



**KATHERINE**  
TOWN COUNCIL

COUNCIL

## CENTENARY OF KATHERINE 2026 COMMUNITY ACTION GROUP TERMS OF REFERENCE

Type:	Council – Elected Member		
Owner:	Chief Executive Officer		
Responsible Officer:	Manager, Strategic Communication		
Approval Date:		Next Review:	December 2029
Records Number:		Council/CEO Decision:	Council
Legislation Reference:			

### 1 INTENT

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The Katherine Centenary Advisory Committee was formed in 2023 to guide the early planning of centenary events and projects. As planning has progressed into the delivery stage, Council has transitioned the committee into a working group to enable a more flexible, informal and collaborative approach.

The Community Action Group will support and, where possible, provide advice to Council staff on the successful implementation of the Centenary events program.

### 2 SCOPE

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These terms of reference apply to all members of the Centenary of Katherine 2026 Community Action Group.

### 3 POWERS OF COMMUNITY ACTION GROUP

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This community action group is an informal working group with no legislated powers.

## PURPOSE

The proposed Terms of Reference outline the Community Action Groups purpose to:

- Offer feedback and community perspectives on event concepts, activities and priorities.
- Support Council's centenary program through advice, ideas, and local connections.
- Act as ambassadors within the community, encouraging participation and pride in the centenary.
- The group is advisory only. It does not make decisions on behalf of Council or manage event delivery.

An Elected Member representative will host the meetings. The administration of the meeting, including coordination and facilitation, will be the responsibility of the Council operational staff.

## MEMBERSHIP

Membership of the Community Action Group will remain the same as the previous Centenary Advisory Committee, with the elected member representatives to be determined by resolution at an Ordinary or Special Council Meeting.

## COMMITTEE TERMS

Membership of the Community Action group is for the duration of the Centenary year.

## MEETINGS

All members will ensure there is appropriate and suitable representation at all meetings unless alternative arrangements, such as reports submitted before meetings, are made.

Responsibility for normal day-to-day operational matters relating to the Centenary of Katherine 2026 will be handled through the Council's normal management structure.

The meetings will be scheduled as and when required, becoming more or less frequent as necessary.

## RESPONSIBILITIES

Council is responsible for the adoption, amendment and repeal of these Terms of Reference.

Community Action Group members are responsible for:

- Attending meetings
- Providing advice and input into the Centenary program's implementation

The Group does not have the power to incur expenditure.

All Advisory Committee members, as well as other participants, are expected to observe the following protocols:

- Be courteous to other participants, Council staff and Councillors
- Help to create an environment that is free of harassment and discrimination
- Protect the health, safety and welfare of yourself and others at meetings and related activities
- Actively participate to support the efficient delivery of the Centenary program

Katherine Town Council will provide administrative support to the functions of the Advisory Committee through:

- Co-ordinating the meetings

- Updating group members on implementation progress.

## 5 ASSOCIATED POLICIES/DOCUMENTS

Nil

## 6 REFERENCES AND RELATED LEGISLATION

Nil

DRAFT

### Revision History

Version	Approval date	Details of change	Responsible officer
1	3/12/2025	Created	Manager Strategic Communications