Charter
Australia Day Award Judging Panel

Charter Reference Number:	1.23		
Category:	Governance	Classification	Public
First Issued/Approved:			
Review Frequency:	After General Election every 4 years		
Last Reviewed:	21 January 2026		
Next Reviewed:	Nov 2026		
Responsible Officer:	General Manager Corporate, People & Compliance		
Council File Reference:			
Applicable Legislation:	**S41** Local Government Act 1999		
Relevant Policies:			
Related Procedures:			
Established on:	26/11/14		

1. Committee Name

The name of the Committee shall be the Australia Day Award Judging Panel (hereinafter called 'the Committee).

2. Establishment

The Australia Day Award Judging Panel is a Committee established by the District Council of Ceduna (hereinafter called 'the Council') pursuant to Section 41 of the Local Government Act, 1999 (hereinafter referred to as 'the Act')

3. Purpose for which the Committee is established

Australia Day awards are an important to recognise outstanding individuals or events within our community. The selection of these worthy recipients is equally important where an independent judging panel will review the selection criteria and determine who will receive the awards.

The Committee is charged with the responsibility to review all nominations received by Council for an Australia Day Award and recommend to Council the nominated person/s or event deemed most appropriate to receive an Australia Day Award.

4. Functions

The function of the Committee shall be to undertake any action, as appropriate, in pursuance of the above purposes. Such actions will include, but not limited to, the assessing all nominations received by Council, as per the selection criteria defined in this clause, for each category of award:

1. <u>Citizen of the Year:</u>

   This is presented to someone making an extraordinary contribution to the community and may recognise outstanding service over a number of years.

   To be eligible, the person must be an Australian citizen and 30 years or older on 26 January next.

2. Young Citizen of the Year:

   This is presented to a young emerging leader who is making a difference in their community.

   To be eligible, the person must be an Australian Citizen and under 30 years of age on 26 January next

3. Community Event of the Year:

   This is presented to the person or group who has staged the most outstanding event for their community.

   To be eligible, the person or group must be Australian Citizens.

4. Award for Active Citizenship:

   This is presented to a person or group delivering outstanding work on an event or project for the community during the past calendar year.

   The person or group need not be Australian Citizens.

Any person/s or event/s nominated for an Australia Day award who are unsuccessful in obtaining an award may be recommended by the panel to Council for a Council community service award.

SELECTION CRITERIA:

When considering nominations for such awards, the committee shall have regard to the South Australia, Australia Day Citizen of the Year Awards, guidance and criteria for Local Government Authorities and:

1. The awards reward and recognise individuals and organisations that have made a noteworthy contribution during the current year, and/or give an outstanding contribution and service over a number of years, to the community within the District Council of Ceduna boundary which contributes to the advancement and wellbeing of our community including:
   - Arts
   - Business
   - Education
   - Health
   - Indigenous Affairs & wellbeing
   - Fundraising, charitable and voluntary services
   - Sport
   - The environment
   - Youth
   - Any other area that is considered by the Panel to be worthy of consideration
2. The recipients of the awards must be residents or former residents of the District Council of Ceduna area where they have made their contribution.
3. In the case of an individual, the contribution must be over and above normal employment duties.
4. District Council of Ceduna employees are eligible to receive awards where the involvement is outside of employee related activities.

5. District Council of Ceduna elected members are eligible to receive awards where the involvement is outside of Council related activities.
6. Deceased persons are eligible to receive the award.
7. In the case of an event, this is to be presented to any organiser/s located within the District Council of Ceduna area who has staged the most outstanding community event within the Council area during the past year.

PRESENTATION OF AWARDS

No public announcement of the successful or unsuccessful nominees shall be made until the Council has considered recommendation from the panel.

Awards are to be presented to recipients at the Australia Day Awards Ceremony, on Australia Day or as near as practicably possible to Australia Day

5. Membership

5.1. The Committee shall consist of up to seven (7) members, who shall be nominated by the respective organisations and appointed by Council as follows:

a) The Mayor
b) One (1) Councillor appointed by Council;
c) One (1) Nominated representative from Ceduna Progress Association
d) One (1) Nominated representative from Residents of Ceduna Waters Inc
e) One (1) Nominated representative from Denial Bay Progress Association
f) One (1) Nominated representative from Smoky Bay Progress Association
g) One (1) Nominated representative from Thevenard Ratepayers Association

5.2. Any person appointed pursuant to sub clause 5.1 hereof shall be appointed for a term of four (4) years to coincide with the Council's general elections or other such term determined by the Council.

5.3. Any person appointed pursuant to sub clause 5.1 hereof shall cease to hold office if the organisation they have been nominated by goes into recess or is wound up or dissolved in accordance with the provisions of the Associations Incorporation Act 1985.

5.4. Provided, however, that upon any person appointed pursuant to sub clause 5.1 hereof ceasing to hold office, a further person nominated by the respective organisation shall be appointed by Council to fill the casual vacancy for the balance of the term of the person so ceasing to hold office.

5.5. Council may appoint a proxy representative to a respective organisation listed in sub clause 5.1.

5.5.1 A proxy representative may be appointed by the Council or appointed by the CEO under delegated authority as per provisions of Section 44 (2) (c) of the Local Government Act 1999.

5.5.2 The appointment of a proxy delegate will be done in consultation with the respective organisation listed in sub clause 5.1 to cover the absence of a nominated representative.

6. Register of Interest

The provisions of Chapter 5; Part 4; Division 2 of the Local Government Act, 1999 does not apply to members of the Committee.

7. Presiding Member

7.1. The Committee shall appoint a Presiding Member to be chosen by the members of the Committee from amongst their own number and shall hold office for such term as may be determined by the Committee.

7.2. The Presiding Member shall preside at all meetings of the Committee and in the event of the Presiding Member being absent from a meeting, the members present shall appoint a member who shall preside for that meeting or until the Presiding Member is present.

8. Duties of the Presiding Member

The Presiding Member shall –

8.1. Call all meetings of the Committee in accordance with Clause 9;

8.2. Preside at all meetings of the Committee at which they are present and preserve order there at so that the business may be conducted in due form and with propriety;

8.3. Upon confirmation of the minutes sign them in the presence of the meeting.

9. Calling of Meetings

9.1. The Members of the Committee shall meet annually, prior to the second week January.

9.2. The Presiding Member may convene a special meeting of the Committee at their own volition and shall convene a meeting upon the written demand of at least two (2) member of the Committee.

9.3. Subject to the provisions of sub-clause (9.4) hereof, notice of every meeting shall be given in writing to every member at least three (3) days prior to such meeting. Notice shall be deemed to have been given a day following posting, or delivery of such notice. The notice shall contain the date, time and place of the meeting and the business to be transacted thereat.

9.4. The Presiding Member may call a special meeting of the Committee at any time provided that notice of such meeting shall be given to all members at least four (4) hours before the commencement of the meeting.

9.5.

10. Quorum

No business shall be transacted at a meeting of the Committee unless four (4) members are present.

11. Proceedings of Meetings

The meeting procedures of the Committee shall be in accordance with the provisions of the Local Government (Procedures at Meetings) Regulations 2000.

12. Secretary

The Personal Assistant to the CEO (or their nominee) shall be the Secretary of the Committee.

13. Meeting Minutes

The Committee shall present copies of their meeting minutes to the Council for information and consideration.

14. Direction by Council

The Committee is subject to the direction and control of the Council. A direction given by the Council must be in writing.

15. Amendments, Alterations and Additions to Rules

These rules may be amended, altered or added to by a resolution of the Council made pursuant to Schedule 2 clause 3(5) of the Local Government Act, 1999.