

# Knox Community Awards Committee - Terms of Reference

Directorate:	Connected Communities	Responsible Officer:	Manager Community Access and Support
Approved by:	Council	Review Date:	4 years from date of approval
Approval Date:	8 December 2025		

## 1. Purpose

The purpose of the Knox Community Awards Committee is to recognise and celebrate the valuable contribution that volunteers make to the Knox community through an annual awards program.

## 2. Objectives

2.1 The objectives of the Knox Community Awards Committee are to consider nominations and recommend annual award recipients in the following categories:

### 1. Knox Volunteer of the Year

For a volunteer:

- Who has made a difference to the Knox community through their volunteer efforts; and
- Whose service is over and above the contributions of other volunteers.

### Knox Volunteer of the Year – Special Honour

The Committee may also present up to five Special Honour awards to volunteers whose contribution is outstanding and deserving of formal recognition.

### 2. Knox Community Organisation of the Year

For community organisations, clubs or groups whose service is over and above the contribution of other community organisations in improving the lives of the Knox community. Nominees must be not-for-profit community organisations or groups who have made a significant contribution to the Knox community.

Community groups may be nominated for a specific project or event undertaken in the last 12 months that demonstrates a positive impact to the Knox community.

### 3. Recognition of Years of Service

Council will also recognise volunteers who have provided continuous volunteer service to a community organisation that benefits the Knox community. Local community organisations are invited to recognise their volunteers who have provided services to the Knox community for the following time periods:

- 10 years of service;
- 20 years + of service;
- 30 years + of service;
- 40 years + of service.

- 2.2 The Committee may consider volunteers who are not residents of the municipality, but whose contributions have principally been within the municipality, or primarily for the benefit of the Knox community.
- 2.3 Awards will be presented at an event during National Volunteer Week – held annually, generally in the third week in May. The format of the award presentation is determined by the Chief Executive Officer in consultation with the Mayor and Councillors.
- 2.4 A form of award recognition, in the form of a small prize, certificate and/or a trophy, is offered in support of each Award category to acknowledge and celebrate the contribution of the recipient. The recognition is intended to be symbolic in nature, as follows:
- Knox Volunteer of the Year: \$150 gift card + certificate + trophy
  - Knox Volunteer of the Year – Special Honour: certificate + trophy
  - Community Organisation of the Year: \$300 donation to organisation + certificate + trophy
  - Recognition of Years of Service: certificate
- 2.5 The Committee is expected to meet up to three times annually between March and April each year.

### **3. Membership, Period of Membership and Method of Appointment**

Membership of the Knox Community Awards Committee is comprised of the following:

- Up to 2 Councillor(s) – appointed annually by Council at the November Council Meeting for the election of the Mayor.
- The previous year's Knox Community Awards Recipients including:
  - Knox Volunteer of the Year
  - Knox Volunteer of the Year – Special Honour
  - A representative from Knox Community Organisation of the Year

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.

Council staff will 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 these Terms of Reference.

The Committee will 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.

Officers are authorised to disclose award recipients to third parties in order to plan for the presentation of Knox Community 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.

The designated quorum for the Knox Community Awards Committee will be a minimum of three members, comprising at least one Councillor member and one community member.

## **6. Chair**

The position of Chairperson will 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 Community Access and Support Department of the name of the Chairperson within one week of appointment.

## 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 business 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 Specific Purpose Committee meeting 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

As Council Committees are advisory in nature, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

Staff provide support and advice to the Committee only.

## 9. Conflict and Interest Provisions

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

- Act with integrity;
- Impartially exercise their 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.

Councillors must:

- Disclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;
- Absent themselves from any discussion of the matter; and
- As soon as practicable, provide the CEO with a written notice recording the nature of the conflict.

Typically, where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Council Committee, they must disclose the matter to the Council Committee before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the staff and/or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes 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 Knox Community Awards Committee by the Community Access and Support Department.

#### **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, or a change that does not otherwise 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 meeting.

## Appendix 1: Scoring Matrix

### Knox Community Awards – Category One: Volunteer of the Year (Total Score: 10)

Criterion	Contribution to Total Score	Notes
<b>Impact</b>	3 points	Positive difference made in the Knox community through the nominee's volunteer efforts
<b>Community Engagement</b>	2.5 points	Actively working with and encouraging others in the community
<b>Inclusivity</b>	2 points	Promoting participation and welcoming others in community activities
<b>Leadership</b>	2.5 points	Leading by example and inspiring others to contribute

#### Scoring Instructions:

- Each criterion is assessed based on the nominee's demonstrated contribution.
- The scores for all criteria are added to give a total out of 10.
- The total score provides guidance to the Committee in determining the nominee's overall suitability for the award.

### Knox Community Awards – Category Two : Community Organisation (Total Score: 10)

Criterion	Contribution to Total Score	Notes
<b>Impact</b>	3 points	The positive difference the organisation or group has made in the Knox community through its services, activities or projects
<b>Community Engagement</b>	2.5 points	Working collaboratively with other organisations or community members to achieve outcomes
<b>Inclusivity</b>	2 points	Ensuring participation and accessibility for all members of the community in programs or activities
<b>Leadership</b>	2.5 points	Demonstrating leadership in planning, coordinating, or inspiring others within the community

#### Scoring Instructions:

- Each criterion is assessed based on the organisation's demonstrated contribution, either through ongoing service, activities or a specific project/event within the past 12 months.
- Scores are added to give a total out of 10.
- The total score guides the Committee in determining the overall suitability of the organisation or group for the award.