



CITY OF PARRAMATTA

Citizen of the Year Judging Panel Terms of Reference

[Date Judging Panel Established]

1. Purpose of **Citizen of the Year** Judging Panel

General Purpose

- 1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

Specific Purpose of **Citizen of the Year** Judging Panel

- 1.2 To review, assess and select award recipients of the **Citizen of the Year** Program.

2. Roles and Responsibilities

General Roles and Responsibilities

- 2.1 The **Citizen of the Year** Judging Panel is appointed under S377 of the Local Government Act 1993 as a decision-making body to select recipients of City of Parramatta Citizen of the Year Awards.
- 2.2 The responsibilities of the **Citizen of the Year** Judging Panel may, in consultation with the Panel, be revised or expanded by Council resolution from time to time.
- 2.3 The key responsibilities of the **Citizen of the Year** Judging Panel are:
- To represent the views, interests and/or identified issues that affect the communities within the Parramatta local government area within the scope of Council's authority;
 - To provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to the particular communities / identified issues the Judging Panel is concerned with.

Specific Roles and Responsibilities of the **Citizen of the Year** Judging Panel

2.4 To review, assess and select award recipients of the Citizen of the Year Program.

3. Membership

Duties of Appointed Members

- 3.1 To attend and participate in a compulsory induction workshop which will include information on the role of the **Citizen of the Year** Judging Panel, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.
- 3.2 To attend and participate in meetings of the **Citizen of the Year** Judging Panel (including any planning sessions and relevant training).
- 3.3 To work co-operatively with other members in achieving the aims of the **Citizen of the Year** Judging Panel.
- 3.4 To raise issues of concern within the scope and objective of the **Citizen of the Year** Judging Panel.
- 3.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 3.6 To participate in the discussion and to vote on outcomes of the **Citizen of the Year** Judging Panel.
- 3.7 To provide advice and recommendations to Council on items on meeting agendas.
- 3.8 To action and follow up tasks established by the **Citizen of the Year** Judging Panel and resolved by Council.
- 3.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the **Citizen of the Year** Judging Panel.
- 3.10 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.
- 3.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at meetings.

Alternate Members

- 3.12 Alternate members may attend meetings of the **Citizen of the Year** Judging Panel in either capacity as an appointed or alternate member.
- 3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member is to be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present.
- 3.14 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc.) as an appointed member.

Member Attendance at Meetings

- 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Judging Panel Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the **Citizen of the Year** Judging Panel.
- 3.16 If a member is absent for three (3) consecutive meetings without an apology, and there has been no response from the Judging Panel member explaining their absence, their position will be declared vacant and the declaration of the vacancy must be recorded in the minutes of that meeting.
- 3.17 Members may elect to participate in a meeting by audio-visual means.

Member Leave of Absence

- 3.18 Members may apply to the Judging Panel Convenor for a leave of absence, and the granting of such leave of absence is at the discretion of the **Citizen of the Year** Judging Panel. All applications for leave of absence must be recorded in the minutes of a **Citizen of the Year** Judging Panel meeting.

Membership

- 3.19 Council encourages participation from across the wider community. Membership is limited to no more than two consecutive terms, at the discretion of Council.
- 3.20 Membership of the **Citizen of the Year** Judging Panel is voluntary. Members are entitled to reimbursement for costs associated with travel to and from **Citizen of the Year** Judging Panel meetings, including public transport costs, parking fees and travel vouchers.

Specific Membership Criteria

3.21 The Judging Panel will comprise such members as are appointed by Council from time to time, including:

- a. The Lord Mayor of the day;
- b. The Deputy Lord Mayor;
- c. The current Parramatta Adult Citizen of the Year;
- d. Two (2) citizen representatives selected based on their stated experiences, skills, and interests of relevance to the panel with the following guiding principles:
 - inclusive membership to ensure a diversity of views;
 - experienced track record of engagement with the local community; and
 - principal place of residence, educational institution or employment is within the City of Parramatta LGA.

Ex-Officio Members

3.22 All Councillors are ex-officio members of the Judging Panel.

3.23 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders or guests will be invited to attend the meetings.

3.24 Ex-officio members may contribute to the meeting as permitted by the Judging Panel Chair.

3.25 Ex-officio members are non-voting positions.

Observers

3.26 Non-members of the **Citizen of the Year** Judging Panel are able to attend meetings with the permission of the Convenor and Chairperson of the **Citizen of the Year** Judging Panel.

3.27 Observers are able to participate in discussions to the extent as permitted by the Chairperson.

4. Chairperson/Deputy Chairperson

Duties of Chairperson/Deputy Chairperson

4.1 Duties of the Chairperson or Deputy Chairperson are to:

- a. To chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines, and meeting agendas;
- b. To make recommendations for Agenda items in relation to the business of Council and the purpose of the Judging Panel;

- c. To facilitate the discussion of items on the agenda in a timely manner;
- d. To facilitate the moving of recommendations and voting by Judging Panel members;
- e. To ensure all Judging Panel members have the opportunity to participate;
- f. To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;
- g. To participate in Judging Panel training as organised and offered by the City of Parramatta Council.

Election of Chairperson/Deputy Chairperson

4.2 The Lord Mayor (or delegate) is the appointed Chairperson for meetings. In their absence, the Deputy Lord Mayor (or delegate) will be appointed as Chairperson for the purpose of conducting meetings.

4.3 Should an election period inhibit the participation of the Lord Mayor and Deputy Lord Mayor, the Chief Executive Officer and/or their chosen alternate/s will act as their substitute.

Absence of Chairperson/Deputy Chairperson

4.4 If the Chairperson and Deputy Chairperson are absent from a meeting, the **Citizen of the Year** Judging Panel will nominate a Chairperson amongst its members for that meeting.

Member Vacancies

4.5 Where a vacancy occurs:

- a. Within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list if they are still interested and available to join the **Citizen of the Year** Judging Panel; or
- b. After six (6) months from the appointment of members, and more than 12 months from the end of the **Citizen of the Year** Judging Panel's term, an Expression of Interest utilising Council, Community and Judging Panel members' networks should be undertaken.

4.6 Vacancies will not normally be filled within the last 12 months of a **Citizen of the Year** Judging Panel term.

5. Meetings

Frequency of Meetings

- 5.1 The **Citizen of the Year** Judging Panel will meet **annually in December**, or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.

Location of Meetings

- 5.2 Meetings will be held in Council offices.
- 5.3 Provisions will be made for remote attendance at **Citizen of the Year** Judging Panel Meetings.

Urgent Business

- 5.4 The **Citizen of the Year** Judging Panel may be required to consider urgent business outside of the regular meeting cycle.
- 5.5 A special meeting of the **Citizen of the Year** Judging Panel may be called by the Chairperson following a reasonable request from a member of the Judging Panel, the Chief Executive Officer, or by resolution of the Council.
- 5.6 If a meeting is unable to be called, the business may be considered via alternate methods, including email.

Voting Membership

- 5.7 The 'voting membership' of the **Citizen of the Year** Judging Panel will be initially determined by the number of members appointed to the **Citizen of the Year** Judging Panel at the time of the formation of a new Judging Panel, and thereafter:
- increased by any additional members appointed to the **Citizen of the Year** Judging Panel (remaining within max membership); or
 - reduced by any resignations received from members (remaining within min membership); or
 - reduced by any lapsed member/s whose membership has been declared vacant.

Quorum

- 5.8 The quorum for **Citizen of the Year** Judging Panel meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.
- 5.9 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson

at which the **Citizen of the Year** Judging Panel may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the **Citizen of the Year** Judging Panel is held when a quorum is present.

- 5.10 Where there is no quorum, a **Citizen of the Year** Judging Panel is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.
- 5.11 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).
- 5.12 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each **Citizen of the Year** Judging Panel Member to determine their continuation on the **Citizen of the Year** Judging Panel. If required, a fresh Expression of Interest process will be undertaken.
- 5.13 Members may participate in meetings by audio-visual means of communications.

Minutes of Meetings

- 5.14 The minutes of **Citizen of the Year** Judging Panel meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.
- 5.15 Minutes of **Citizen of the Year** Judging Panel meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.
- 5.16 Where the **Citizen of the Year** Judging Panel establishes an action or recommendation arising out of the Judging Panel discussion, a report will be provided to a Council meeting presenting those actions / recommendations for consideration.

6. Other Roles

Role of the Judging Panel Convenor

- 6.1 The **Citizen of the Year** Judging Panel is convened by a Council officer known as the 'Judging Panel Convenor'. The Convenor is responsible to:
- a. set the agenda with input from members and/or Council including allocation of time for agenda items;
 - b. attend each meeting;
 - c. ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;
 - d. liaise between the **Citizen of the Year** Judging Panel and other officers within Council as determined by the Judging Panel's business;
 - e. finalise **Citizen of the Year** Judging Panel minutes;
 - f. prepare Council reports on specific actions / recommendations from the **Citizen of the Year** Judging Panel
 - g. act as moderator of meetings where the majority of participants attend via remote means.

Role of the Secretariat

- 6.2 Council's City Engagement and Experience Team provides secretariat support to the **Citizen of the Year** Judging Panel and is responsible to:
- a. Set of meeting dates;
 - b. communicate meeting dates to members, staff and Councillors;
 - c. distribute the agenda to members, staff and Councillors;
 - d. manage RSVPs to meetings;
 - e. arrange appropriate catering for the meeting;
 - f. prepare draft minutes;
 - g. finalise draft minutes within seven (7) days of the meeting;
 - h. provide draft minutes to the **Citizen of the Year** Judging Panel Convenor;
 - i. distribute minutes to members, staff and Councillors
 - j. facilitate reviews of the Terms of Reference as required.

7. Conflict of Interest

- 7.1 **Citizen of the Year** Judging Panel members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.
- 7.2 All conflicts of interest declared are to be recorded on the appropriate form and recorded in the minutes of the meeting.
- 7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.

8. Confidentiality

- 8.1 Where **Citizen of the Year** Judging Panel meetings include consideration of

confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.

9. Council's Code of Conduct

- 9.1 All members must abide by Council's Code of Conduct at all times.
- 9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.
- 9.3 No member of a **Citizen of the Year** Judging Panel is able to make media or public comment on behalf of the **Citizen of the Year** Judging Panel or Council at any time.

10. Training

- 10.1 All members of the **Citizen of the Year** Judging Panel are required to attend an Induction Workshop.
- 10.2 Other training will be provided to members where this is required to enable them to fulfil their duties.

11. **Citizen of the Year Judging Panel Representation / Attendance at Forums**

- 11.1 From time to time, the **Citizen of the Year** Judging Panel may be approached to supply a representative to another Judging Panel of Council. Where the **Citizen of the Year** Judging Panel determines that representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.
- 11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum, or be provided with vouchers for alternative transport.

12. Changes to Terms of Reference

- 12.1 The Terms of Reference of the **Citizen of the Year** Judging Panel are ratified by Council and any changes or additions to them must be approved by Council.

Ends