7000 Great Eastern Hwy, Mundaring WA 6073
(08) 9290 6666
shire@mundaring.wa.gov.au

Terms of Reference

AUSTRALIA DAY CITIZENSHIP AWARDS COMMITTEE

These Terms of Reference are to be read in conjunction with the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

1. Name

The name of the committee is Shire of Mundaring Australia Day Citizenship Awards Committee.

2. Head of Power

The committee is established by Council under section 5.8 of the *Local Government Act 1995* (SC12.10.13).

3. Definitions

Act	the *Local Government Act 1995*.
Council	the body consisting of all council members sitting formally as the Council of the Shire of Mundaring.
Chief Executive Officer	the Chief Executive Officer (CEO) of Shire of Mundaring.
committee	Australia Day Citizenship Awards Committee
member	a person appointed to this committee.
council member	a person elected under the Act as a member of Council. The Shire's council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).

4. Objectives

The primary objective of the committee is to assess applications against the criteria and select up to five award winners of the Australia Day Citizenship Awards.
Reports from the committee will ensure all eligible applications are considered by the committee for an appropriate Australia Day Citizenship Award and winners recorded.

4.1. Nomination Categories:

Nominations are to meet at least one of the following criteria:

Junior Citizen of the Year– (up to 15 years) – young people (individual or group) who, through their volunteering activities, have made a meaningful contribution to the local community.

Criteria

- *Contribution reflects commitment and effort appropriate for their age.*
- *Activities enhance community life, wellbeing, or inclusion.*
- *Demonstrates respect, inclusivity, and positive behaviour.*
- *Nominee must be 15 years or younger.*

Young Citizen of the Year (16-30 years) – young people (individual or group) who through their volunteering have made a significant contribution to the local community.

Criteria

- *Significant community contribution in a volunteer capacity.*
- *Demonstrates integrity, respect, and positive behaviour.*
- *Acts as a positive example for other young people.*
- *Evidence of positive outcomes for individuals, groups, or the broader community.*
  Aged 16-30 years

Inspirational Volunteer – individual or group who through their volunteering role have made an outstanding contribution to the local community.

Criteria

- *Outstanding community contribution in a volunteer capacity.*
- *Serves as an inspirational role model.*
- *Encourages community participation and leadership.*
- *Demonstrates integrity, respect, inclusivity and positive behaviour.*
- *Demonstrated community involvement across the local government area.*
- *Activities enhance community life, wellbeing, or inclusion.*

Access Mundaring – recognises an individual or group, who, through their volunteering efforts, makes a difference to create a more accessible and inclusive local community.

Criteria

- *Demonstrates tangible actions that improve access and inclusion.*
- *Raises awareness of accessibility and inclusion issues.*
- *Collaborates and partners with local organisations, businesses, or community groups to achieve access and inclusive outcomes.*
- *Strengthens social cohesion.*

Long Service – an individual or group who through their volunteering have been community champions and continuously served the local community for in excess of ten years

Criteria

- *Sustained community contribution over 10 years in a volunteer capacity.*
- *Community role model.*
- *Acts as an example of integrity, leadership, and dedication.*
- *Demonstrated community involvement and commitment to improving community life.*
- *Provides guidance and encouragement to younger generations.*
- *Contribution spans multiple projects or areas of need.*
- *Delivers meaningful outcomes which may include improved wellbeing, social cohesion, or enhanced services.*

For the purposes of these awards, a volunteer is a person who freely contributes their time, skills or expertise for community benefit. Receiving a nominal allowance, reimbursement of expenses, stipend, sitting fee or honorarium that is not intended as salary or commercial remuneration, does not exclude a nominee from being considered a volunteer.

Nominees must not have been a recipient of a Shire of Mundaring award (e.g. Celebrating Community Award or Citizenship Award) in the past five years.

Nominees must not be a sitting member of Federal, State or Local Government or a Shire of Mundaring employee.

Nominators must not be a sitting member of Federal, State or Local Government or a Shire of Mundaring employee.

5. Powers

The committee is authorised to select winners of the Australia Day Citizenship awards from the eligible applications submitted.

The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

6. Membership

The committee shall consist of four council members and the Shire President.

If authorised by the committee, council members attending as observers may participate in the meeting (but are not able to vote).

The CEO and employees are not members of the committee. The Director Place and Community is to provide administrative support to the committee.

7. Appointment

Members are appointed to committees by Council for a term to expire on the date of the subsequent ordinary local government elections.

If for any reason, a member is unable to hold office for the full period of their appointment, Council shall fill that vacancy. The member appointed shall hold office for the balance of the term of the member originally elected.

7.1. Council Members

Council members are appointed in accordance with section 5.10 of the Act.

7.2. Presiding and Deputy Presiding Member

The presiding member and deputy presiding member are to be appointed by Council.

8. Roles and Responsibilities

Each member is expected to abide by the Shire's "Code of Conduct for Council Members, Committee Members and Candidates" (Code of Conduct), to have open and honest discussions and to treat each member and employees with due courtesy and respect.

Council members and employees are to disclose financial, proximity and impartiality interests in accordance with the Act. External members are to be aware that any conflict of interest needs to be recognised to ensure that probity is maintained at all times.

Each member is responsible for attending meetings, reviewing relevant material to enable informed discussion and making timely decisions/actions to progress the objectives of the committee.

In addition to the above, the specific roles for each membership type are as follows:

- Council members are responsible for ensuring that the committee adheres to the direction set by Council, contributing from a Shire-wide perspective, and ensures that delivery of the committee's objective of assessing and selecting Australia Day Citizenship awards
- The Presiding Member is responsible for ensuring all members have an opportunity to participate in discussions in an open and encouraging manner and ensuring the timely consideration of items. Where the presiding member is unable or unwilling to chair the meeting, the deputy presiding member will chair the meeting.
- Employees are responsible for conducting necessary research as required by the committee, providing professional advice, and for administering its meetings.

9. Meetings

Meetings shall be held in accordance with the provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Meeting Procedures Local Law 2015*. Due consideration is to be given to the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

Ordinary meetings will be held annually. Special meetings

may be held:

a. if called for by either the presiding member or at least two members in a notice to the CEO setting out the date and purpose of the proposed meeting; or

b. if so decided by the Committee; or

c. if called for by Council.

Meetings are not open to the public.

Meeting quorum is at least 50% of the number of members of the committee whether vacant or not. Each member of the committee at a meeting will have one vote. The presiding member will have a deliberative vote but does not in the event of an equality of votes have a casting vote.

If a member is unable to attend a meeting, they must advise the presiding member as soon as reasonably practicable.

10. Recording and Reporting

The contents of the Minutes are to be in accordance with the Act and *Meeting Procedures Local Law 2015*.

11. Changes to Terms of Reference

This Terms of Reference is to be reviewed prior to each ordinary local government election.

These Terms of Reference may be amended by the committee when required with Council to endorse any changes.

12. Disband

Council may determine at any time that a committee is no longer required and is to be disbanded.

Document Control

Item	Date	Resolution #
Committee established (in current format)	October 2013	SC12.10.13
Reviewed	November 2017	C13.11.17
Reviewed	October 2023	SC2.10.23
Reviewed	September 2024	C8.09.24
Reviewed	9 September 2025	C-5-9-2025
Reviewed	August 2026	C-15-8-2026