

## **Darebin Community Awards Advisory Committee Terms of Reference**

### **Background**

In August 21, 2017 as part of a Council resolution it was agreed that it was time to refresh and renew the current 26 January Awards and in collaboration with Aboriginal and Torres Strait Islander leaders to introduce new categories within the Awards that recognise and celebrate the achievements of Aboriginal and Torres Strait Islander people who live, work, study or volunteer in Darebin.

The Darebin Community Awards recognise the achievement of our community members who have made an outstanding contribution to the Darebin community, and the Awards serve to recognise our citizens. There are now five award categories:

1. Citizen of The Year
2. Young Citizen of the Year
3. Aboriginal & Torres Strait Islander Community Leader of the year
4. Aboriginal & Torres Strait Islander Emerging Community Leader of the year (Under 21 years)
5. Community Group of the Year

### **Terms of Reference**

#### **1. Purpose and Objectives of the Darebin Community Awards Advisory Group**

The Committee may, through consensus, elect: not to select an award recipient in a particular category; and/or consider a nominee in a category other than that for which they have been nominated

#### **2. Policy contexts**

The revised Darebin Community Awards are aligned with Goal 5 of the Council Plan - Involving our diverse community and goal 5.3 We will be responsive and respectful to the current and emerging aspirations of Traditional Owners and Aboriginal and Torres Strait Islander communities in Darebin, as well as the following policies and strategies:

- Aboriginal Action Plan 2012 – 2017 (Currently in review)
- Anti-Racism Strategy
- Equity and Inclusion Policy

### **Darebin Community Awards Advisory Committee**

Council has established a number of Community Advisory Committees to facilitate community participation and input into policy and service development, and to assist with facility, project and event management.

The Darebin Community Awards Advisory Committee will be made up of Councilors, Council Officers and a number of community representatives including two members of the Darebin Aboriginal Advisory Committee. The four community representatives are local residents appointed through an expression of interest process.

Council has established and appointed the Mayor as chair to the Darebin Community Awards Advisory Committee.

Awards are presented to recipients of the Darebin Community Awards at an event held at a Council venue during the month of August each year. Council staff will coordinate the presentation of the awards in conjunction with the Committee.

The Committee is expected to meet up to two to three times between March and August plus attend the Awards evening.

### **3. Membership of Darebin Community Awards Committee will consist of:**

- The Mayor of the day, to act as the Chairperson
- Two members of the Darebin Aboriginal Advisory Committee (DAAC)
- A representative of the Darebin Ethnic Communities Council (DECC)
- Four Community Representatives
- One Council officer (for administration purposes only)

Apart from Councillor(s) and officers, the committee's membership should not exceed eight.

The Committee will seek to build and reflect diversity within membership and be inclusive in practice.

#### **Role of Members:**

Darebin Community Awards Advisory Committee members will fulfil their role by:

- Attending meetings and making a commitment to actively contribute to the activities of the Committee.

#### **4. Method of Nomination**

Nomination for appointments of community members and a representative of the Darebin Ethnic Communities Council for the Darebin Community Awards Advisory Committee will be through an expression of interest process which will then be reviewed by an internal Council selection panel. The process will be advertised widely through promotion in local newspapers and promotion on Council's website.

DACC members will be appointed by experience and longevity on advisement by the Aboriginal Contact Officer. To allow diversity in participation and taking into account the multiple responsibilities that Aboriginal people have to their cultural obligations both in their work roles and wider community responsibilities and to also acknowledge and value Aboriginal member's cultural knowledge, advice and guidance, the council will provide Aboriginal members with a sitting fee of \$60.00.

#### **5. Terms of Appointments**

Appointments to the committee will be for a period of two years. Three months prior to the end of the term, the Council's Civic Events and Engagement Officer will review appointments and a subsequent expression of interest process will be undertaken. Members will have the option to reapply for a further two years (once only).

- All appointments will be determined by Council.
- At least one meeting will be held once nominations close in order for the committee to review and select award recipients. If additional meetings are required, a suitable time will be scheduled with Committee members.
- Councillor representation is decided by Council
- Community members are two year appointments, with all members eligible to reapply for membership at the end of the two year term.
- Members can serve for a maximum of two consecutive terms

#### **6. Meetings and Procedures**

##### **AGENDAS AND MINUTES**

Agendas and Minutes must be prepared for each meeting. The Agenda must be provided to members of the Committee not less than 7 days before the time fixed for the holding of the meeting.

##### **VOTING**

In selecting the award recipients, the Mayor and committee members have voting rights. In the event of an inequality of votes, the Committee must achieve consensus through discussion and further consideration of the nominees. Council staff will provide support and advice to the Committee only and have NO voting rights.

- The Darebin Community Awards Committee will meet at Council's offices a minimum of once a year, with the possibility to organise additional meetings as required.

- Dates and times of the meetings will be determined by Council, taking into consideration members' constraints and the need to allow participation from a range of people across the municipality.
- Meeting will be held in the Council chambers (unless otherwise notified) and will be from 6.00pm to 8.00 pm (unless otherwise notified)
- Should a change in meeting room or time be required committee will be notified by Darebin Council staff
- Members unable to attend a scheduled meeting are required to notify the meeting organiser prior to the meeting taking place
- Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the Form should be forwarded to the Manager – Governance within 5 working days of the meeting.

## **7. Chairperson**

The Mayor of the day will act as Chair of the Committee, guiding the meeting according to the agenda and the time available.

## **8. Officer support**

Darebin City Council's Civic Events and Engagement Officer will take responsibility for providing executive support to the Committee including provision of meeting agendas and minutes.

- Committee agendas will be forwarded to Committee members by email no later than one week (five working days) before a scheduled meeting.
- Minutes will be provided to Committee members no later than two weeks (ten working days) after a scheduled meeting, including details of proceedings and clearly expressed resolutions (where applicable), and including relevant documentation as attachments where necessary.

## **9. Authority and Decision Making**

The role of the Darebin Community Awards Committee is to review nominations and decide on the winners.

The Committee reviews nominations and makes a final decision on the winners – this decision is not put to Council. Reference and referee checks are conducted on all award winning members.

The decision of the Darebin Community Awards Committee is final and no correspondence will be entered into in regards to that decision.

In the absence of such consensus, and provided there is a quorum of at least half of the members (apart from Councillor(s)/Chair and officer(s) present at the meeting, the recommendation will be put to a vote with the majority recommendation being endorsed as the committee's. Officers can never take part in the vote. In the event of a tie, the Chair may exercise a casting vote.

The Committee does not have an operational role and may not direct Council staff in the performance of their duties.

## 10. Conduct of Committee members

Members will:

- Act honestly and treat others with respect. Failure to do so will be dealt with by the Chair as appropriate.
- Exercise reasonable care and diligence.
- Not make improper use of their position or make improper use of information acquired because of their position.

Where there is a requirement for confidentiality, this is to be noted in the minutes if the matter arises during a meeting, or made clear to members if arising in communication outside of a meeting and addressed accordingly.

Members must disclose a conflict of interest in relation to any matter the Committee is concerned with or that the committee will, or is likely to, consider or discuss. The conflict of interest, including the nature of the relevant interest, must be disclosed before the matter is considered and must be recorded in the minutes.

Members of the Committee are ***not authorised to speak to the media or make public statements on behalf of the Committee (and much less Council)***, unless the member is a Councillor. In that case, any engagement with the media will be in accordance with Council's standard media and communications policy.

Members are authorised to disclose general information such as objectives of the Committee, membership procedures, list of activities and information in regard to any issues that have already been previously dealt with and approved in the Committee's discussions.

Members must ensure that new issues raised by the public or community are brought back to the Committee for consideration before any public information or response is provided publicly in relation to the issue.

## **11. Induction**

Prior to starting their term, committee members are required to attend an induction session provided by Council and which informs the Committee about Council's role, services, policies and organisational structure.

All new members will be provided with an information/resource package by the supporting officer consisting of:

- Meeting schedule
- Terms of Reference
- Relevant Council Strategies
- Council Structure – including organisational chart and councillors
- Community Profile
- Membership list
- Officer contact details

## **12. Conflict of Interest**

1.1. If a member believes they have a conflict of interest in a matter before the Reference Group, then that member must declare their interest and not partake in any discussion or decision on the matter. The declaration will be recorded in the minutes of the meeting.

1.2. The member must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter. Where a community member has an interest or a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the Committee is concerned, or is likely to be considered or discussed, the community member must disclose the interest to the group before the matter is considered or discussed.

Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.