND FUNCTIONS

The responsibilities and functions of the Australia Day Committee are to -

- Provide a forum for discussion to help guide the strategic direction of the Australia Day community event and Australia Day awards;
- When required, form sub-committees to provide strategic direction of the Australia Day community event and Australia Day awards;
- Determining and fulfilling the process for deciding the winners of the various categories of the Australia Day awards; and
- Consider the cumulative effects of Council's decisions on the Australia Day community event and Australia Day awards.

4 PRIORITIES

The immediate priority of the Australia Day Committee is to provide strategic direction and guidance for the organisation of the annual Australia Day community event and to determine the Australia Day awards recipients.

Other priorities will be determined by the Australia Day Committee from time to time.

5 COMPOSITION OF THE COMMITTEE

The Australia Day Committee is to be made up of:

- Lord Mayor (Chairperson);
- Councillor representative;
- Australia Day Council representative;
- Up to ten community representatives including two youth representatives (aged under 26 years), a culturally and linguistically diverse community (CALD) representative; and
- Current Australia Day Award Winners.

The Chairperson will be the Lord Mayor. A community representative to be elected Deputy Chair.

Vacancies that occur on the Australia Day Committee can be filled by public advertisement, invitation by the Australia Day Committee, self nomination. The Australia Day Committee will vote to confirm new Committee members.

Council's Manager Community, Cultural and Economic Development or delegate will attend Australia Day Committee meetings as an ex-officio member and will provide professional advice to the Australia Day Committee. Other Council staff, Government officers, advisors or individuals may be invited to attend meetings from time to time to provide expert advice, information or presentations in relation to the Australia Day Committee business. These individuals will act as ex-officio members.

6 TERM OF APPOINTMENT

Term of appointment is to be for a period of two years for community representatives. Committee members are welcomed to re-nominated after each term of appointment.

Councillors will remain on the Committee for the term of Council.

7 OBLIGATIONS OF MEMBERS

Members of the Australia Day Committee, in performing their duties, shall:

- Act honestly and in good faith;
- Participate in the work of the Australia Day Committee;
- Perform their duties in a manner that ensures public trust in the integrity, objectivity, and impartiality of the Australia Day Committee;
- Exercise the care, diligence and skill that would be expected of a reasonable person;
- Comply with the Australia Day Committee Charter; and
- Comply with Council's Codes of Conduct.

8 MEETINGS

Meetings will be held monthly, except where no business has been identified.

A quorum will consist of half of the committee plus one member.

Meetings will be chaired by the Council appointed chairperson. If the chairperson is absent from a meeting, the deputy chairperson will chair the meeting.

The Australia Day Committee has an advisory role to Council and will make recommendations by consensus. In the absence of consensus, advice from the Australia Day Committee may be presented with supporting and dissenting views of Australia Day Committee members.

Meeting agendas will be distributed prior to the meeting.

9 REPORTING

The minutes of meetings will be made available to Councillors and Council's Executive Management for information. Minutes will also be distributed to all members.

Advice and decisions of the Australia Day Committee relating to specific Council projects will be reported to Council as part of the project reporting process.

Any matters arising that require a separate decision of Council may be reported to Council at the discretion of the Manager Community, Cultural and Economic Development.

10 EVALUATION AND REVIEW

A review of the Australia Day Committee Charter will be undertaken every four years to ensure the purpose, membership and operation of the Australia Day Committee is effective and to make appropriate changes as required. The Australia Day Committee are to review and endorse the proposed changes prior to the request for adoption through Council.

CHARTER

AUSTRALIA DAY COMMITTEE

CHARTER ADOPTED ON 27 June 2022

Doc Set ID: 22060939

SUMMARY SHEET		
Responsible Division	Community Cultural and Economic Development	
Date last adopted	Date	Adopted/Endorsed by
Date of previous adoptions:		