

### 1. Purpose

To provide a transparent, equitable and independent process for use by the Citizen of the Year Selection Panel (Panel) in the assessment of nominations for the Frankston Citizen of the Year Awards and the selection of the award recipients for each category.

### 2. Code of Conduct

Panel members are expected to:

- Prepare for and be present during the Panel deliberation meeting;
- Act in a respectful manner towards other Panel members when sharing views and opinions;
- Treat all information through the assessment process with sensitivity and maintain confidentiality;
- Work together with other Panel members to seek resolution of any differences;
- Declare in advance any potential or perceived conflict of interests. If a Panel member becomes aware of a conflict of interest during the Panel deliberations, they must immediately disclose the interest and must exit the room / video conference in accordance with the clause 5.

### 3. Membership

#### 3.1. Panel Membership

The Panel will comprise of three (3) voluntary community members.

#### 3.2. Period of Tenure

Unless otherwise resolved by Council, volunteer members of the community are selected and invited to participate on an annual basis and are appointed for a term of three (3) months.

Appointments to the Panel are determined by the Terms of Reference and Council reserves the right to remove a member of the Panel at any time. Any such appointment shall be subject to the person signing a Council "Consent to Act" statement prior to taking their seat on Panel.

#### 3.3. Appointment of Voluntary Community Members

The Panel will consist of voluntary members with a diversity of skills and knowledge from industries and the broader community.

The Selection Panel (as described in clause 3.4) will undertake a process for selection and appointment of members to the Panel, which will then be reported Council for decision. The process will include:

- Public advertisement seeking applications;
- Receipt and review of applications;

- Assessment of applications against key selection criteria;
- Interview of candidates.

An existing Panel Member may be reappointed by Council at the completion of their term, for no more than three (3) consecutive terms, without the need to reapply, subject to satisfactory performance of that Panel Member.

Council reserves the right not to appoint a person in response to the advertisement process and to not reappoint a Panel Member at the completion of any term.

A Panel member may resign by advising Council in writing.

### 3.4. Selection Panel

When the appointment of members to the Panel is required and nominations are received, the Selection Panel will consist of:

- Manager Governance or Coordinator Governance (or nominated officer)
- Manager (independent of Governance Department)
- Team Leader Governance
- Council Officer (independent of Governance Department)

The Selection Panel's recommendation about the membership of the Panel will be presented in a report to enable Council to formally appoint the Panel at the next available Council Meeting.

### 3.5. Selection Criteria

Nominees for membership on the Panel must be able to demonstrate:

- An ability to constructively participate in a panel capacity;
- A sound knowledge and understanding of Frankston community;
- A willingness to contribute positively to meetings in a fair and unbiased manner;
- Understanding of the conflict of interest requirements;
- A capacity to commit to the Panel for the required duration;
- A willingness to commit time and contribute to scoring applications outside meetings;
- Computer literacy skills including the ability to use an internet web browser and video conferencing service;
- Experience and expertise in not-for-profit community groups and organisations is highly regarded.

## 4. Meetings, quorum and voting

### 4.1. Meetings

- 4.1.1. An Assessment meeting will be held once a year in the first week of December, for approximately two (2) hours (depending on the number of nominations received);
- 4.1.2. A quorum will consist of at least two (2) panel members;
- 4.1.3. Each panel member will assess each of the nominations against a set of criteria using a weighted scoring system.

## 4.2. Support to Panel Members

- 4.2.1. Council will provide administrative support from a Governance Officer to the Panel throughout the duration of the assessment process;
- 4.2.2. The Governance Officer will provide support and background information on applications as requested by the Panel members;
- 4.2.3. During the Panel deliberations, the Governance Officer will provide support in facilitating discussion and note taking;
- 4.2.4. The panel will be chaired by a Council Officer who is not a panel member.

## 4.3. Citizen of the Year Awards Categories

- Citizen of the Year (26 years and over)
- Young Citizen of the Year (under 26 years)
- Community Group of the Year

## 4.4. Citizen of the Year Awards Eligibility and Selection Criteria

- a) Nominees should reside in Frankston City or have made an outstanding contribution or service to Frankston City
- b) Contribution recognised within the current nomination year (1 October to 30 September), and/or an outstanding service over a number of years
- c) Known for their continued commitment in areas such as: education, health, fundraising, charitable and voluntary services, business, environment
- d) Leadership demonstrated towards enhancing the benefit and wellbeing outcomes of the Frankston City community
- e) Demonstrated passion and dedication for helping others in their community

## 4.5. Voting and Awards

- 4.5.1. The result of the scoring from the selection criteria will determine the recipient/s of the awards;
- 4.5.2. Each panel member can only vote once for or against the recipient/s based on the selection criteria;
- 4.5.3. Once the recipients are decided by the Panel, the decision will be strictly confidential until the Citizen of Year Awards ceremony in January the following year. Panel members and Council Officers are not to reveal the recipients (unless deemed necessary);
- 4.5.4. All Panel members, nominees and nominators will be invited to attend the Citizen of Year Awards Ceremony;
- 4.5.5. Recipients will receive their award at the Citizen of Year Awards Ceremony.

## 5. Disclosure of Conflict of Interest

Panel members must comply with the conflict of interest provisions in Section 131 of the *Local Government Act 2020*.

Panel members are required to declare any conflicts of interest for each nomination and, if appropriate, leave the meeting whilst the matter is discussed and or not participate in the scoring process of the respective nomination.

Any Panel member who has a conflict of interest in a matter being considered at the Panel meeting, must:

- Disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the meeting immediately before the matter is considered; and
- Absent themselves from any discussion of the matter.

The disclosure and action taken to appropriately manage the conflict of interest will also be recorded in the minutes of the Panel Meeting.

Section 127 of the Local Government Act 2020 states that a **general conflict of interest** exists where an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.

Section 128 states that a person has a **material conflict of interest** in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter. "Affected person" is defined in the Act and includes a family member, employer or business partner of the relevant person. Refer to the Act, or to Council's Conflict of Interest Policy, for further information.

## 6. Confidential Information

Panel members must not release information that the person knows, or should reasonably know, is confidential information under section 3(1) of the Local Government Act 2020.

In section 3(1), confidential information is defined to mean -

- (a) **Council business information**, being information that would prejudice the Council's position in commercial negotiations if prematurely released;
- (b) **security information**, being information that if released is likely to endanger the security of Council property or the safety of any person;
- (c) **land use planning information**, being information that if prematurely released is likely to encourage speculation in land values;
- (d) **law enforcement information**, being information which if released would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person;
- (e) **legal privileged information**, being information to which legal professional privilege or client legal privilege applies;
- (f) **personal information**, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;
- (g) **private commercial information**, being information provided by a business, commercial or financial undertaking that— (i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;
- (h) **confidential meeting information**, being the records of meetings closed to the public under section 66(2)(a);
- (i) **internal arbitration information**, being information specified in section 145;
- (j) **Councillor Conduct Panel confidential information**, being information specified in section 169;
- (k) **information prescribed by the regulations** to be confidential information for the purposes of this definition;
- (l) **information that was confidential information** for the purposes of section 77 of the Local Government Act 1989;

## 7. Evaluation and Review

The Terms of Reference will be reviewed in May 2024 or as required.

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document.

Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.