



COMMITTEE CHARTER

Australia Day Sub-Committees - All Districts

Date adopted by Council	<date>
Minute number	<#>
Endorsed by	Council
CM Ref	CD-43/22
Due for review	August 2026
Responsible officer	Manager Community Services



Background

Following the formation of the Community Advisory Committees (CAC) for the Aberdeen, Merriwa, Murrurundi and Scone Districts, Australia Day sub-committees were established to report to the relevant CAC.

Purpose and Objectives

- Oversee the planning and provision of Australia Day activities.
- Consider and provide recommendations to the Community Advisory Committees on matters regarding Australia Day.

Membership

- The Committee shall consist of a maximum of 10 people including one Councillor from the Community Advisory Committees.
- Council will call for new community representation as vacancies arise by extending invitations to nominate members from local community groups and the general community.
- The Chairperson shall be elected by the sub-committee annually and endorsed by Council.
- The subcommittee may make recommendations to the Community Advisory Committees, as it sees fit, on membership of the sub-committee.

Chair Person

The Chairperson shall be elected by the sub-committee annually and endorsed by Council.

Quorum

The quorum of meetings of the sub-committee shall be half plus one of the current sub-committee membership.

Meetings

Meetings of the sub-committee may be as required. Ordinary meetings may be at a venue decided by the sub-committee, however the sub-committee may, by resolution, decide to hold the meetings at another agreed venue.

Meetings shall commence at the time resolved by the sub-committee.

Selection of Award Recipients will be carried out in Closed Committee.



Agenda & Minutes

The business papers (including the Agenda and Minutes) shall be distributed to all members and to other persons 3 days prior to the meeting date (in accordance with Council policy).

Minutes of the meeting shall be referred to the relevant Community Advisory Committee for consideration and recommendations from the sub-committee shall be effective only after adoption by Council.

Code of Conduct

The Australia Day sub-committee members shall abide by the Upper Hunter Shire Council Code of Conduct.

Version History

Version No.	Date	Reason for Review
1	<date>	Establishment of sub-committees of the Community Advisory Committees
2	<date>	
3	<e.g. DRAFT>	