

Shire of Denmark Charter



AWARDS SELECTION COMMITTEE

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Awards Selection Committee, established by Council pursuant to Section 5.8 of the Local Government Act 1995.

1.0 NAME

The name of the Committee shall be the Shire of Denmark Awards Selection Committee, hereinafter referred to in its abbreviated form as the Committee.

2.0 ESTABLISHMENT

The Committee is established pursuant to Section 5.8 of the Local Government Act 1995.

3.0 DISTRICT

The Committee shall operate within the local government boundaries of the Shire of Denmark.

4.0 GUIDING PRINCIPLES

This Committee is established with the guiding principles in accordance with the Local Government Act 1995, sections 5.8 through to 5.25.

5.0 VISION

Our vision is for the Shire of Denmark to be community that values participation, recognition and an ethos of community service.

6.0 TERMS OF REFERENCE

- 6.1 To implement Council's Policies relating to the awarding of the annual Agricultural College Scholarship (P080201), Leadership Award (P080202), Community Group of the Year & Citizen of the Year and Sportspersons of the Year Awards (P040113), Annual Volunteer Recognition Ceremony (P110701) and consideration of any Honorary Freeman Award Nominations (P040126).
- 6.2 To advise Council on matters relating to Awards and community recognition mechanisms generally.
- 6.3 To promote and identify opportunities for active citizenship and the ethos of volunteer service.
- 6.4 To oversee the coordination of ceremonies and services relating to Awards identified in part 6.1 such as Council's annual participation in Australia Day Ceremonies, Sportsperson of the Year Awards Night and Volunteer Recognition Events.

7.0 MEMBERSHIP

Membership of the Committee will comprise of a total of 5 members being Councillors of the Shire of Denmark appointed by Council from time to time with the Chief Executive Officer (CEO) or that officer's nominee being non voting secretariat support.

8.0 MEETINGS

8.1 Annual General Meeting:

Nil

8.2 Committee Meetings:

Meetings shall be held as determined by the Committee.

8.3 Quorum:

The quorum for any meeting of the Awards Selection Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not.

8.4 Voting:

Shall be in accordance with the Local Government Act, Section 5.21 with all members of the Committee entitled and required to vote (subject to financial and proximity interest provisions of the LGA). Officers of Council servicing the Committee are not entitled to vote unless specifically approved under the charter.

8.5 Minutes:

Shall be in accordance with the Local Government Act, Section 5.22.

8.6 Who acts if no presiding member?

Shall be in accordance with the Local Government Act, Section 5.14.

8.7 Meetings

Meetings shall be generally open to the public pursuant to the Local Government Act, Section 5.23.

8.8 Public Question Time

The Committee if empowered with any delegated powers will allow for Public Question Time at the start of its Meetings in accordance with the Local Government Act, Section 5.24.

8.9 Members Conduct

Members of the Committee are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995;
- Shire of Denmark Code of Conduct (amended from time to time);
- Rules of Conduct Legislation; and
- Clause 34C of the Local Government (Administration Regulations) 1996;

with respect to disclosure of financial, proximity or impartiality interests, to the extent stated, dependent upon whether they are a Councillor, Employee of Local Government or a Community Member (community members are not bound to declare impartiality interests, unlike Councillors and Employees of Local Government nor are they bound by the Rules of Conduct Legislation).

8.10 Secretary

The Chief Executive Officer or nominee will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of Agendas and Minutes.

8.11 Chairperson

The members will appoint the Chairperson and if required Deputy of the Committee pursuant to the Local Government Act 1995, Section 5.12.

8.12 Meeting Attendance Fees

Nil.

9.0 DELEGATED AUTHORITY OF THE COMMITTEE

The Committee is delegated authority to advertise, assess and award Education & Leadership Scholarships, Citizenship Awards and Sportspersons Awards made available by Council and in accordance with Council Policies P040113, P080201 and P040126, noting that the conferral of the title of Freeman is not so delegated.

Adopted by Council _____ / Resolution No. _____

