

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:	To ensure that people in our community are given the opportunity to be recognised for their achievements.
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 Amended 18 March 2024 – Minute No 03/24.15.2.334

POLICY

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.

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 AUSTRALIA DAY AWARDS 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 AUSTRALIA DAY AWARDS COMMITTEE

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

3. AUSTRALIA DAY AWARDS 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. 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 King 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

5.CONDUCT AND DISCLOSURE OF INTERESTS

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

The Committees must act in accordance with the Break O'Day Council Awards Procedure - PROCEDURE No – CB02.

6.DELEGATIONS

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

The Australia Day Awards Committee will have delegated authority to consider applications and determine award recipients.

7.MEETINGS

A meeting of the Australia Day Awards 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.

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

8. NOTICE OF MEETINGS

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

9. PUBLIC ACCESS TO DOCUMENTS

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

10. REPORTING

Winners of awards will be showcased in the Community Services Report at the next Council meeting.

11. 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.



**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**