

# Honours Panel

## 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 annual Local Government Honours Program.

### PURPOSE

On behalf of State Council, and in accordance with any policies, directions or limitations set by State Council, undertake the following functions:

- Overseeing the Association's annual Honours Program with delegated power from the State Council during the entire process.
- Adjudicating in the selection of recipients for Association Honours and the Local Government Medal, annually.
- Recommending, where appropriate, the conferral of alternative Association Honours where it is concluded that a nominated candidate is better suited to a different award category than the one they were originally nominated for.
- Overseeing the annual budget set for the Association's 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 deemed 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 State Council. The WALGA President is the final and ultimate authority.

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

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 Chair 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.

### CONTACTS

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

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

- Local Government Honours (WALGA)
- 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 Local Government Honours and undertake to adjudicate in the selection of recipients.

The Chair 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 Chair will ensure that requests for referee's report on Western Australian nominations under the Australian System of Honours are addressed. As a guide, the Chair 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 WALGA 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 WALGA 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 Local Government (WALGA), Australian, and Western Australian Honours) and those wishing to nominate these individuals.

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

The Panel will undertake a liaison role with individuals and 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

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