

## TERMS OF REFERENCE

### City of Whittlesea Community Awards Committee

#### **Purpose**

To evaluate and assess nominations for the annual City of Whittlesea Community Awards program and provide a recommendation to Council for the winner/s of each category. The Committee may make recommendations to Council on any variation to the Award categories or criteria or any proposal for new or additional Award categories.

#### **Delegation**

The Committee has no formal delegation.

#### **Membership and Tenure** The Committee shall comprise of:

- one City of Whittlesea Councillor;
- one member of the City of Whittlesea Executive Leadership Team (non-voting);
- a minimum of three and maximum of six community representatives; and
- award recipients from the previous year.

The representative Councillor will be appointed for a 12-month term by Council resolution on a day that is as close to the end of the 12-month term as reasonably practicable.

Community representatives will be appointed to the Committee for the four-year term of Council through a public expression of interest process.

Previous award recipients will be invited to join the Committee for one year following receipt of their award.

All Councillor Committee appointments will be made by Council resolution.

Other persons (non-Committee) may be invited to attend the meetings at the request of the Chairperson on behalf of the Committee to provide advice and assistance where necessary. They have no voting rights and may be requested to leave the meeting at any time by the Chairperson.

#### **Code of Conduct**

All members are expected to:

- Operate with integrity, objectivity, accountability, honesty and openness.
- Declare any general or material conflict of interest as defined under the *Local Government Act 2020*.
- Dedicate appropriate time and effort to the functions of the Committee.
- Prepare for and actively participate in meetings.

| Date of Adoption | Next Review Date | Directorate Responsible | Department Responsible |
|------------------|------------------|-------------------------|------------------------|
| 22 July 2025     | 22 July 2029     | Executive Services      | Public Affairs         |

- Exercise independent judgment.
- Maintain effective working relationships with each other.
- All members are also bound by Council's Code of Conduct.

### **Roles and Responsibilities**

The Chairperson shall be elected from the Community representatives for a period of 12 months.

The responsibilities of the Chairperson include:

- Setting meetings.
- Guiding the meeting according to the agenda and time available.
- Ensuring all discussion items end with a decision, action or definite outcome.
- Review and approve the draft minutes before distribution.

The Chairperson shall be supported by an officer from the Office of Council and the CEO. The officer will be responsible for scheduling meetings, corresponding with Committee members as directed by the Chairperson, and taking meeting minutes.

Decisions will be made by consensus. Where the Committee is unable to reach consensus, a vote shall be conducted, and a simple majority will be sufficient. In the event of a tie in votes the Chairperson has a second and casting vote.

### **Ordinary Meetings**

A schedule of two meetings shall be set by the Chairperson each year to assess nominations and provide recommendations for a winner for each category of the awards program. Meetings shall last no more than 90 minutes.

The role of the minute taker will be to:

- Prepare agendas and issue notices for meetings, and ensure all necessary documents requiring discussion or comment are attached to the agenda.
- Distribute the Agenda at least one week prior to the meeting.
- Take notes of proceedings and prepare minutes of meeting.
- Distribute the minutes (as approved by the Chairperson) to all Committee members within 10 days.

The minutes shall include any declarations of conflicts of interests and shall be checked by the Chairperson and accepted by Committee members as a true and accurate record at the commencement of the next meeting.

| Date of Adoption | Next Review Date | Directorate Responsible | Department Responsible |
|------------------|------------------|-------------------------|------------------------|
| 22 July 2025     | 22 July 2029     | Executive Services      | Public Affairs         |

### **Quorum**

A quorum of members must be present before a meeting can proceed. A quorum is more than half of the current number of members of the Committee. Where a quorum is not achieved the members present may, at the discretion of the Chairperson, continue the meeting, but any decisions made at the meeting must be ratified at the next Committee meeting.

### **Notice and Attendance of Meetings**

- All members are required to attend a minimum of one meeting per award cycle.
- Notice of any additional Committee meeting will be provided two weeks in advance.
- If the Chairperson is not present at a meeting, the Committee members will appoint a Chairperson for that meeting.

### **Transparency**

In order to maintain transparency of the operations and in alignment with Council's Governance Rules the following information is to be published on Council's website:

- the Terms of Reference;
- the names of all Committee members;
- endorsed minutes of meetings; and
- reports of activities (as reported biannually to Council) as prepared by Council Officers.

### **Speaking Times**

The Chair is to ensure:

- that one item is discussed at a time;
- that everyone has an opportunity to participate and speak on agenda items; and
- that input is respected and congruent with the code of conduct even when there is a disagreement.

**Recruitment Process** Council officers will operate an expression of interest process each Council term to facilitate the recruitment of Committee members. Award winners each year will be invited to join the committee for the following year.

Applications to join the Committee will be via an Expression of Interest form responding to selection criteria.

The review of applications and appointment of Committee members will be undertaken by the Executive Manager Office of Council and CEO and Executive Manager Public Affairs prior to seeking endorsement from the Council.

If through resignation the Committee falls below the minimum number of members, Council officers will undertake an additional expression of interest process.

| Date of Adoption | Next Review Date | Directorate Responsible | Department Responsible |
|------------------|------------------|-------------------------|------------------------|
| 22 July 2025     | 22 July 2029     | Executive Services      | Public Affairs         |

**Voting Committee members must:**

- Live, work or study in the City of Whittlesea for the duration of the Community Awards Committee appointment.
- Must not be a current employee of the City of Whittlesea or an ex-employee or former Councillor who has left the City of Whittlesea within a two-year period.

**Resignation or Expulsion**

Committee members will cease to be a member if they:

- Resign from the Committee.
- Fail to attend two consecutive meetings without providing prior apologies to the Chairperson.
- Reach the end of the term of their appointment.
- Breach confidentiality.

Membership may be terminated for any of the following reasons:

- The member's no longer lives, works or studies within the City of Whittlesea.
- Failure to attend two consecutive meetings without prior notice.
- The member does not declare a conflict of interest, breaches confidentiality or Code of Conduct such as exhibiting behaviour unbecoming as a member of the Committee.
- The member publicly expresses views on behalf of the Committee or Council.

**Conflicts of Interest**

The City of Whittlesea is committed to ensuring that its decision-making has integrity, is fair and is in the best interests of the community and that in making decisions conflicts of interest (COI) are avoided and managed as they arise.

Declaring COI is applicable to all members of this committee.

**General Conflict** - You have a General Conflict if an impartial fair-minded person would consider that your private interests could result in you acting in a way that is contrary to your Public Interest Duty.

**Material Conflict** - You have a Material Conflict if you or a Family Member or Close Friend could gain a benefit or suffer a loss (directly or indirectly) depending on the outcome.

For more information on COI's please refer to the [Conflict of Interest Policy Guidelines 2023](#).

Disclosed COIs are to be noted in the minutes of the applicable meeting.

| Date of Adoption | Next Review Date | Directorate Responsible | Department Responsible |
|------------------|------------------|-------------------------|------------------------|
| 22 July 2025     | 22 July 2029     | Executive Services      | Public Affairs         |

**Reporting Requirements**

- Meeting minute records and reports are to be sent to Council for inclusion on the public record.
- Disclosed COIs are to be noted in the minutes of the applicable meeting and record whether the person who disclosed a conflict of interest was excused from meeting for the relevant discussion.
- Written reports of the Committee must include any disclosures of conflicts of interest and the outcome.

**Public Statements**

Members of the Committee are not permitted to act as spokespersons and cannot make public statements on behalf of Council.

**Review**

The Terms of Reference will be reviewed every four years, at the beginning of each new Council term, or as otherwise directed by Council.

| Date of Adoption | Next Review Date | Directorate Responsible | Department Responsible |
|------------------|------------------|-------------------------|------------------------|
| 22 July 2025     | 22 July 2029     | Executive Services      | Public Affairs         |