

Australia Day Awards Committee

Directorate:	Customer and Performance		
Approved by:	Strategic Planning Committee	Responsible Officer:	Manager Governance and Risk
Approval Date:	12 September 2022	Review Date:	12 September 2026

1. Purpose

The purpose of the Awards Committee is to acknowledge outstanding individuals who have made a valuable contribution to the Knox community through an annual awards program.

2. Objectives

2.1 The objective of the Awards Committee is to consider nominations and recommend annual award recipients in the following categories:

Citizen of the Year

For community members of Knox who could be described as role models in the community, who have given selflessly of themselves to others.

Young Citizen of the Year

For community members of Knox who are under 25 years of age on 26 January in the year the award is being presented and who have made an outstanding contribution to their community or school.

Volunteer of the Year

For community members of Knox who have given of themselves in a voluntary role.

Local Hero

For a community member who performed a heroic act or made a singular outstanding achievement in the Knox community.

Senior Citizen of the Year

For community members of Knox aged 65 and over who have made a significant contribution to the community or are an inspirational role model.

Sustainability Leadership Award

For community members whose actions and ideas have had a significant positive impact on:

- The protection, enhancement or awareness of Knox’s natural environment; and/or
- Environmental sustainability outcomes or initiatives within our City.

2.2 The Committee may, through consensus, elect:

- Not to recommend an award recipient in a particular category; and/or
- To consider a nominee in a category other than that for which they have been nominated; and or
- To consider a nominee in the Citizen, Young Citizen, Volunteer, Senior Citizen or Sustainability Leadership Award categories who is not a resident of the municipality, but whose contributions, impact or actions have principally been within the municipality, or primarily for the benefit of the Knox community.

2.3 Awards will be presented to recipients on Australia Day. The format of the award presentation is determined by the Chief Executive Officer in consultation with the Mayor and Councillors.

2.4 The Committee is expected to meet up to three times between October and January.

3. Membership, Period of Membership and Method of Appointment

Membership of the Australia Day Local Awards Committee is as follows:

- Up to 3 Councillor(s) – appointed annually by Council at the November Council Meeting for the election of the Mayor.
- Current Australia Day Local Awards Recipients – current award recipients are invited to participate on the selection panel for the following years award recipients.

Unless appointed to the Committee, the Mayor is, by virtue of the Office, ex officio a member of the Committee. As an ex officio member the Mayor may not chair these meetings, however appropriate recognition should be given to the presence of the Mayor if in attendance. The Mayor has no voting rights in their capacity as an ex officio member of the Committee.

Governance staff provide support and assistance to the Committee as required.

4. Delegated Authority and Decision Making

The Committee has the capacity to make recommendations in relation to the objectives outlined in section 2 of this Terms of Reference.

The Committee shall consider and assess all nominations in accordance with the objective set out in section 2 of these Terms of Reference.

The Committee will then recommend a preferred recipient (s) for each award category, which will be referred to the Chief Executive Officer. The Chief Executive Officer may either ratify the recommendations under delegated powers, or refer the decision to Council at their discretion.

In making recommendations, the Committee must comply with Council's policies, procedures and guidelines. In accordance with section 124 of the *Local Government Act 2020*, a Councillor must not intentionally direct or seek to direct a member of Council staff in the exercise of any power or in the performance of any duty or function.

The Committee cannot make recommendations outside the agreed scope detailed in its Terms of Reference.

5. Meeting Procedures

The meeting schedule for the Committee will be determined in consultation with the Councillor members of the Committee.

Committee meetings are confidential and closed to the public. Committee members must not disclose the matters discussed at the meeting with anyone other than a fellow Committee member.

Staff are authorised to disclose award recipients to third parties in order to plan for the presentation of Australia Day Awards.

Meetings will:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and respectful discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
Provide advice to the Chief Executive Officer, as far as practicable, on a consensus basis.

6. Chair

The position of Chairperson shall be appointed annually at the first meeting of the Committee.

Where there is one Councillor representative on the Committee, that Councillor stands as chair. Where there is more than one Councillor, the chair is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

A Committee may determine, with consent of the Councillor representative/s, to appoint another member other than the Councillor representative/s as Chairperson.

If the Chairperson is not present at a meeting, any other Councillor shall be appointed Chairperson. In the absence of any other Councillor representative/s, the Committee members shall appoint a Chairperson for the purpose of conducting the meeting.

The Chairperson must advise the Governance Team of the name of the Chairperson within one week of appointment.

These details will then be updated on the intranet and internet.

7. Agendas and Meeting Notes

Agendas and Minutes must be prepared for each meeting. The Agenda must be provided to members of the Committee not less than 4 days before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting of the Committee to be kept.

The minutes of a meeting of a Specific Purpose Committee must:

- (a) Contain details of the proceedings and outcomes reached;
- (b) Be clearly expressed;
- (c) Be self-explanatory; and
- (d) In relation to outcomes recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Minutes must be approved by the Chair. Due to the nature and role of this Committee, minutes shall remain confidential.

8. Voting

In selecting the award recipients, Councillors and community members have voting rights. In the event of an equality of votes, the Committee must achieve consensus through discussion and further consideration of the nominees.

Staff provide support and advice to the Committee only and have no voting rights.

9. Conflict and Interest Provisions

In performing the role of Committee member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Committee will typically constitute a Meeting Conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in section 131 of the 2020 Act and Chapter 5 of the Council's Governance Rules.

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the Committee is concerned, they must disclose the interest to the Committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

The member must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.

Where a community member has an interest or a Conflict of Interest (as defined in the Local Government Act 2020) in relation to a matter in which the Committee is concerned, or is likely to be considered or discussed, the community member must disclose the interest to the group before the matter is considered or discussed. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room while the matter is discussed, and this must also be recorded in the minutes of the meeting.

10. Reporting

A report will be presented annually to Council to:

- Provide an overview of the Awards presented in that year; and
- Confirm the awards to be presented in the following year.

11. Administration Support

Administration support is provided to the Australia Day Local Awards Committee by the Governance Team.

12. Contact with the Media

Contact with the Media by members of the Committee will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the Committee.

13. Review Date

The Terms of Reference will be reviewed as required, or as a minimum every 4 years.

14. Meals

Reasonable refreshments will be provided during the course of a Committee meeting. The provision of meals will be determined by the CEO or delegate, and be within the capacity of the relevant department's budget.

15. Administration Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this Terms of Reference, such a change may be made administratively and approved by the Chief Executive Officer. Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this Terms of Reference, it must be considered by Council at a Council or delegated Committee meeting.