

	TERMS OF REFERENCE
	Australia Day Awards Committee (non-section 41)

Date Approved	20 February 2020
Minutes Number	25/20
Version Number	Version 1.1
Responsible Officer	Manager, Community and Economic Development
Council File Reference	F20/263
Related Policies	Nil
Applicable Legislation	<i>Local Government Act, 1999</i> <i>Local Government (Procedures at Meetings) Regulations 2000</i>

1.0 Establishment of the Committee

- 1.1 The District Council of Streaky Bay (the Council) at a meeting held on 20 February 2020 established the Australia Day Awards Committee (the Committee)
- 1.2 The Committee is non-section 41 Committee of Council.
- 1.3 Committee may be wound up at any time by resolution of Council.
- 1.4 The Committee will continue past the life of the current Council thereby making it a 'standing committee'.

2.0 Objectives;

Each year, communities across South Australia celebrate the achievements and contributions of outstanding members of their communities through the Australia Day Citizen of the Year Awards. Award recipients inspire us to get involved in our communities and contribute to our neighbourhoods.

The Australia Day Citizen of the Year Awards gives the opportunity to recognise someone who makes a difference in their community across 4 major categories:

Categories

Australia Day Citizen of the Year Award:

The most outstanding Citizen for the local government authority

Australia Day Young Citizen Award:

The most outstanding Young Citizen for the local government authority

The Community Event of the Year Award:

The person or group who has staged the most outstanding community event during the year

Business of the Year Award:

The business that has provided the greatest community benefit and input during the year.

Long Term Recognition of Service Award:

This award shall be issued at the discretion of the Committee and shall be provided to persons who have provided a long term of commitment to their respective communities over a broad range of activities.

Local government authorities may also present their own awards to reflect other achievement in their community.

3.0 Membership

Panel Composition and Guidelines

- The Local Government Authority may compose the selection panel as it sees fit however the following composition is recommended;
 - 3 elected members
 - 2 community representatives, last year's winner recommended

4.0 Delegated authority

4.1 Pursuant to Section 44 of the Local Government Act 1999, the Australia Day Awards Committee is delegated to make decisions on the recipients of the appropriate awards in accordance with any set criteria and does not require a recommendation to Council.

5.0 Notice of meetings

5.1 Notice of the meetings of the Committee will be given in accordance with Sections 87 and 88 of the Act. Accordingly, notice will be given:

- 5.1.1 to Members of the Committee by email or as otherwise agreed by the Committee at least three (3) clear days before the date of the meeting; and

6.0 Public access to meetings

6.1 The Committee shall meet at a place determined by the Committee.

6.2 Members of the public are unable to attend meetings of this Committee meeting as it is confidential.

7.0 Meeting procedures

- 7.1 The Committee shall act at all times in strict accordance with the Local Government Act 1999 and any other relevant legislation.
- 7.2 In particular, the Committee shall act in strict accordance with the Local Government Act 1999 and Part 2 of the Local Government (Procedures at Meetings) Regulations 2000.
- 7.3 A quorum for a meeting of the Committee shall be three (3) Members of the Committee.
- 7.4 All decisions of the Committee shall be made on the basis of a majority decision of the members present.
- 7.4 The Community & Economic Development team will email out the documents and nominations at least 3 days prior to the meeting for each member to consider the information supplied.