



CIVIC AWARDS POLICY

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CIVIC AWARDS POLICY

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A. AUSTRALIA DAY AWARDS

1. BACKGROUND

- 1.1 The Australia Day Awards are presented annually to local citizens and groups who have made outstanding contributions to the community.
- 1.2 The Awards are provided by the National Australia Day Council and are administered by local councils throughout Australia on their behalf.

2. PURPOSE OF AUSTRALIA DAY AWARDS

- 2.1 To recognise outstanding contributions by local citizens and groups of the City of Liverpool to their community.
- 2.2 The Australia Day Awards are presented in the following categories:
 - a) Citizen of the Year
 - b) Young Citizen of the Year
 - c) Fraser Environment Award
 - d) Sports Award
 - e) Macquarie Award
 - f) Health Award
 - g) Senior Citizen Award
 - h) Small Business Award
 - i) Cultural and Arts Awards

3. ROLE OF CIVIC ADVISORY COMMITTEE

- 3.1 The Civic Advisory Committee (the Committee) will assess nominations received by Council for the Australia Day Awards. The Civic Advisory Committee Charter is attached to this Policy (Annexure A).
- 3.2 The Committee has authority to review and make recommendations to Council for the Australia Day Awards for each category from the nominations received.

4. ELIGIBILITY CRITERIA

- 4.1 Nominations must be submitted on Council's official nomination form.
- 4.2 Nominees cannot apply on their own behalf.
- 4.3 Nominations must be received by the advertised date. (Nominations will not be accepted after this time.)
- 4.4 Nominations must include the name and contact number of one independent

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referee that can provide supporting evidence for the nomination.

- 4.5 A nominator is not permitted to nominate a person for more than one category in the same year.
- 4.6 Nominations must also meet the requirements of the respective award:

a) Citizen of the Year

This award is given to an Australian citizen, 24 years or over on 26 January of the year of the awards ceremony. They must either live, work or study within the City of Liverpool and have either made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years.

Note: The Citizen of the Year will be invited to attend major receptions as a guest of Council.

b) Young Citizen of the Year

This award is given to an Australian citizen, 23 years or under on 26 January of the year of the awards ceremony. They must either live, work or study within the City of Liverpool and have either made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years.

c) Fraser Environment Award

This award recognises the work of an individual, group or organisation that has devoted time, energy and passion to the City of Liverpool environment. This contribution can occur in the year prior to the award being presented or as recognition of a longstanding commitment or service to the City of Liverpool environment. Large funded organisations are excluded.

d) Sports Award

This award recognises the work of an individual or group that has devoted time, energy and passion to sporting pursuits within the City of Liverpool. This contribution can occur as an athlete, volunteer, supporter or anyone who has links to the various sporting groups and clubs within the City of Liverpool. The individual or group must have made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years.

e) Macquarie Award

In addition to the above awards, the Mayor will select no more than two recipients for Macquarie Awards which are given for the purpose of recognising an individual or group who have made a significant contribution to servicing the needs of and/or advancing the City of Liverpool.

f) Health Award

A professional working in the local health industry encompassing the areas of medicine, nursing, allied health or health research who has made a significant achievement during the current year, and/or given outstanding service to the local community over a number of years in the field of health .

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Nominees must:

- i. Be an Australian citizen or permanent resident;
- ii. Reside or work in the City of Liverpool; and
- iii. Demonstrate their achievements to health research in Liverpool and the translation of research into better outcomes for patients and the community.

g) Senior Citizen Award

This award is given to an Australian Citizen, 60 years or over on 26 January of the year of the Awards ceremony. They must either live, work or study within the City of Liverpool and have either made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years.

h) Small Business Award

This award is given to a small business (employing 20 people or less) in the Liverpool area that has made a significant contribution to the local economy and community. This could include;

- A local employment initiative
- Driving innovation
- Support for local community development and social enterprises
- Contributing to local economy
- Contributing to city activation
- A pivot* that has demonstrated resilience in the face of adversity

*Our definition of pivot is when a company makes a fundamental change to their business after determining that their existing operating model or product is no longer suitable – this may involve introducing new products or services, beginning to sell online and beginning to offer deliveries. This contribution can occur in the year prior to the award being presented or as recognition of a long-standing commitment to the growth and innovation of the Liverpool economy and community.

i) Cultural and Arts Awards

This award recognises the work of an individual, group or organisation that has devoted time, energy and passion to the arts and culture in the City of Liverpool. This contribution can occur in the year prior to the award being presented or as recognition of a long standing commitment or service to the arts and culture in the City of Liverpool.

5. TIMELINE FOR AWARDS

5.1 July:

- a) Award nominations open
- b) Advertising to invite nominations

5.2 September

- a) Nominations Close

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- b) Civic Advisory Committee meets to discuss nominees and select recipients
- c) If no nominations are received for a particular category, this Policy allows for an opportunity to further canvas nominations.

5.3 December:

- a) Report to Council listing nominees and proposed recipients of Awards.

5.4 January:

- a) Awards are presented on Australia Day on 26 January each year.

6. SCORING OF RECIPIENTS

6.1 Each Australia Day Award Candidate will be scored according to set criteria.

6.2 These scores are tallied and provide an overall assessment for each candidate.

6.3 The candidate with the highest score for each category is to be the recommended recipient.

6.4 In the event of a tie, a vote will be cast by the panel to determine the recipient.

7. MOVEMENT BETWEEN AWARDS

7.1 Movement within Awards has a three year minimum period. For example, a recipient of an Award for a particular category is not eligible for the award in the same category for three years.

B. ORDER OF LIVERPOOL AWARDS

8. BACKGROUND HISTORY OF THE ORDER OF LIVERPOOL

8.1 This policy relates to Liverpool City Council's Order of Liverpool Awards, previously known as the Heritage Awards.

8.2 The Mayoral Report (6 February 1979) called for a Special Meeting held on 15 May 1979, which approved and resolved the purpose and aims of the Award Criteria.

8.3 **Name:**

The name "Heritage Award" expresses a tribute to the founders and pioneers of the City of Liverpool. It was proposed and adopted that the recipients of the Heritage Awards be organised into a formal Order to be known as "The Order of Liverpool".

8.4 **Design:**

The insignia of the Order shall be derived from the Arms of the City of Liverpool, being the winged ox (or bull) symbol of St. Luke and the crosslet of Governor Macquarie.

This insignia has reference to:

- a) The Liverpool founding by Governor Macquarie;
- b) The Church of St. Luke and the fact that part of the City is in the Parish of St. Luke;
- c) The sculpture in the grounds of St. Luke's, which is a landmark in the City.

8.5 **Symbol:**

The crosslet from the crest of our City and the arms of Governor Macquarie, representing our founding and historic heritage.

9. PURPOSE OF THE ORDER OF LIVERPOOL AWARDS

9.1 The purpose is to recognise the achievement of excelling in and/or contributions to all forms of human endeavour which have enhanced the quality of life in the City of Liverpool. The following Order of Liverpool Awards are presented annually:

- i. Companion of the Order of Liverpool (CLO)
- ii. Officer of the Order of Liverpool (OLO)
- iii. Member of the Order of Liverpool (MLO)

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10. ELIGIBILITY CRITERIA

- 10.1 Nominations must be submitted on Council's official nomination form.
- 10.2 Nominees cannot apply on their own behalf.
- 10.3 Nominations must be received by the advertised date. Nominations will not be accepted after this time.
- 10.4 Nominations must include the name and contact number of one referee that can provide supporting evidence for the nomination.
- 10.5 Persons who reside outside of the Liverpool Local Government Area but contribute to the Liverpool community can be nominated as "honorary members" of the Order of Liverpool.
- 10.6 Posthumous awards will be considered providing the date of the nominee's death occurred within the 12 months following the previous closing date of the Awards.
- 10.7 Nominee's contributions to the Liverpool community must be predominantly voluntary and not solely as a result of paid employment.
- 10.8 Guidelines for expected quality and length of voluntary service to have served in order to be nominated for an award:

The nominee is expected to have the following years of voluntary service before they are considered eligible for consideration, while noting that a nominee may be given consideration for an award should they not meet the timing criteria on account of exceptional circumstances:

- i. 5 years' service for consideration for a Member of the Order of Liverpool Award;
- ii. 10 years' service for consideration for an Officer of the Order of Liverpool Award; and
- iii. 15 years' service for consideration for a Companion of the Order of Liverpool Award.

11. TIMELINE FOR AWARDS

11.1 **May**

Award nominations open

11.2 **August**

Applications close: The Civic Advisory Committee meets to discuss nominees and select recipients.

The Civic Advisory Committee Charter is attached to this Policy (see Annexure A).

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11.3 **September**

First Council meeting in September: Report to Council listing nominees and proposed recipients of Awards

11.4 **November**

Awards are announced on 7 November each year. (This is the date Liverpool was founded by Governor Lachlan Macquarie in 1810.)

12. **DATE OF AWARDS**

12.1 Awards are presented on Australia Day, 26 January, each year.

13. **AWARD NOMINATIONS AND DETERMINATION OF RECIPIENTS**

13.1 All nominations received are assessed by the Civic Advisory Committee. A report is then prepared for consideration and resolution by Council.

13.2 The awards recognise outstanding achievements and contributions to the Liverpool community which have enhanced the quality of life in the City of Liverpool.

14. **ASSESSMENT OF NOMINATIONS**

14.1 Nominations will be assessed on:

- a) Voluntary community service contribution;
- b) Duration of service to the community; the recipient is expected to have at least five years of voluntary service before they are considered eligible for consideration;
- c) Involvement and commitment to the Liverpool community;
- d) Outstanding achievements.

15. **WHAT NOMINATIONS SHOULD INCLUDE**

15.1 Nominations should include:

- a) Details of voluntary community service (including membership of organisation and positions held etc.)
- b) Duration of community service
- c) Details of involvement and contribution to the Liverpool community
- d) Details of outstanding achievements
- e) Reasons for nomination

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- f) Name and contact details of one additional referee which may be contacted by the Committee to validate the application and to provide further information.

16. SCORING OF RECIPIENTS

- 16.1 Each Order of Liverpool candidate will be scored according to set criteria.
- 16.2 These scores are tallied and provide an overall assessment for each candidate. The panel must reach consensus as to who will be awarded each award.
- 16.3 When the Committee makes recommendations for the appointment of nominees into the Order of Liverpool, they will need to appoint no more than the number allocated under each Award.
- 16.4 As a guide, the Committee should consider the top three scores for consideration of the Companion of the Order of Liverpool Award; the following six scores for consideration of an Officer of the Order of Liverpool Award; and the remaining scores for the Member of the Order of Liverpool Award.
- 16.5 In the event of a tie, a vote will be cast by the Committee to determine the recipients.

17. AWARD CATEGORIES

- 17.1 The following appointments can be made:

- a) **Companion of the Order of Liverpool (CLO)**

Appointment as Companions or Honorary Companions for the Order of Liverpool shall be made for extraordinary and pre-eminent achievement of service to the City of Liverpool.

The Committee may appoint no more than three persons in any calendar year. This includes Councillors and Honorary members.

- b) **Officer of the Order of Liverpool (OLO)**

Appointment as Officers or Honorary Officers for the Order of Liverpool shall be made for eminent achievement and merit of a high degree of service to the City of Liverpool.

The Committee may appoint no more than six persons in any calendar year. This includes Councillors and Honorary members.

- c) **Member of the Order of Liverpool (MLO)**

Appointment as Members or Honorary Members for the Order of Liverpool shall be made for distinguished service of a high degree to the City of Liverpool.

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The Committee may appoint no more than six persons in any calendar year. This includes Councillors and honorary members.

18. MOVEMENT BETWEEN AWARDS

- 18.1 A new Award recipient can receive a Companion of the Order of Liverpool Award without receiving a Member of the Order of Liverpool Award.
- 18.2 A previous recipient of the Member of the Order of Liverpool Award can be nominated for an Officer of the Order of Liverpool Award and Companion of the Officer of Liverpool Award.
- 18.3 A previous recipient of the Officer of the Order of Liverpool Award can only be nominated for a Companion of the Order of Liverpool Award.

19. AWARDS PRESENTATION CEREMONY: 26 JANUARY

- 19.1 **Location:** Australia Day Ceremony
- 19.2 **Invitation List:** Previous Award winners from the past two years, current recipients and their families (up to six people), group winners (maximum of 10 attendees, with two people to accept the award on behalf of the group) and the Civic List.

C. CIVIC AND CEREMONIAL FUNCTIONS AND REPRESENTATION

20. PURPOSE OF CIVIC AND CEREMONIAL FUNCTIONS

- 20.1 Civic and ceremonial functions and events foster relationships with the community and Council, recognise and celebrate individual and community achievements, and promote a proud and harmonious City.
- 20.2 This policy outlines the civic and ceremonial functions and events that will be hosted by Council and the representation role of the Mayor, Deputy Mayor and elected representatives at these functions and events.

21. LEGAL REQUIREMENTS

- 21.1 **Civic and ceremonial function** refers to an official event held for celebratory, ritual or commemorative purposes.
- 21.2 **Mayoral representation** refers to occasions when the Mayor represents or is requested to represent the City of Liverpool as the Mayor at events and functions.
- 21.3 Section 226 of the *Local Government Act 1993* provides that the role of the Mayor is to carry out the civic and ceremonial functions of the Mayoral Office.
- 21.4 Section 231 of the *Local Government Act 1993* provides that the Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the Office of Mayor.

22. LIVERPOOL CITY COUNCIL CIVIC AND CEREMONIAL FUNCTION

- 22.1 To foster relationships with the community and Council, recognise and celebrate individual and community achievements, and promote a proud and harmonious City; Council will host the following civic and ceremonial functions as well as other specific functions and receptions from time to time as the need arises. The Chief Executive Officer (CEO) shall have delegated authority to determine the format and all other arrangements of functions, receptions and ceremonies in liaison with the Mayor or the Mayor's representative.
- 22.2 **Citizenship Ceremonies**
Citizenship ceremonies will be conducted monthly (or as requested by the Mayor) in accordance with the Australian Citizenship Ceremonies Code. Following each Citizenship Ceremony an alcohol free reception will be held for all candidates and their guests. Other invitees shall include, but is not limited to, all current Councillors and State and Federal Members of Parliament.

22.3 **Order of Liverpool Awards**

The Order of Liverpool Awards are presented annually by Council to recognise the achievement of excellence in and/or contributions to all forms of human endeavour which have enhanced the quality of life in Liverpool City, or if Council acting as a committee of the whole so decides, to humanity at large.

22.4 **Australia Day Civic Ceremony and Awards**

Council hosts annual Australia Day celebrations and activities for the purpose of developing national pride and spirit. The Australia Day Awards are presented annually to local citizens and groups who have made outstanding contributions to the community. The awards are provided by the National Australia Day Council and are administered by local councils throughout Australia on their behalf.

22.5 **Christmas in the Mall**

A Christmas Tree Lighting ceremony is held in Macquarie Mall in Liverpool central business district at the end of November each year. The ceremony symbolises the beginning of the Christmas festive season.

22.6 **Sister City Delegations**

Council has a Sister City relationship with Toda City in Japan. Sister City relationships promote international exchange and cooperation including economic growth, cultural interests, environmental issues and increased tourism. Council shall be represented at delegations to and from Toda by the Mayor and the CEO and two other delegates as determined by Council.

Council also has a Sister City relationship with Liverpool (United Kingdom), Liverpool (New York) and Calabria (Italy).

22.7 **Inter-Council Delegations and Sister City Relationships**

Council has an inter-council relationship with the Shire of Narromine in rural NSW to share knowledge, skills and resources that achieve improved outcomes for both organisations. Council will be represented at delegations to and from the Shire of Narromine by the Mayor and or the CEO and other delegates as determined by Council or the CEO.

22.8 **Ministerial and other Official Government Delegations and other Community Stakeholders**

Council may host visits to Liverpool by State and Federal Government Ministers and other official government delegations and other community stakeholders, to ensure that the City's profile is enhanced and that appropriate focus is provided to the City's strategic objectives. The Mayor, in consultation with the CEO, may determine to host a Ministerial Visit. The CEO will determine a program that fulfils the objective of the visit and showcases the City of Liverpool.

22.9 Official Council Openings and Launches

The Mayor will host receptions with light refreshments to commemorate official openings and launches of Council services, parks, facilities, exhibitions and other events as determined by the CEO. The invitation list shall be at the discretion of the Mayor and CEO, but is to include all current Councillors, and State and Federal Members of Parliament.

22.10 Mayoral Seniors Concerts

Two Mayoral Seniors Concerts are usually held every year to recognise and celebrate the contribution that seniors make to the local community.

22.11 Civic Mayoral Receptions

The Mayor, in consultation with the CEO, may host receptions with refreshments for visiting dignitaries, local residents who are recipients of awards or prizes from the City, exchange students and visitors from other local authorities from Australia and overseas. The invitation list shall be at the discretion of the Mayor and CEO, but is to include all current Councillors and State and Federal Members of Parliament.

22.12 Civic functions may also be conducted for:

- a) Community Acknowledgement: Exceptional voluntary service by groups and individuals, over and above Civic Recognition Awards.
- b) Commemorative: Events that impact on the local community as well as recipients of awards or prizes from the City.
- c) Celebratory: Exceptional achievement in local residents who are recipients of awards such as Australia Day Honours, Queens Honours, Bravery Awards as well as recognising local sporting achievements.
- d) Invitations shall include all current Federal and State Members of Parliament.

22.13 School Visits

From time to time, Council may facilitate and host tours of the Civic Centre or visit schools to contribute to the education of students and promote awareness and understanding of the role of local government. The Mayor may attend these visits at their discretion.

22.14 Staff Annual Awards and Recognition

Council will hold an annual staff awards and recognition ceremony to reward innovation, excellence and progress in service planning and delivery to the local community. The CEO shall preside over the event and determine an appropriate format. The Mayor and Councillors shall be invited to present awards as determined by the CEO.

22.15 Interfaith Dinners and Leadership in Multiculturalism

Council acknowledges the strength of our multicultural communities and re-commits Liverpool City to activities that strengthen our multicultural community including two interfaith dinners, Christmas celebrations, Australia Day celebrations and other festivities as agreed by the CEO and Mayor, from time to time, that strengthen our community harmony.

22.16 Liverpool's Birthday

On 7 November each year, Council holds an annual function to celebrate Liverpool's Birthday. This function is usually in Macquarie Mall or outside venue and it is celebrated with members of the local community. This celebration is usually joined by a Citizenship ceremony to showcase Liverpool with new recipients of Australian Citizenship. Schools are invited to attend this event which includes a birthday cake which is shared with the local community to celebrate.

22.17 ANZAC Day and Remembrance Day

ANZAC Day and Remembrance Day each year are supported financially by Council as part of civic support to set up for both events.

22.18 Mayoral Ball

An annual Mayoral Charity Ball to be held in August of each year as a highlight of the Liverpool calendar and a showcase of our community's worthy causes and talent.

23. CEREMONIAL REQUESTS TO THE MAYORAL OFFICE

23.1 From time to time, requests are received for the Mayoral Office to preside at or represent the Council at public ceremonial functions and events.

23.2 The following protocols will apply when requests are received:

- a) The Mayor will review all requests, in consultation with the CEO, to preside at and represent Council at a public ceremonial function and event.
- b) Over the course of a Mayoral term requests should, to the extent that it is possible, be fairly and equitably accepted across a range of representative and interest groups.
- c) Mayoral representation is in accordance with clause 4.3 of this policy.

24. MAYORAL REPRESENTATION

24.1 It is the role of the Mayor to carry out the civic and ceremonial functions of the Mayoral Office. The Mayor may choose to wear the Mayoral robe and chains when representing the Office of the Mayor.

24.2 If the Mayor is unavailable, the following protocols apply:

- a) In the first instance, the Deputy Mayor is to be requested to undertake the civic and ceremonial functions of the Mayoral office as the Mayor's

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representative. This acknowledges the importance for the role of Deputy Mayor in local government and is supported by the legislation. The Deputy Mayor may choose to wear the Deputy Mayor robe when making representations on behalf of the Office of the Mayor;

- b) In situations where the Deputy Mayor is also unavailable, the Mayor can request that another Councillor undertake the civic and ceremonial functions of the Mayoral Office as the Mayor's representative;
- c) The choice of Councillor must be based on an assessment of which particular Councillor would be best placed to represent Council in view of the nature of the particular request and the respective areas of interest and expertise of individual Councillors.
- d) Over the course of a Mayoral term requests should, to the extent that it is possible, be fairly and equitably spread amongst all of the Councillors.

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AUTHORISED BY

Council Resolution

EFFECTIVE FROM

20 November 2019

DEPARTMENT RESPONSIBLE

Office of the CEO (Council and Executive Services)

REVIEW DATE

November 2021

Version	Amended by	Date	TRIM Number
1	Council resolution	30 October 2013	182547.2013-001 and 280465.2013
2	Council resolution	29 October 2014	242780.2014 and 237146.2014
3	Council resolution	25 February 2015	004174.2015 and 004089.2015
4	Council resolution	29 April 2015	107541.2015
5	Council resolution	17 June 2015	156045.2015
6	Council resolution	3 February 2016	004433.2016
7	Council resolution	27 April 2016	158436.2016
8	Council resolution	27 July 2016	214048.2016
9	Council resolution	30 August 2017	215697.2017
10	Council resolution	27 February 2019	032996.2019
11	Council resolution	20 November 2019	032996.2019
12	Council resolution	24 June 2020	032996.2019

THIS POLICY HAS BEEN DEVELOPED AFTER CONSULTATION WITH

Mayor and Councillors

Chief Executive Officer

Corporate Services (Governance, Legal and Procurement)

REFERENCES

Liverpool City Council: Civic Advisory Committee Charter

Liverpool City Council: Code of Conduct

Liverpool City Council: Civic and Ceremonial Functions and Representation Policy

D. ANNEXURE A – CIVIC ADVISORY COMMITTEE CHARTER



CIVIC ADVISORY COMMITTEE CHARTER

Adopted: 27 February 2019



CIVIC AWARDS POLICY

1. NAME

Civic Advisory Committee

2. INTERPRETATION

For the purpose of this Charter:

- a) "Act" means the *Local Government Act* 1993.
- b) "CEO" means Council's Chief Executive Officer.
- c) "Committee" means the Civic Advisory Committee.
- d) "Council" means the Liverpool City Council.
- e) "Member" means a member of the Committee.

3. STATUS OF COMMITTEE

Advisory Committee of Council established by 25 February 2015

4. MISSION

This Committee has been established:

- a) To highlight the wonderful work that is being done by members of the Liverpool Local Government Area;
- b) To promote mechanisms that serve to acknowledge the contributions of members of the Liverpool Local Government Area to the City of Liverpool and to humanity as a whole.

5. PURPOSE

The purpose of the Committee is to:

- a) To provide advice to the Mayor and Council on civic functions;
- b) To ensure continuity with Council's civic program beyond electoral or staffing cycles;
- c) To be an avenue for continued community representation;
- d) To encourage continued involvement from former elected officials in the civic duties of Council
- e) To encourage continued involvement from former elected officials in the civic duties of Council.

6 FUNCTIONS

6.1 The functions of the Committee are to:

- a) Seek nominations or nominate worthy people and organisations for the:
 - 1) Order of Liverpool Awards;
 - 2) Australia Day Awards;
 - 3) Queen's Honours;
 - 4) Other relevant awards.
- b) Score and provide advice to Council on nominees for Council awards.
- c) Recommend a calendar of civic events to the Mayor, including:
 - 1) Civic receptions;
 - 2) Mayoral Balls and other fundraising initiatives;
 - 3) School and community engagement;
 - 4) Other activities which lift civic pride within the community.
- d) Provide advice to the Mayor when requested;
- e) Proactively promote Council's civic awards and functions to the wider community.

7. MEMBERSHIP

7.1 **Councillor representation:**

The Mayor and Councillors

7.2 **Council staff representation:**

The CEO (or the delegate of the CEO)

- a) Staff representatives are not permitted to vote on matters arising from this committee.

7.3 **Other Members**

Other members shall include:

- a) Former Mayors and Councillors of Council;
- b) Current and former civic officers of Council;
- c) Five community representatives (appointed by Council for a two year term with an option for Council to extend their terms for a further two years) with two general community representatives and one representative from the three major service clubs (Lions Club, Quota and Rotary International); and
- d) A representative from:
 - i) the Holsworthy Army Barracks;
 - ii) Liverpool Hospital; and
 - iii) Liverpool and District Historical Society

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7.4 **Support staff**

Administrative support is provided for the preparation of the agenda, recording of the minutes and distribution of the agenda and business papers.

7.5 **Chairperson and Deputy Chairperson**

The Committee will be chaired by the Mayor or the Mayor's representative.

7.6 **Other Office Bearers**

There are no other office bearers on this Committee.

8. **COMMITTEE DELEGATIONS**

8.1 The Committee is an advisory Committee of Council.

8.2 The Committee can make recommendations to the Council on all relevant business presented before it. Recommendations of the Committee will generally be presented to the Council in written form, accompanied by a report from relevant Council officers. Recommendations made by the Committee may or may not be adopted by Council. It is confirmed that Council will make the final decision on the Order of Liverpool Awards.

8.3 Recommendations made by the Committee which are determined by the CEO to be substantially operational in nature will be dealt with by the relevant senior officer of Council, and any action or decision not to act will be reported to the Committee on a regular basis.

8.4 However, where Council allocates funding for specific tasks associated with the work of the Committee, the Committee can oversee the implementation of the content of the particular Council decision about such expenditure.

9. **TERM OF OFFICE**

9.1 Community representatives who are members of the Committee will be appointed by Council for a term of two years with the option of Council to appoint any community representative for a further term of two years.

9.2 Appointments of community representatives to the Committee will be made by Council no later than 30 September every two years. However, the term of the initial community representatives will be from March 2015 to September 2016.

9.3 **Non-attendance at meetings**

9.3.1 Ongoing membership of the Committee is subject to regular attendance and reasonable apologies.

9.3.2 A Committee member should notify the Committee Chairperson of their planned absence from a meeting.

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9.3.3 Any Committee member knowing that they will be absent for three or more consecutive meetings should notify the Committee Chairperson in writing of the planned absence.

9.3.4 In the event of a member, who is a community representative, being absent for three or more consecutive meetings without an apology and without the approval of the Committee, the Committee can vote on whether to declare the community representative member's position vacant, inform the member of the outcome and fill the position as a casual vacancy.

9.4 **Casual vacancies**

Should a vacancy occur during the term of appointment of a community representative, it will be filled by following the normal process for appointments by Council.

9.5 **Resignation from Committee**

Any Committee member wishing to resign from the Committee shall do so in writing to the Committee Chairperson.

10. **QUORUM AND RECOMMENDATIONS**

10.1 The quorum for a meeting of the Committee will be a minimum of two Councillors and at least five other Committee members. Staff Representatives cannot be considered to form part of the Quorum.

10.2 In the absence of a quorum 15 minutes after the advertised start of the meeting, the Committee members present may discuss the agenda items, although any recommendations made will not become formalised until they have been ratified at the next Committee meeting with a quorum present.

10.3 Wherever possible, recommendations of the Committee will be made on the basis of consensus, that is, when all members present agree. At the discretion of the Chairperson, a vote may be called to resolve a matter. This may occur when consensus cannot be reached or in relation to a matter that is more significant in nature. In such cases, the matter will be resolved by a simple majority of those at the meeting, provided that there is a quorum present. In the event of a tied vote, the Chairperson will exercise the deciding vote.

11. **MEETINGS AND MEMBERS OF THE PUBLIC**

11.1 Meetings of the Committee are normally not open to members of the public because meetings may involve the consideration of personal matters concerning particular individuals (other than Councillors). This procedure is in accordance with section 10A(2)(a) of the Act.

11.2 Representatives of organisations or the general community may be invited by the Mayor to address the Committee on matters on the agenda.

CIVIC AWARDS POLICY

- 11.3 Relevant community members may be invited to participate in meetings from time to time, as determined by the Committee.

12. TIMETABLE FOR MEETINGS

- 12.1 The Committee shall meet every three months (or as required), at a time and date determined by the Mayor.
- 12.2 A meeting will be limited to a maximum of two hours' duration, unless the Committee resolves to extend the length of the meeting to a particular time for the completion of business.
- 12.3 Extraordinary meetings may be called by the Mayor in consultation with the CEO (or delegate).
- 12.4 The location, date and starting time for meetings will be advised on the agenda.
- 12.5 Committee meetings can only be held if five ordinary days' notice has been given to all members, including Councillors.

13. MEETING PRACTICE AND PROCEDURES

- 13.1 Unless otherwise specified in this Charter, Committee meetings must be conducted in accordance with Council's Code of Meeting Practice.
- 13.2 The Committee must observe the provisions of any other relevant Council policies and procedures.
- 13.3 Minutes of meetings must be kept in accordance with the procedures set out in Council's Code of Meeting Practice.
- 13.4 The minutes of each Committee meeting will be submitted to the next available meeting of Council.

14. INSURANCE COVER

- 14.1 Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Committee.

15. OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES

- 15.1 All members of the Committee are required to observe the provisions of Council's Code of Conduct and any other relevant Council policy applicable to the proper functioning of the Committee.
- 15.2 Should a member of the Committee breach Council's Code of Conduct or any other relevant Council policy, the matter will be referred to the CEO to be dealt with in accordance with Council's Code of Conduct Procedures.
- 15.3 A breach of the Code of Conduct may result in the particular Committee member concerned being excluded from membership of the Committee.
- 15.4 If a Committee member has a pecuniary interest in any matter with which the Committee is concerned, and is present at a meeting of the Committee at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion.
- 15.5 A member of the Committee who has a non-pecuniary conflict of interest in any matter with which the Committee is concerned and is present at a meeting of the Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a member of the Committee has declared a non-pecuniary conflict of interest, there exists a range of options for managing the conflict of interest. The option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with.
- 15.6 A Committee member will deal with a non-pecuniary conflict of interest in at least one of these ways:
- a) Where the potential for conflict is deemed minimal, take no action. However, the Councillor or Committee member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists.
 - b) Where the potential for conflict is more significant, take no part in the matter by leaving the room in which the meeting is taking place and take no part in any debate or vote on the issue, as per the provisions in Clause 4.29 of the Council's Code of Conduct.
- 15.7 Committee members declaring a conflict of interest, whether pecuniary or non-pecuniary, should complete a Declaration of Interest Form which is to be signed by the CEO and retained by Council in accordance with Council's Code of Conduct and its Ethical Governance: Conflicts of Interest Policy.

16. CONFIDENTIALITY AND MANAGING PRIVACY

- 16.1 Committee members, through their involvement on the Committee, may come in contact with confidential or personal information retained by Council. Committee members are required to maintain confidentiality and security in relation to any such information and not access, use or remove that information, unless authorised to do so.
- 16.2 The *Privacy and Personal Information Protection Act 1998* and Council's Privacy Management Plan deal with the collection, holding, use, correction, disclosure and transfer of personal information.
- 16.3 Should a Committee member become aware of any breach of security, or misuse of Council's confidential or personal information, they should inform the CEO immediately.

17. MEDIA PROTOCOL

- 17.1 The Mayor is the only person permitted to speak to the media on behalf of the Committee.
- 17.2 No other member of the Committee is permitted to speak to the media in their capacity as a Committee member.

18. REVIEW OF THE COMMITTEE AND THIS CHARTER

- 18.1 Council will review the work of the Committee and this charter every two years.