

Australia Day Awards Selection Committee Terms of Reference

Endorsed 29 November 2022

1. Establishment of the Australia Day Awards Selection Committee

Pursuant to Section 41 of the *Local Government Act 1999* (the **Act**) the Council establishes a Committee to be known as the Australia Day Awards Selection Committee (the **Committee**) for the purpose of considering the nominations received for the annual Australia Day Awards and determining award winners.

2. Delegation of the Committee

2.1 The Committee has delegated authority under Section 44(2)(a) of the Act to determine the winner(s) of the Australia Day Awards, in the following categories;

- Citizen of the Year;
- Young Citizen of the Year; and
- Community Event of the Year; and
- Award for Active Citizenship; and
- Any additional categories that are included by the Australia Day Council of South Australia

2.2 The Committee is further charged with;

- Ensuring that the City of Mitcham announces the winners of the Awards at the Council's Australia Day celebrations and not prior; and
- Forwarding the details of their award recipients to the Australia Day Council of SA to go in the running for the State Award.

2.3 To be eligible to receive an award;

2.3.1 In the Citizen of the Year category, the nominee must be an Australian citizen.

2.3.2 In the Young Citizen of the Year category, the nominee must be an Australian Citizen, at least 16 years of age in the year of the award presentation. and under 30 years of age on January 26.

2.3.3 In the Community Event of the Year category, the nominee (event) must have been held in and for the benefit of a community group within the City of Mitcham.

2.3.4 For the Award for Active Citizenship category, the nominee does not

need to be an Australian citizen

- 2.3.5 The nominee must not be a sitting state or federal politician, current vic-regal officer or current Council Member.
- 2.4 In choosing the recipients of each category, the Committee will have regard to the Nominee's achievements in the year immediately prior to receiving the nomination, as well as their past achievements and ongoing contribution to the community.
- 2.5 Selection criteria for Citizen and Young Citizen of the Year are;
- Significant contribution to the community.
 - An inspirational role model for the Australian community.
 - The scope of impact of the individual's contribution has on the local government area.
- 2.6 Selection criteria for Community Event of the Year are;
- The quality of the work for the event.
 - The scope of impact the event has on the local government area.
 - The event's contribution to the community
- 2.7 Selection criteria for Award for Active Citizenship are:
- The person or group has demonstrated leadership in and for the community
 - The person or groups involvement in the community

The scope of impact the person or groups work has on the community.

PLEASE NOTE It is not a requirement that the individual resides in the local government area. The focus should be on their specific contribution to that local government area or community (e.g. an individual may live in a neighbouring Council but had made a significant contribution to a community organisation within the City of Mitcham.

- 2.8 A nominee need only be nominated once to be considered. The number of nominations received per nominee bears no weight in their selection.
- 2.9 Guest speakers may be invited to the Committee meeting(s) as required and as determined by the Committee.
- 2.10 Where the Committee feels that nominations for an award category don't satisfactorily meet the criteria, no award will be given in that category for that year.
- 2.11 The Committee is delegated the power to adopt its own minutes.

3. Membership

- 3.1 Membership of the Committee shall consist of:
- Mayor
 - A minimum of three (3) and a maximum of five (5) Council Members.
 - One (1) community member being the previous Citizen of the Year Award Winner; and
 - City of Mitcham Manager Community Connection or equivalent position held or their delegate.
- 3.2 The Council will appoint a Presiding Member (or Chair) of the Committee for a two (2) year term.
- 3.3 The Committee may appoint a Deputy Presiding Member of the Committee for a two (2) year term.
- 3.4 All Members shall hold office for a two (2) year term.
- 3.5 Where the previous year's Citizen of the Year Award Winner is unable to participate, a previous winner is to be appointed by the Chief Executive Officer in consultation with the Mayor.
- 3.6 All Committee members must be aged 16 years and over.

4. Meeting Times

The Committee shall hold its first meeting at a date and time to be determined by the CEO in consultation with the Mayor and shall meet thereafter as determined by the Committee of Council.

5. Meeting Procedures, Minutes and Documents

- 5.1 The Committee shall conduct its meetings in accordance with Part 3 of the Local Government (Procedures at Meetings) Regulations 2013.
- 5.2 The Committee shall act at all times in strict accordance with relevant legislation (being the Act and the Meeting Regulations) and with written policies, guidelines and protocols of the Council which are relevant to the Committee in the performance of its functions.
- 5.3 Ordinary meetings of the Committee will be held in the Council Offices or at such other places as the Committee may, from time to time determine.
- 5.4 A quorum for a meeting of the Committee shall be half plus one member(s) of the Committee.
- 5.5 All decisions of the Committee shall be made on the basis of a majority decision of the members present.

- 5.6 Members of the Committee have a responsibility to declare any conflict of interest relating to the nominees assessed by the Committee. To alleviate any conflict of interest concerns, that member shall not have any right to participate in any discussions, considerations, decisions or vote upon any matter relating to that particular nominee. See Clause 7 below.

6. Meeting Cancellation

- 6.1 If after considering advice from the CEO or delegate, the Presiding Member of the Committee is authorized to cancel the respective committee meeting if it is clear that there is no business to transact for that designated meeting.
- 6.2 Members are to be advised as soon as possible and not less than 24 hours before the Scheduled meeting. Advice of the same should be posted on the Council's website.

7. Conduct and Disclosure of Interests

- 7.1 Members of the Committee must comply with the conflict of interest provisions of the Local Government Act 1999, in particular Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.
- 7.2 Members of the Committee must comply with the Code of Conduct for Council Members and Chapter 5 Part 4 of the Local Government Act 1999 relating to Conduct and Disclosure of Interests.

8. Secretarial Resources

- 8.1 The Chief Executive Officer shall provide an Executive Officer and a Minute Secretary to the Committee to enable it to adequately conduct its meetings
- 8.2 In the event a separate Executive Officer or Minute Secretary is unavailable the Presiding Member will appoint a Member of the Committee as Minute Secretary for that Meeting.

9. Reporting Requirements

- 9.1 Minutes of the Selection Committee will be provided to all Council Members for information and made available for inspection on Council's website, Civic Centre and Libraries.
- 9.2 Pursuant to Section 41(8) of the Act, all decisions of the Committee (with the exception of those decisions made under delegated authority) will be referred to the Council as recommendations of the Committee.

10. Administrative Matters

- 10.1 Australia Day Award category winners will be sent a letter inviting them to attend the City of Mitcham's Australia Day celebration event.
- 10.2 Invitation letters to category winners will be sent no later than five (5) weeks prior to the City of Mitcham's Australia Day celebration event.

DOCUMENT CONTROL	
Last Reviewed:	<ol style="list-style-type: none"> 1. January 2018 – endorsed 23 January 2018, reviewed November 2018 2. Reviewed – 8 October 2019 3. Reviewed November 2022
Version Control	V5 (15 October 2019) V6-8 (Formatting Changes) V9 – Amendments as per 27 October 2020 FC Meeting V10 – Template change and updates V11 – Formatting correction, changing Elected Members to Council Members and Manager Community Connections (update of position title) – amended by Council Member Support
Relevant Council Decisions	<ol style="list-style-type: none"> 1. Full Council 8 October 2019 Item 9.5 (requirement to present Minutes of Section 41 Committees to Council removed) 2. Full Council 29 November 2022 Item 9.8
Next Review:	November 2026
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