



DISTRICT COUNCIL OF
KIMBA

5.2

AUSTRALIA DAY & OTHER STATE AWARDS SELECTION COMMITTEE TERMS OF REFERENCE



District Council of

KIMBA

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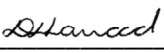
www.kimba.sa.gov.au

council@kimba.sa.gov.au

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DOCUMENT APPROVAL

This document has been endorsed and approved for use by:



Deb Larwood
Chief Executive Officer

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Date

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Change History

Version	Issue Date	Author	Reasons for Change
5	October 2009	D. Cearns	Committee Review
6	Oct 2010	D. Cearns	Adopted by Council
7	Oct 2011	D. Cearns	Adopted by Council
8	Oct 2012	D. Cearns	Adopted by Council
9	Oct 2013	D. Cearns	Committee Review
10	Oct 2014	D. Cearns	Committee Review
11	Oct 2016	D Larwood	Committee Review
12	Oct 2017	D Larwood	Committee Review
13	Nov 2018	D Larwood	Committee Review and Local Government Elections 2018
14	Sep 2020	D Larwood	Committee Review
15	Sep 2022	D Larwood	Committee Review
16	Sept 2024	E Maxwell	Committee Review

TERMS OF REFERENCE

Established pursuant to Section 41 of the *Local Government Act 1999*

1. Official Title

District Council of Kimba Australia Day & other State Awards Selection Committee

2. Date of Establishment

February of 2005.

3. Purpose of Committee, Roles and Functions

This policy has been prepared by the District Council of Kimba in order to provide guidance to the Australia Day & other State Awards Committee when considering the various nominations received for the Annual Australia Day Awards & other State awards.

4. Membership

- Two (2) Council Representatives or proxy (Elected Member or Officer)
- 1 x Apex Representative
- 2 x former winners (Citizen and Young Citizen of the Year)
- One (1) Representative from the Kimba Community Development Group
- One (1) Representative from the Kimba Area School Governing Council

The principal member of council is an ex officio member of the committee and will not be taken to be included in the membership of the committee unless actually present at a meeting of the committee.

Council's Chief Executive Officer will provide the Administrative Support function of the advisory Group.

5. Chairperson

In the event that the Mayor of the Council is represented on the Committee, the Mayor will automatically be appointed to the position of Chairperson of the Committee. If the Mayor of the Council is not represented on the Committee, then Council grants the Committee power pursuant to Section 41(4) of the Local Government Act 1999, to elect a Chairperson. In this case, the Chairperson shall be so elected at the first ordinary meeting of the Committee each year. The Chairperson will hold office for the full twelve-month term.

The process for electing the Chairperson shall be as follows:

- Chief Executive Officer shall call for nominations for the position of Chairperson, which does not require a seconder.
- In the event of two or more nominations being received, a secret ballot must be conducted. The ballot process must continue, eliminating the nominee with the least number of votes each time. When one nominee is remaining, that nominee is duly elected to the position of Chairperson.
- In the event of an equal number of votes being received by a nominee during the ballot process, lots will be drawn to determine the nominee to be eliminated. The nominee drawn will thus be eliminated.
- In the event of only one nomination being received after the call for nominations, then the nominee will be appointed to the position of Chairperson.

5.1 Role of Chairperson

The role of the Chairperson of the Committee is to:

- Chair all ordinary, special and other meetings of the Committee.

- Liaise with the Chief Executive Officer and Manager Administration Services as to the functions, meetings and other issues of the Committee.
- Act in conjunction with the Chief Executive Officer as the Committee spokesperson to the Council on any issues or dealings of the Committee as and when required.

5.2 Deputy Chairperson

Pursuant to Section 41 (4) of the Local Government Act 1999, the Council grants the power to the Committee to elect a Deputy Chairperson. If this power is exercised, the Deputy Chairperson shall be so elected at the first ordinary meeting of the Committee each year, for a twelve-monthly term.

The election process for the Deputy Chairperson shall be the same as that for the election of Chairperson as set out in the terms of reference. In the absence of the Chairperson, the Deputy Chairperson shall assume the powers and responsibilities of the Chairperson.

6. Secretary

An appointee shall be the secretary of the Committee. The Secretary shall:

- Arrange for the calling of all meetings of the Committee and provide all members with an agenda.
- Maintain minutes of all meetings of the Committee.

7. Ordinary Meetings

1. Due to the nature of the Committee, its purpose, role and functions, the Committee must meet at least once during any one year, with its first meeting of the Committee to include the making of relevant appointments if so required.
2. The Committee meet as and when required to discuss other state awards received to discuss possible nominations
3. The secretary shall give three (3) clear days' notice of all ordinary meetings and such notice shall be accompanied by an agenda for the meeting along with supporting documentation and reports for consideration at the meeting.
4. In the event of the absence of the Chairperson and Deputy Chairperson, the members present at the meeting may elect an Acting Chairperson for the sole purpose of chairing the ordinary meeting.

8. Special Meetings

1. Special meetings of the Committee may be called at any time by the Secretary with the approval of the Chairperson or Acting Chairperson.
2. At least four (4) hours prior notice in writing is required to hold a special meeting, and such notice shall set out explicitly the nature of the business to be conducted at the special meeting and whether any resolution of the Committee is required to be made.

9. Meeting Procedures

The procedure to be observed in relation to the meetings of the Committee shall be in accordance with the Local Government (procedures of Meetings) Regulations as set out under the Local Government Act 1999. However, Part 2 "Meetings of Councils and Key Committees" of the Regulations does not apply to the Committee.

10. Quorum

The quorum for all meetings of the Committee shall be three, as per Regulation 26 of the Local Government (Proceedings of Meetings) Regulations.

11. Voting

The voting of the Committee meetings shall be in accordance with Regulation 27 of the Local Government (Proceedings of Meetings) Regulations, which provides for the following:

1. A question arising for decision at a meeting of the Committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
2. Each member of the Committee and who is present at a meeting of the Committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.
3. The Chairman of the Committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

12. Absence

Any member of the Committee who is unable to attend any meeting shall advise the Secretary of their absence prior to the commencement of the meeting. If any member of the Committee appointed is absent for three or more consecutive meetings, the Council may seek nominations for another person to be a member of the Committee, either representing the Council or the relevant community organisation from which the Committee member represented.

13. Minutes of Committee Meetings

The minutes of the Committee must be made available to members of council and committee members within 5 days of the date of the meeting. The minutes of the committee meetings need to be reported to the next meeting of Council following the Committee meeting for authorisation and adoption.

14. Register of Interest

Pursuant to section 72(1) of the Local Government Act 1999, the register of interest provisions as described in Division 2 "Register of Interest" do not apply to the committee members.

15. Amendments to the Terms of Reference

The Council may change the terms of reference of the Committee in part or in whole at any time as it sees fit by resolution at an ordinary special meeting of Council.

The Committee may from time to time at an ordinary or special meeting pass resolution to recommend to Council to alter any part of the terms of reference.

16. Adoption of Terms of Reference

The terms of reference are to be adopted at Council.

17. Review of Policy

The Council may review this policy from time to time, however it is anticipated that a biennial review of the policy will be undertaken in September - October of each year. The Council has the right to review this policy at any time, if considered desirable.

18. Guidelines for Kimba's Australia Day Awards:

- Australia Day Awards will be given in the categories of:
 - Citizen of the Year;
 - Young Citizen of the Year;
 - Community Event of the Year;
 - Award for Active Citizenship (Formally Outstanding Achievement)
- Nominees must be Australian citizens
- Recipients of the Citizen of the Year and the Young Citizen of the Year must be residents, or former residents, of the District Council of Kimba.
- Awards will not be granted posthumously
- Nominees must be at least 16 years of age in the year of the award presentation
- Nominees for the category of Young Citizen of the Year must be 30 years of age or less on 26 January in the year of the award presentation
- Sitting state and federal politicians, current vice-regal officers are not eligible
- Nomination by a family member will not be accepted (family member defined as parent, sibling, child, spouse or family of spouse).

- Retired politicians, vice-regal officers will be considered for work undertaken in addition to their official duties
- Unsuccessful nominees may be re-nominated in subsequent years
- Groups of people, organisations or couples will not normally be eligible for Citizen of the Year and Young Citizen of the Year, though in exceptional cases the selection panels reserve the right to consider such nominations
- Both individuals and organisations should be considered for the Community Event of the Year as this recognises the organising body or committee responsible for the event
- Absolutely NO weight is given to the number of times a person or organisation is nominated
- Previous recipients of the award categories may receive the award in the future; however, the work that this person or organisation made in receiving the original award may not be considered
- Nomination Form and opening & closing dates to comply with the recommendations by the Australia Day Council of SA).
- The selection process associated with the awards be during November, allowing ample time for deliberations to occur.
- The Australia Day & other Awards Selection Committee make recommendations to the December Ordinary Meeting of Council on the Australia Day Award recipients in that year.
- That the various Australia Day Awards shall be presented on Australia Day, or as near as practicably possible to Australia Day.
- That no announcement of the successful nominee(s) shall be made public until the Chairperson of the Advisory Group has notified the nominee(s).
- All unsuccessful nominees shall remain confidential.
- If Council does not accept any of the recommendations of the Advisory Group, then elected members should read and consider the supporting documentation for the nominations before making its final decision.

Criteria for selection and comparison of nominations:

- Personal, academic and professional achievements
- Contribution in the relevant field (how has the nominee or event 'put back' into their field to benefit others)
- Demonstrated leadership, innovation and creativity
- Contribution to development of regional community and/or economy
- Future goals and likely impact
- Degree of difficulty of the achievement and sacrifices made
- Previous awards and recognition
- Voluntary work beyond paid employment
- Nature and length of activity or service
- Achievements as an individual or as part of a group or organisation
- Availability and commitment to promote community pride and active citizenship throughout the year of the recipient's appointment
- Outstanding community service
- Outstanding contribution to sport
- Outstanding service to youth
- Where the Committee feels that no nominations for an Award Category satisfactorily meet the criteria, no Award will be given in that Award Category for that year.

19. Adoption of the Policy

Australia Day & other State Awards Policy was reviewed and re-adopted by Council at its meeting on 3rd October 2024.