

Honours Panel 2020

Terms of Reference



BACKGROUND/RATIONALE

The WALGA Honours Panel was established by State Council as an independent group to provide a fair, unbiased and depoliticised process for the administration of the WALGA Honours Program.

PURPOSE

The purpose of the Honours Panel includes:

- Overseeing WALGA's annual Honours Program with delegated power from State Council during the entire process.
- Adjudicating in the selection of recipients for WALGA Honours and the Local Government Medal, annually.
- Recommending, where appropriate, the conferral of alternative WALGA Honours where it is concluded that a nominated candidate is better suited to a different award category than the one for which they were originally nominated.
- Overseeing the annual budget set for the WALGA Honours Program.
- Encouraging, educating, promoting and raising the profile of all honours available to people in Local Government and all Western Australians.
- Reviewing the Honours Policies and supporting documentation as necessary.

Membership of the Honours Panel includes:

- Two State Councillors representing the country and metropolitan constituencies and two non-executive members representing country and metropolitan interests, to be appointed by the WALGA President and Deputy President;
- A representative of the Department of Local Government, Sport and Cultural Industries; and
- The WALGA Chief Executive Officer or a representative of the CEO.

TERMS OF REFERENCE

The Panel acknowledges that whilst it has delegated authority to undertake the special function of Honours and all that it implies, it is a committee responsible to the WALGA State Council. The President of the Association is the final and ultimate authority.

State Council has delegated the responsibility for determining the membership of the Honours Panel to the President/Deputy President and CEO of the Association.

The term of panel membership will generally be two years with the expirations being staggered to ensure continuity of knowledge in the Honours process.

The Panel will have the freedom and flexibility to meet as many times as considered necessary, however, it will ensure that it meets not less than two times per annum.

The Chairman will ensure that minutes are kept of the Panel's deliberations and decisions and that these minutes are made available to State Council for adoption as required.

The Panel acknowledges its obligation to consider the eligibility of nominations in a fair and unbiased manner, ensuring that confidentiality of members' personal information is maintained.

The Panel will oversee the Secretariat and ensure that adequate administrative resources are provided to enable the carrying out of the function.

CONTACTS

The Panel will seek nominations from worthy individuals for various awards as follows by seeking names from members of WALGA for the following awards:

- Association Honours
- Australian Honours
- Western Australian Honours

OPERATIONAL PROCEDURES

The Panel will ensure that full discussion takes place to enable amendments and proposals for new honours to take place.

The Panel will review the eligibility of nominations received for the various Association Honours and undertake to adjudicate in the selection of recipients.

The Chairman of the Panel will ensure that an agenda is developed and minutes kept of each meeting.

The Panel will discuss and make recommendations on the way in which presentations of Honours are to be undertaken.

The Chairman of the Panel will ensure that requests for referee's report on Western Australian nominations under the Australian System of Honours are addressed. As a guide, the Chairman will endeavour to meet requests for referee's reports by generally seeking at least three referees to support a nomination of a Local Government member for this Award. The nomination will require the endorsement of the Panel.

The Panel will oversee the annual Honours processes, to ensure that the deadlines and timelines set by the Association are met. The Panel will approve the Honours budget proposed by Secretariat staff, for recommendation to the Executive Committee and State Council.

The Panel will undertake to recommend special Honours award recipients to the Association President and State Council.

The Panel will provide a central point and act as a 'go-between' in linking worthy candidates for various Honours (the WA Local Government Association, Australian, Western Australian honours) and those wishing to nominate these individuals.

The Panel will undertake to raise the profile of the Honours by encouraging the nomination of worthy individuals for the various Honours.

The Panel will undertake a liaison role with individuals & groups involved in Honours such as the WA Member of the Order of Australia Council and the Order of Australia Association to encourage and progress the successful nomination of Western Australians for Australian and Western Australian honours.

FURTHER ENQUIRIES

Executive Officer Governance
WALGA

Phone: 9213 2036

Nomination forms can be downloaded from the WALGA website by visiting:

<http://www.walga.asn.au/Policy-Advice-and-Advocacy/Governance-and-Strategy/Local-Government-Honours.aspx>

CONTACTS

T: (08) 9213 2000 www.walga.asn.au