

Australia Day Award Committee

Operational Guidelines and Terms of Reference

WOLLONDILLY SHIRE COUNCIL

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AUSTRALIA DAY AWARD COMMITTEE - TERMS OF REFERENCE

1. OBJECTIVE OF THE AUSTRALIA DAY AWARD COMMITTEE

To bring together interested community members to determine and recognise the winners of the Wollondilly Australia Day Awards. Committee members act as ambassadors for Australia Day throughout the year encouraging individuals and community groups to nominate worthy individuals for the awards. The Australia Day Award Committee also provides input to the planning of the Celebrations for Australia Day.

2. LINKS TO COMMUNITY STRATEGIC PLAN 2033

The Australia Day Award Committee directly supports Wollondilly Community Strategic Plan 2033 as it enables Council to engage with its community by listening to and responding to their needs and concerns.

The Australia Day Award Committee will consider issues and pursue actions and strategies which support Wollondilly Community Strategic Plan 2033.

The Australia Day Award Committee will report on its outcomes and achievements annually, in particular identifying how the activities have contributed to the overall outcomes of Wollondilly Community Strategic Plan 2033.

3. KEY FOCUS AREAS FOR THE AUSTRALIA DAY AWARD COMMITTEE

The Australia Day Award Committee will pursue specific actions and strategies which relate and contribute to the following key focus areas:

- Determine the winners of the Wollondilly Australia Day Awards, taking into consideration the eligibility of the nominations against the selection criteria.
- Committee members act as ambassadors for Australia Day throughout the year encouraging individuals and community groups to nominate for awards.
- Committee members provide input in to the planning of the celebrations for Australia Day through ideas brought forward at a Committee meeting.
- Committee members provide feedback to Council through the Australia Day Award Committee about the success of the events organised for Australia Day Celebrations in the Shire.
- Attendance on Australia Day to assist with setting up the event and the coordination of the award nominees.

AUSTRALIA DAY AWARD COMMITTEE - OPERATIONAL GUIDELINES

1. MEETING FREQUENCY, TIMES AND VENUE

The Australia Day Award Committee is to meet monthly as required in the Boardroom of Wollondilly Shire Council on Tuesdays from 5-7pm unless otherwise notified.

More frequent meetings may be convened as the need arises.

Alternatively, there may be a need in certain circumstances to establish temporary sub-committees or working groups to pursue specific issues / projects etc.

2. MEMBERSHIP

The Australia Day Award Committee is to have a minimum of 5 community members and a maximum of 10 community members.

All Committee members must be aged 16 years and over.

3. MEMBERSHIP SELECTION AND TENURE

Community members are to be recruited through a public expression of interest process which will be advertised in the local media and on Council's website.

Selection will be based on set criteria which will be outlined as part of the nomination process.

Membership is to be dissolved/renewed in line with the electoral term of Council. The next dissolution and renewal process would occur in the February after the Council election.

If a member resigns or is terminated, the position may be filled through a review of earlier expressions of interest or a call for new expressions of interest.

4. OTHER ATTENDEES

A designated Council officer(s) will attend and the committee. The role of this officer is to coordinate the Committee and to fulfil secretarial duties (see section 7 below).

The Australia Day Award Committee will include up to three Councillors assigned to the Committee yearly. One of the Councillors usually the Mayor if nominated on the Committee will be the Committee Chair.

Guest Speakers may be invited as required and as determined by the Committee.

All eligible winners of the Australia Day Awards will be invited to join the Committee for the following twelve months as a full voting member with the exception of the period following Local

Government Elections in accordance with section 3 of the Operational Guidelines - Membership Selection and Tenure.

5. CHAIRPERSON

A Council Officer will act as Chairperson and is required for the quorum.

If the regular Chairperson is absent, an alternative staff member will Chair the meeting.

Councillors will not be eligible to be Chairperson unless specifically appointed by Council.

Training will be available to Chairpersons as required.

6. RESPONSIBILITIES OF MEMBERS

Members will be required to sign a declaration that they have read and understood Council's Code of Conduct and will act in accordance with these Operational Guidelines. This includes communication, representing the Committee, attendance at relevant meetings / forums / conferences and speaking to the media.

Council's Code of Conduct and associated protocols are to be followed by members.

Members will be required to be respectful of the diverse opinions of others during discussions.

Members are not to use the meetings of the Committee as a platform for personal accusations / defamatory statements or as an interrogation of Council business.

Ongoing membership will be dependent on members conducting themselves in a respectful, courteous and constructive manner.

Members will be responsible for their own travel to and from Committee meetings and associated events and activities.

Members will be encouraged to contribute items of interest to the meeting agenda by contacting the Council Officer prior to the meeting. Items may also be raised in General Business.

Members will have no power or delegation to make decisions on behalf of Wollondilly Shire Council or allocate funds.

Members will be expected to actively participate in meetings, working parties (where relevant) and associated activities or events.

In the event that a member cannot attend a meeting, an apology or notification must be made to the Council Officer prior to the meeting.

Consecutive lack of attendance (3 meetings or more) without prior apology may result in the individual member's position being declared vacant by a motion of the Committee.

7. ROLE OF THE COUNCIL OFFICER

The designated Council Officer is responsible for:

- Coordinating the meeting arrangements including calendar notifications.
- Preparation and distribution of agendas, minutes and other reports and communications as required.
- Ensuring that meetings and activities of the Committee are conducted in accordance with these operational guidelines and any associated protocols including Council's Code of Conduct.
- Identifying any decisions which may require further consideration by Council's Executive or the elected Council body.
- Act as the Chairperson of the meeting.
- The Council Officer is responsible for the planning and execution of Australia Day. Thoughts and ideas raised by Australia Day Award Committee members may be taken into consideration when planning.

8. QUORUM & DECISION MAKING

Five community members would need to be present to form a quorum.

Councillor attendance is not a requirement to form a Quorum.

The Committee will make recommendations by consensus. If this is not possible, recommendations may need to be voted upon and a majority vote will be needed for a decision to be recorded.

Council officers do not have voting rights but would be able to contribute to consensus decision-making.

At times the Committee may make decisions which require further consideration by Council's Executive or the elected Council body. Any such decisions will be identified by the Council officer and recorded in the minutes. The matter will then be referred for consideration by Executive and/or Council as required.

Voting on the Australia Day awards are as followed:

- The voting method to be used can be either a show of hands or secret ballot as decided by the Committee.
- The voting system is the Modified Preferential System. Each Committee member is entitled to a vote as each candidate is eliminated.
- In the result of a deadlock, the Committee will refer to Council's Code of Meeting Practice.
- Any Committee member who has been involved in encouraging an individual to be nominated, then that Committee member must not participate in the selection process.

9. MINUTES, AGENDAS & REPORTING REQUIREMENTS

Meeting date schedules for the coming year are to be placed in the Councillor newsletter, Council's corporate calendar and on Council's website.

Advice of upcoming meetings will be distributed to members and Councillors and posted on Council's webpage at least 7 days prior to the date of the next scheduled meeting (this advice will include an agenda and the previous meeting's minutes).

Minutes are to be taken by the Council officer and distributed to Committee members, placed in the Councillor newsletter and on Council's website within 14 days of the meeting date.

10. STANDING AGENDA ITEMS

Terms of Reference will be developed and tailored to the particular interest area of the group and will outline goals and tasks for the 4 year term of the Committee.

Standing agenda items for all working groups:

- Acknowledgement of Country
- Disclosure of interests
- Attendance & Apologies
- Confirmation of minutes
- Tasks/Actions
- General Business
- WHS

11. FINANCIAL

The operational costs of convening Committee will be met by Council's budget.

No sitting fees or out of pocket expenses will be paid to members of the Australia Day Award Committee.

AUSTRALIA DAY AWARD COMMITTEE – AWARD CRITERIA

1. NUMBER AND TYPE OF AWARDS

There are five local awards available in Wollondilly Shire.

These are:

- Citizen of the Year
- Young Citizen of the Year
- Sportsperson of the Year
- Achiever of the Year
- Local Hero

The Committee where appropriate, may present a special award.

2. ELIGIBILITY OF AWARDS

- Councillors are ineligible to be nominated for Australia Day Awards.
- Nominees for Australia Day must be Australian Citizens and residents of Wollondilly
- A person who has received an award in Wollondilly in the past is not eligible to be considered for nomination in the same category again.
- All residents of Wollondilly Shire are eligible to be nominated for Citizen of the Year and Young Citizen of the Year awards with the exception of any person for work relating to their employment.
- If a member of the Australia Day Award Committee is nominated for an award that member may elect to either:
 - a. Withdraw the nomination and continue on the Committee; or
 - b. Accept the nomination and step down from the Committee for that year.
- Age limits have been set for youth and senior awards and those that are included in the selection criteria.
- Nominations will not be accepted posthumously.

3. SELECTION CRITERIA FOR AWARDS

The nominees in each of the five categories must meet the following criteria if they are to be considered for an award.

Citizen of the Year

- Must be a resident of Wollondilly Shire for the period relevant to the award nomination and at the age of 25 years or older, as at 26 January in the year of the award.

- Must have undertaken service for the benefit for the community.

Young Citizen of the Year

- Must be a resident of Wollondilly Shire for the period relevant to the award nomination and at the age of 24 years or younger, as at 26 January in the year of the award.
- Must have undertaken service for the benefit for the community.

Sportsperson of the Year

- Must be a resident of Wollondilly Shire for the period relevant to the award nomination.
- Must have demonstrated achievements in a sporting field. The Committee will take into consideration the individual's actual performance, the contribution to the sport or discipline and the nominee's approach to the chose discipline.

Achiever of the Year

- Must be a resident of Wollondilly Shire for the period relevant to the award nomination.
- Must have demonstrated outstanding achievements. The Committee will take into consideration the individual's achievements in, for example, the arts, education, science or business, either within or beyond Wollondilly Shire.

Local Hero

- The Local Hero award acknowledges a significant contribution at local community level. Can also be a local organisation that has gone above and beyond to serve their local community as well as an individual.

4. GENERAL CRITERIA

- Where a nomination form has omitted the category for which the nomination has been made or the nominator has indicated several categories, the Committee has the right to determine the most appropriate category or categories for that nomination.
- The Committee has the right to vary the category or categories for which a nomination has been made only if a different category is more appropriate for that nomination.
- The Committee will finalise all nominations in categories at a meeting one week prior to the final vote. Once voting commences nominees cannot be moved between categories.
- Nominees may be awarded only one award for that year.