

1 INTRODUCTION

The City of Wollongong Awards Committee has been established to ensure the delivery of a program of awards to acknowledge the people and organisations who make Wollongong a better place. The Committee will provide community input and guidance into the operations and judging of the annual City of Wollongong Awards.

2 AUTHORITY

The City of Wollongong Awards Committee will provide advice, feedback and support into the categories included each year in the City of Wollongong Awards, approaches to the community to elicit nominations and have the responsibility for judging the awards program.

The City of Wollongong Awards Committee does not have the power to bind Wollongong City Council (Council), nor the power to incur expenditure.

3 RESPONSIBILITIES AND FUNCTIONS

The responsibilities and functions of the City of Wollongong Awards Committee are to:

- Provide a forum for discussion to help guide the inclusion (or exclusion) of categories in the City of Wollongong Awards and determine judging criteria
- Determining and fulfilling the process for deciding the winners of the various categories of the City of Wollongong Awards
- Where desirable create working groups to further the seeking of nominations or to support the delivery of the presentation event for the City of Wollongong Awards.

4 PRIORITIES

The immediate priority of the City of Wollongong Awards Committee is to provide strategic direction and guidance for the organisation on the awards and to determine the award recipients.

5 COMPOSITION OF THE COMMITTEE

The City of Wollongong Awards Committee is to be made up of up to 11 people:

- Lord Mayor (Chairperson)
- One Councillor representative
- Current -
 - Wollongong Citizen of the Year
 - Senior Citizen of the Year, and
 - Young Citizen of the Year
- One representative from the Multicultural Communities Council of Illawarra
- One representative from either the Aboriginal Reference Group or the Illawarra Local Aboriginal Land Council
- Four community representatives representing diverse backgrounds, interests and community involvement.

Chairperson

- The Chairperson will be the Lord Mayor.
- A community representative to be elected Deputy Chair.

Vacancies

- Vacancies that occur for the community roles on the City of Wollongong Awards Committee can be filled by public advertisement, invitation by the Committee, or self-nomination. The City of Wollongong Awards Committee will vote to confirm new community Committee members.

Ex-Officio members

- The Manager Community, Culture and Engagement or their delegate will attend City of Wollongong Awards Committee meetings as an ex-officio member and will provide professional advice to the Committee.
- Other Council staff, government officers, advisors or individuals may be invited to attend meetings from time to time to provide expert advice, information or presentations in relation to the City of Wollongong Awards Committee business. These individuals will act as ex-officio members.

6 TERM OF APPOINTMENT

- Term of appointment is a period of two years for community representatives and one year for current City of Wollongong Award winners.
- Committee members are welcomed to re-nominate after each term of appointment.
- Councillors will remain on the Committee for the term of Council.

7 OBLIGATIONS OF MEMBERS

In performing their duties, Members of the City of Wollongong Awards Committee shall:

- Act honestly and in good faith
- Perform their duties in a manner that ensures public trust in the integrity, objectivity and impartiality of the City of Wollongong Awards Committee
- Exercise the care, diligence and skill that would be expected of a reasonable person
- Comply with the City of Wollongong Awards Committee Charter
- Comply with Council's Codes of Conduct which includes advising the Chairperson of all potential conflicts of interest.

8 MEETINGS

- Meetings will be held monthly, except where no business has been identified.
- A quorum will consist of nine.
- Meetings will be chaired by the Council appointed Chairperson. If the chairperson is absent from a meeting, the Deputy Chairperson will chair the meeting.
- The City of Wollongong Awards Committee has an advisory role to Council and will make recommendations by consensus. In the absence of consensus, the Chairperson will hold the deciding vote.
- Meeting agendas will be distributed prior to the meeting.

9 REPORTING

- The minutes of meetings will be distributed to all members.
- Any matters arising that require a separate decision of Council may be reported to Council at the discretion of the Manager Community, Culture and Engagement.

10 EVALUATION AND REVIEW

A review of the City of Wollongong Awards Charter will be undertaken every four years to ensure the purpose, membership and operation of the City of Wollongong Awards Committee is effective and to make appropriate changes as required. Proposed changes are to be put before Council for final determination.

SUMMARY SHEET	
Responsible Division	Community, Culture and Engagement
Last adopted by Council:	29 July 2024
Dates of previous adoptions:	NA