

POLICY NO CB02 BREAK O'DAY COUNCIL AWARDS POLICY

DEPARTMENT:	Community Services
RESPONSIBLE OFFICER:	Manager Community Services
LINK TO STRATEGIC PLAN:	Foster and support leadership within the community to share the responsibility for securing the future we desire.
STATUTORY AUTHORITY:	Local Government (Meeting Procedures) Regulations 2005
OBJECTIVE:	Committees present an opportunity to address issues in more detail in an interactive and less formal way. Committees can be used to scope issues collaboratively by elected members, staff and communities with recommendations being referred to Council
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 23 April 2014 – Minute No 04/14.13.6.099 Amended 19 March 2018 – Minute No 03/18.14.2.67

POLICY

TERMS OF REFERENCE – AUSTRALIA DAY AWARDS COMMITTEE

The Break O'Day Council Awards Committee is established in accordance with the provisions of the Local Government Act 1993 and Regulations.

1. SPECIFIC PURPOSE OF THE COMMITTEE

The Australia Day Awards Committee (“the Committee”) is given the authority to consider applications and determine recipients, for example Australian Citizen and Young Citizen of the Year awards, Mayoral Award and Break O'Day Municipality Excellence Award in accordance with Council's procedure titled 'Break O'Day Council Awards'.

2. TERM OF THE COMMITTEE

The Committee is appointed from 1 December until 30 November the following year.

3. MEMBERSHIP

The Committee will be constituted under Section 23(1) of the *Local Government Act 1993* and be comprised of the Mayor, two (2) elected members (not including the Mayor) and up to three (3) community representatives, all appointed by Council who are previous recipients of the awards. Council's Manager of Community Services is ex officio the secretary to the Committee.

4. MEETINGS

A meeting of the Committee will be held once a year at a time negotiated with Committee members. Any additional meetings required will be at the discretion of the Committee.

Meetings will be held in accordance with the Local Government (Meeting Procedures) Regulations 2005 and Council's Meeting Procedures Guidelines.

5. CONDUCT AND DISCLOSURE OF INTERESTS

Members of the Committee must comply with the Code of Conduct and Pecuniary/Conflict of Interest provisions of the *Local Government Act 1993*.

6. DELEGATIONS

The Committee has no delegated authority to act on any matter other than those specifically listed in the Terms of Reference or otherwise resolved by Council.

The Break O'Day Council Awards Committee will have delegated authority to consider applications and determine award recipients.

7. NOTICE OF MEETINGS

A minimum of three (3) clear days' notice of the meeting will be provided to members of the Committee.

8. PUBLIC ACCESS TO DOCUMENTS

Members of the public have access to all documents relating to the Committee unless prohibited by the confidentiality provisions of the *Right to Information Act 2009*.

9. REPORTING

Minutes of the Committee, when the decision is made in regard to the award winners, will be presented to the next available meeting of Council after that Committee meeting to be formally endorsed.

10. MONITORING AND REVIEW

This Policy will be reviewed every three (3) years in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager

PROCEDURE No – CB02 Break O’Day Council Awards Procedure

DEPARTMENT:	Community Services
RESPONSIBLE OFFICER:	Manager Community Services
ASSOCIATED POLICY:	CB02 – Break O’Day Council Awards Policy

Procedure

1. PURPOSE

This procedure:

- Recognises the outstanding achievements and contributions of members within our community in a diverse range of areas of endeavor.
- Defines the award categories and the eligibility criteria for each award.
- Addresses the assessment process and how award winners will be recognised, promoted or acknowledged.

2. BACKGROUND INFORMATION

The Break O’Day Municipality recognises the many worthy people within its community, the actions and achievement of those people who go above and beyond what could be reasonably expected of them to improve or assist the community as a whole. Awards are presented on an annual basis at a special ceremony hosted by the Mayor.

The four (4) main award categories are:

1. Australia Day Awards
2. Break O’Day Municipality Excellence Award
3. Mayoral Awards
4. Civic Awards - such as Academic Excellence Awards* [Presented at School Presentation afternoons – St Marys and St Helens] and NRM Awards

*To retain their own distinct badging, presented at separate awards ceremonies.

3. OPERATING PROCEDURE

3.1 Australia Day Awards

Australia Day Citizen and Young Citizen Awards are presented annually to local citizens/groups who have made outstanding contributions to the community. The Awards are provided by the National Australia Day Council and administered by Council.

3.1.1 Eligibility

Refer Australia Day Award Nomination Form.

3.1.2 Assessment Process

Nominations should be submitted to the Community Services department on the appropriate form for consideration by the Australia Day Awards Committee. The winners will be advised of the outcome and invited to attend a ceremony for the presentation of awards. The media may be confidentially notified in advance of Australia Day to allow for timely media coverage.

The Council will be notified of the Australia Day Award winners via the minutes of the Committee being presented to the next available Council meeting before the Australia Day Awards ceremony.

3.1.3 Award Presentation

The Awards will be presented during the Break O'Day Municipality Australia Day Celebrations on 26th January hosted by the Mayor. The recipients will be presented with a framed certificate and a small gift at the discretion of the Awards Committee.

3.1.4 Mayoral Awards

Mayoral awards will be considered on a case by case basis and awarded at the Mayors discretion.

3.2 Break O'Day Municipality Excellence Award

3.2.1 Eligibility

The Award can be made to an individual or a group and recipients can be current or former residents. It is expected that the award will be made only to an individual however in exceptional circumstances the Council may make the award to a group.

Recipients will have made a significant contribution to, or brought additional benefit to the Municipality. Recipients may also have made a significant contribution outside of the community or have brought recognition to the municipality.

3.2.2 Level of award covered

Achievement can be at a town, state, national or international level.

3.2.3 Breadth of award covered

The award can be given for any field of endeavour -business, community, sports, arts etc.

Any exemplary contribution and/or service and/or achievement may also be considered even if it is not a town, state, national or international level, for example, a selfless sacrifice of one's own safety to rescue another.

3.2.4 Recipient's responsibilities

Council may ask recipient/s to attend one or more Council activities in the following twelve (12) month period.

Council may ask a recipient to attend a Council function (in an official capacity and at Council's expense) outside the initial twelve (12) month period if deemed appropriate and/or desirable by Council.

3.2.5 Council's responsibilities

The award will be presented at a civic function or an event held specifically for the purpose and hosted by the Mayor and the recipient will receive a framed certificate.

Details of the recipient and their achievement will be displayed in the Council Offices.

3.2.6 Processes

The Excellence award can be granted more than once a year and awarded at any time of the year.

Nominations will be made in writing to the Mayor and accepted throughout the year. There will not be a public call for nominations but the availability of the award will be widely publicised.

The Mayor and General Manager will discuss the nominations.

The General Manager (or nominee) will prepare a confidential report for Council. This is necessary to avoid public embarrassment if the nomination were not successful and because the report may contain information of a personal nature.

Council will determine whether or not it wishes to grant the award.

3.3 Community Civic Awards

The Community Civic awards comprise the following categories:

- Academic Excellence Awards* [Presented at School Presentation afternoons – St Marys and St Helens]

*To retain their own distinct badging, presented at separate awards ceremonies.

3.3.1 Eligibility

Refer Community Civic Award Nomination form.

3.3.2 Assessment Process and Award Presentation

The assessment of the Community Civic Awards is conducted by the Mayor in consultation with the Principals of the two schools involved.

3.3.3 Other Civic Awards

The Civic Awards listed below will retain their own distinct badging including eligibility criteria, judging process and presentation ceremony. Further information on these civic awards is provided on Council's website at www.bodc.tas.gov.au

These categories are:

- Academic Excellence Awards* [Presented at School Presentation Afternoons – St Marys and St Helens]
- NRM Awards*

*To retain their own distinct badging, presented at separate awards ceremonies.

3.4 Recognition of Significant Birthdays and Wedding Anniversaries

Significant birthdays and anniversaries (such as weddings) will be recognised by the Council in accordance with the following administrative guidelines:

- Upon significant birthdays and anniversaries (such as weddings) of residents of the municipality being brought to the attention of the Council, a letter of congratulations and flowers to the value of \$50 will be forwarded to the resident under the signature of the Mayor.
- Residents requesting congratulatory messages from the Premier, Prime Minister, Governor, the Governor General or the Queen will be referred to the office of their local state or federal Member of Parliament to complete the appropriate application.

Eligibility

- Significant birthdays are defined as 90 years, 100 years and years thereafter.
- Significant anniversaries (such as weddings) are 50, 60, 65 and 70 years.
- Residents will be required to provide a copy of the relevant birth certificate or marriage certificate

4. ALL AWARD RECIPIENTS

Award nomination forms should be forwarded to Community Services (excluding NRM Awards) for processing. The NRM Award nomination forms should be forwarded to the NRM Facilitator.

4.1 Award Ceremonies

Staff responsible for co-ordinating an Award Ceremony are required to invite the Mayor and Elected Members to attend the ceremony. It is protocol to confirm the Mayor's availability before arranging a ceremony.

4.2 Promotion of all Awards

The extent to which award winners are promoted varies according to the award however in most cases, in addition to holding an awards ceremony, award winners shall be acknowledged on Council's website. The relevant department is responsible for providing the names and a summary of the award winner's achievements to the Executive Officer for this purpose.

Major award winners will be considered for inclusion in Council's Newsletter or for a media release.

5. AWARD CERTIFICATES

Where a certificate is to be presented, the Break O'Day Municipality certificate must be used; a corporate template should be used to insert details of the award to ensure consistency throughout the organisation. Arrangements can be made to print large numbers of award certificates separately through the Community Services department

**Break O'Day Council Awards Committee Meeting
AGENDA**

To be held on _____

Venue: Council Chambers, Georges Bay Esplanade, St Helens

Meeting Commenced:

Present:

Apologies:

Leave of Absence:

Absent:

In Attendance:

Appointment of chairperson

Mayor _____ will convene the Committee and call for nominations for a chairperson.

1. Opening of meeting

2. Reports of Officers

2.1 Australia Day Awards

3. Other Business

4. Closure