
8.6 AUSTRALIA DAY AWARDS COMMITTEE TERMS OF REFERENCE

Author: Lidia Harding - Governance & Corporate Accountability Coordinator

File No: CL/05/020

Attachments: 1. Australia Day Awards Committee Terms of Reference

SUMMARY

This report amends the Australia Day Awards Committee Terms of Reference.

RECOMMENDATION

THAT Council adopt the Australia Day Awards Committee Terms of Reference as at Attachment 1.

BACKGROUND

Council holds an annual Australia Day Awards Ceremony in conjunction with its Citizenship Ceremony. The event is held at a different location in the Shire each year and community groups are invited to nominate to host the event. In 2017, the Australia Day Awards Committee and Terms of Reference were established. Following the resolution of Council at its meeting on 18 March 2019 which stated:

THAT Council officers undertake a review into the process for allocation of the Australia Day celebrations to ensure these important events are available and visible throughout the Shire and rotated as much as possible through the various townships

a review of the Terms of Reference has been undertaken for Council's consideration (Attachment 1). The revised Terms of Reference stipulate that the decision of the host town will be determined by Council and calls for host towns will always be advertised via public notice in the local newspaper, Council website and Council social media.

ISSUES AND DISCUSSION

In line with the Terms of Reference (Attachment 1), the Australia Day Awards Committee will be an Advisory Committee of Council with the members providing advice, local knowledge and support to Council.

The Committee's role will be to assist with the promotion of the Australia Day Awards and assess the nominations received against established criteria as well as recommend the award winners and location of the event to the full Council for decision. Interested communities will be invited to nominate to host the Australia Day Awards and Citizenship Ceremony via public notice in the local newspaper, Council website and Council social media.

Committee members will be elected for a two-year term (with an option for a further two-year term). A minimum of three and maximum of six community members representing the communities of Pyalong, Tooborac, Seymour, Broadford, Kilmore, Wallan, Beveridge, Wandong/Heathcote Junction and rural based communities.

AUSTRALIA DAY AWARDS COMMITTEE TERMS OF REFERENCE (CONT.)

The Mitchell Shire Australia Day Awards consist of five categories Citizen of the Year, Young Citizen of the Year, Community Event of the Year, Community Group of the Year; and Access & Inclusion Champion Award.

CONSULTATION

Advertising for a host town for Australia Day Celebrations 2020 was conducted throughout April and May 2019 with editorial in the newspapers, information in the Council column, advertising on social media, Council's website, Engaging Mitchell and forms available through Customer and Library Services Centres. Nominations for the host town closed on 6 May 2019 and the location will be determined by Council.

FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS

Council's official role in the Australia Day celebrations is limited to the Australia Day Awards and Citizenship ceremony elements. All costs related to this are covered by Council.

POLICY AND LEGISLATIVE IMPLICATIONS

The Australia Day Awards Committee Terms of Reference improve the governance framework for the Australia Day Awards.

RISK IMPLICATIONS

Risk Ranking is determined using [ROHS201-G1- Corporate Risk Matrix](#).

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
Council does not get any nominations for a host town	Low	Council can hold the days event at Broadford Hall as per other Citizenship Ceremonies	Yes

SUSTAINABILITY IMPLICATIONS (SOCIAL AND ENVIRONMENTAL)

This is an administration process and does not have any environment implications.

CHILDREN AND YOUNG PEOPLE IMPLICATIONS

There are no implications for children and young people.

OFFICER DECLARATION OF CONFLICT OF INTEREST

No Officers involved in the preparation of this report have any direct or indirect interest in this matter.

CONCLUSION

The Australia Day Awards Committee will play a pivotal role in recommending to Council the recipients of the annual awards and host town.

MITCHELL SHIRE COUNCIL

Council Meeting Attachment

GOVERNANCE AND CORPORATE PERFORMANCE

20 MAY 2019

8.6

AUSTRALIA DAY AWARDS COMMITTEE TERMS OF REFERENCE

Attachment No: 1

**Australia Day Awards Committee Terms of
Reference**

Terms of Reference

Purpose	The Australia Day Awards Committee will undertake the processes and activities relating to the seeking and assessment of nominations for the annual Australia Day Awards and venue for the Australian Citizenship Ceremony on behalf of the Mitchell Shire Council.
Relationship of Committee to Council	The Committee will be an Advisory Committee of Council. The Committee will provide advice, local knowledge and support to Council.
Roles and tasks	<ul style="list-style-type: none"> • To assist with the promotion of the Shire's Australia Day Awards and Citizenship Ceremony through their networks and encourage members of the community to make nominations. • To assess the nominations received against established criteria and recommend the award winners and location to the full Council for decision. <p>Decisions will be made by consensus. Where the Committee is unable to reach a consensus, a vote shall be conducted and a simple majority will be sufficient.</p>
Award Categories	<p>Nominations for Australia Day Awards will be invited via public notice in the local newspaper, Council website and Council social media.</p> <p>The Awards categories are as follows:</p> <ul style="list-style-type: none"> • Citizen of the Year • Young Citizen of the Year • Community Event of the Year • Community Group of the Year • Access & Inclusion Champion
Location of Event	Interested communities will be invited to nominate to host the Australia Day Awards and Citizenship Ceremony via public notice in the local newspaper, Council website and Council social media.

Chairperson	Meetings will be chaired by the Mayor.
Meetings	The meeting frequency will be determined by the Committee. Specific additional meetings may be required on an as needs basis.
Nomination Process	Nominations for appointment to the Committee will be called by public notice in the local newspaper, Council website and Council social media. Nominees shall nominate on the appropriate form to Council within the advertised period. Appointments will be made by Council and selected based on the membership criteria below. Membership will be for a two-year period (with a further option of two years). Members can re-nominate after their term ends, in accordance with the nomination process.
Membership	The Committee will comprise: <ul style="list-style-type: none"> • Four Councillors, nominated by Council on an annual basis including the Mayor (who will act as Chair), former Mayor and two other Councillors so that there is at least one Councillor from each Ward on the Committees • One member of the Youth Council • A minimum of three and maximum of six community representatives appointed by Council for a two-year term (plus two-year option) representing the communities of Pyalong, Tooborac, Seymour, Broadford, Kilmore, Wallan, Beveridge, Wandong/Heathcote Junction and rural based communities • Governance and Corporate Accountability Coordinator • Community Development Officer
Membership Criteria	The following membership criteria will be used in making community appointments to the Committee: <ul style="list-style-type: none"> • Must reside within the municipality. • Have a keen community interest and can represent the communities of Pyalong, Tooborac, Seymour, Broadford, Kilmore, Wallan, Beveridge, Wandong/Heathcote Junction and rural communities. • Ability to attend and participate in meetings as scheduled.

	<ul style="list-style-type: none"> • Voting is by attendance or active online participation (e.g.: Skype or teleconference).
Resignation	<p>Committee members will cease to be a member if they:</p> <ul style="list-style-type: none"> • Resign from the Committee • Reach the end of the term of their appointment; • Cease to live within the municipality and/or • Breach confidentiality <p>Any vacant positions will be filled by Council as interim appointments until the next nomination round.</p>
Conflict of Interest and Confidentiality	<p>In the event of a conflict of interest arising for any member of the Committee, the member will disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered. Any member who discloses a conflict of interest in a matter, must leave the room and not participate in any discussion.</p> <p>The content of the meeting is confidential and is not to be shared with members of the public.</p>
Administrative Support	<p>Governance and Corporate Accountability will provide the necessary support to assist the Committee to function effectively including:</p> <ul style="list-style-type: none"> • Maintaining contact details of members • Preparing and distributing agendas and prior reading material • Preparing and distributing meeting minutes • Circulating other material to Committee members as necessary • Managing all other administrative processes associated with the Committee meetings.
Media	<p>The Mayor is the official spokesperson for media releases where the matter is of a political, controversial or sensitive nature. Committee members are not to represent the Committee to the media without prior approval of the Mayor.</p>
Reporting	<p>Minutes of the meeting in the form of an Assembly of Council will be taken and reported to Council.</p>

Review	<p>A review of the role, function, membership and productivity of the Committee and the Terms of Reference will be conducted at least once every two years.</p> <p>These terms of reference may be revoked at any time by Council.</p>
--------	--

Award Criteria

Citizen of the Year

To be eligible, the nominee must be over 25 years of age, must be an Australian Citizen, who resides in Mitchell Shire, and who has either made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years.

- Demonstrates commitment to the betterment of the community
- Undertakes activities which have short- and long-term benefits for others
- Undertakes activities that promote the welfare and wellbeing of the community
- Has either made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years
- Contributions made by nominee, have either been done on a voluntary basis or exceed the normal requirements of the person's paid work
- Provides a positive role model for others
- Takes the lead and show vision
- Aged 25 years or over
- Australian Citizen
- Lives in Mitchell Shire
- Is law abiding
- Accepts the nomination

Young Citizen of the Year

To be eligible, the nominee must be aged up to 25 years of age or under; must be an Australian Citizen, who lives in Mitchell Shire; and who has made a noteworthy

contribution during the current year and/or given outstanding service to the local community over a number of years.

- Demonstrates commitment to the betterment of the community
 - Undertakes activities which have short- and long-term benefits for others
 - Undertakes activities that promote the welfare and wellbeing of the community
 - Has either made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years
 - Contributions made by nominee, have either been done on a voluntary basis or exceed the normal requirements of the person's paid work
 - Provides a positive role model for others
 - Takes the lead and show vision
 - Aged 25 years or under
 - Australian Citizen
-
- Lives in Mitchell Shire
 - Is law abiding
 - Accepts the nomination

Community Event of the Year

Community event of the year is bestowed upon an individual or organisation or community group who have staged a noteworthy event during the preceding year to the award.

- Innovation - event was innovative or of a unique nature
- Economic development - the community and/or businesses within the region/township benefited from the event being hosted
- Environmental sustainability - the event adopted sustainable practices
- Community participation in event - project shared or entered into partnerships with other groups with their event
- Was the event held in the Shire during the preceding year to the award
- Does the nominee accept the nomination
- Australian Citizen

Community Group of the Year

Community group of the year is bestowed upon a community group who has made a significant contribution and exceptional service to the local community in the current year or over a number of years.

- Significant contribution and exceptional service to the local community in the current year or over a number of years
- Incorporated Association with more than four members; or
- A Community group made up solely of volunteers
- Not for profit

- Does the nominee accept the nomination
- Australian Citizen

Access & Inclusion Champion

This award recognises people with or without disability working in a voluntary capacity to improve access and inclusion for people with disability within the Mitchell Shire

- Commitment to improving the quality of life for people of all abilities within the Shire
- Demonstrates involvement in developing innovative and inclusive programs or other initiatives that significantly improve the lives of people with disability.
- Encourages people within the Mitchell Shire with disability to engage and become involved in the community.
- Australian Citizen
- Lives in Mitchell Shire
- Is law abiding
- Accepts the nomination

Host Town

- Location identified is within Mitchell Shire Council
- Submission is by a community group/organisation
- Connection to the Mitchell community
- Previous experience hosting an Australia Day Event and/or Council Civic Event
- Organisations capacity to hold the event
- Timeframe since last event held
- Event preferably held on Council land