



MINUTES

POLICY REVIEW PANEL

held on 24 October 2018 at 10.00am in Civic Room 2, Melton Civic Centre

Present: Cr B Turner, Mayor
Cr K Hardy, Deputy Mayor
Cr L Carli

Ms C Denyer, Manager Legal & Governance
Mr J Whitfield, Governance Coordinator

Chairperson: Cr B Turner, Mayor

1. Welcome

The meeting commenced at 10.02am.

2. Apologies

Cr K Majdlik

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of the previous minutes

Crs Carli/Hardy

That the minutes of the Policy Review Panel meeting held on 13 June 2018 and adopted by Council at the Ordinary Meeting held on 25 June 2018 be noted.

5. Business Arising

In reference to the Public Arts Policy presented to the Policy Review Panel on 13 June 2018 and adopted by Council on 25 June 2018, Cr Hardy asked about the use of Council spaces for the display of public art.

The Panel agreed that the Policy Owner of the Public Arts Policy be invited to the next Panel meeting on 12 December 2018 to make a presentation on this policy and how it address this matter.

6. General Business

6.1 Arts and Culture Advisory Committee Terms of Reference (Revised)

Presenter: Susie Prestney – Library Activation & Engagement Coordinator

The Terms of Reference for the Arts and Culture Advisory Committee were last reviewed in July 2013. These terms have been reviewed to simplify composition and operating procedures of the Committee.

Council's Arts and Culture Advisory Committee were presented with the reviewed Terms of Reference at a meeting on 16 October 2018. The Committee endorsed a motion to recommend the terms to the Policy Review Panel.



MINUTES

Recommendation 1

Crs Carli/Hardy

That Council approve the updated *Arts and Culture Advisory Committee Terms of Reference* as attached to these minutes.

The Panel agreed that Item 6.4 on the Agenda be heard before Items 6.2 and 6.3 in order to accommodate Council Officers in attendance.

6.4 Privacy Policy (Revised)

Presenter: Christine Denyer, Manager Legal and Governance

Two main pieces of Victorian legislation apply to privacy – the *Privacy and Data Protection Act 2014* (and the Information Privacy Principles or IPPs contained therein) and the *Health Records Act 2001* (and the Health Privacy Principles or HPPs contained therein). Together these are referred to throughout as the 'Privacy Laws'.

The Privacy Laws require that Council set out in a document clearly expressed policies on its management of Personal, Sensitive and Health Information.

The existing policy is due for review.

The proposed amendments are:

- to provide more examples throughout;
- to include planning *applications* – not just objections. Because Council now maintains an online planning permit applications register it is important that disclosure on Council's website is specifically mentioned;
- to remove reference to outdated Local Government Act regulations – noting that reference to the *Local Government Act 1989* is preferable in that it will take in all regulations and thus will cover all future changes;
- insert reference to tax file numbers (TFNs). On 22 February 2018 the federal notifiable Data Breach scheme commenced which affects Council only in relation to TFN information.
- to note that the *Federal Privacy Act 1988* does not otherwise, generally apply to Council.
- to include a reference and link to Council's website Privacy Statement.

Recommendation 2

Crs Hardy/Carli

That Council approve the revised *Privacy Policy* as attached to these minutes and rescind the existing *Privacy Policy*.



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6.2 Community Achievement Awards Assessment Panel Terms of Reference - (New)

Presenter: Matthew Wilson – Manager Community Planning

Council adopted the Community Achievement Awards (CAA) policy, procedure and guidelines on 25 June 2018. The policy requires a Panel to be formed by the Council in order to assess the Community Achievement Awards.

The attached Terms of Reference define the composition and operating arrangements of the Community Achievement Awards Assessment Panel.

Recommendation 3

Crs Carli/Hardy

That Council approve the *Community Achievement Awards Assessment Panel Terms of Reference* as attached to these minutes.

6.3 Early Years Partnership Committee Terms of Reference (Revised)

Due to the unavailability of a Presenter for this item, the Panel agreed that the Early Years Partnership Committee Terms of Reference be deferred for consideration to the next Panel meeting to be held 12 December 2018.

7. Next Meeting

12 December 2018, 10.00am - 12.00pm, Civic Room 2, Melton Civic Centre.

8. Close of Business

The meeting closed at 10.27am.



Terms of Reference

Name	Arts and Culture Advisory Committee
Endorsed by	Policy Review Panel – 24 October 2018
Approved by	Council - <Insert date>
Next review	October 2020

1. PURPOSE

The Arts and Culture Advisory Committee will provide advice to Council on strategic directions, policy and plans in relation to community participation and engagement in the development of arts and culture in the City of Melton.

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Committee.

2. RESPONSIBILITY

The Arts and Culture Advisory Committee has been established to:

- Advise Council on matters relating to the development of sustainable arts engagement and creative capacity building in the City of Melton.
- Participate in policy development through participation in community consultation processes and other relevant Council activities
- Respond to relevant documents including policies, reports, research documents and plans provided by Council officers for comment.
- Receive and comment on Council's progress towards implementing specific strategies to strengthen community engagement with the arts.
- Advocate for arts and cultural development in the City of Melton.

3. COMPOSITION

3.1 Membership

Membership of the Arts and Culture Advisory Committee will, where possible, be balanced in regard to industry experience, age, gender and ethnicity. Total will be twelve (12) members.

Position	Type of Appointment	Term of Office
Councillor	Appointed	1 year
Councillor	Appointed	1 year
Councillor	Appointed	1 year
Community member	Elected	2 years
Community member	Elected	2 years
Community member	Elected	2 years
Community member	Elected	2 years
Community member	Elected	2 years
Community member	Elected	2 years
Community member	Elected	2 years
Arts Engagement and Development Officer	Ex-officio	Ongoing
Manager Libraries	Ex-officio	Ongoing
Coordinator Library Activation and Engagement	Ex-officio	Ongoing

3.2 Terms and method of Nomination

- 3.2.1 Nomination for applicants for appointment as members of the Arts and Culture Advisory Committee shall be called for in local media and by formal notification to local arts networks and agencies.
- 3.2.2 Community representatives will be appointed for a period of two years. At the end of the two-year term expressions of interest will be sought through the process identified in 3.2.1. Existing members will be eligible to renominate.
- 3.2.3 A position will be deemed to be vacant if a community representative fails to attend for three consecutive meetings. Leave may be negotiated and granted (a proxy can be nominated in order to maintain a group's representation if required) in the event that a member needs to arrange a temporary absence. A community representative's request for a temporary leave of absence will be presented to the Arts and Culture Advisory Committee for their consideration.
- 3.2.4 If a vacancy occurs during the two-year term, the Arts and Culture Advisory Committee will recommend whether it should be filled. Nominations will occur as per 3.2.1 with appointments made for the remainder of the two-year term.

3.3 Selection of Community Representatives

- 3.3.1 Community representatives should demonstrate capacity to represent the arts community through their affiliation with local networks and/or professional experience in the arts or community cultural development.

- 3.3.2 Appointments will be made by Council based on the advice given from the interview panel representing the Arts and Culture Advisory Committee. The panel will be made up of Council Officers which will include a nominated chairperson, expert and independent.

3.4 Chair

- 3.4.1 The Chairperson is elected on an annual basis as part of the Councillors' Representation on Committee election process with the elected Councillor being appointed to the role of Arts and Culture Advisory Committee Chairperson.
- 3.4.2 The key responsibilities of the Chairperson are as follows:
- representing the Committee to the community ensuring the values, purpose and activities of the committee are promoted
 - conducting the business of the meeting in an orderly and efficient manner including opening and closing meetings and confirming the quorum
 - utilising the interests and skills of all members to develop a common view of the Committee's purpose and shared responsibility for leadership

4. OPERATING PROCEDURES

4.1 Quorum

- A minimum attendance of seven committee members is required for a meeting to proceed.

4.2 Meetings

- Meetings are to be held at a time to suit members.
- There will be a minimum of four meetings per year, with additional sub-committee meetings as agreed by members.
- Where practicable, the agenda together with reports and documents that relate to the Committee will be forwarded to members in sufficient time to enable consideration prior to meetings.
- Accurate minutes will be kept of each meeting of the Committee. The minutes of a meeting shall be submitted to committee members for ratification at the next subsequent meeting of the Committee.

4.3 Sub-committees

- A Public Art Review sub-committee may be established from time to time to assess proposals and make recommendations to the Committee. Council's Public Art Policy provides direction for the membership and role of the sub-committee.

4.4 Expectations/ Requirements of Members

Members are expected to:

- Declare any interest, pecuniary interest or conflict of interest
- Keep informed of current developments, issues and concerns in the local community.
- Have an understanding of and/or experience arts and cultural development and the principles of community development.
- Prepare for and actively participate in meetings.
- Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- Treat information with sensitivity.

4.5 Evaluation and Review

The terms of reference will be reviewed by the Committee every two years. Endorsement of the final terms of reference will be provided by Council.

	<h2>Privacy Policy</h2>
Version No.	V2.0 8 August 2018
Endorsement	Policy Review Panel - 24 October 2018
Authorisation	Council <insert date>
Review date	September 2020
Responsible officer	Chief Executive Officer
Policy owner	Manager Legal and Governance

1. Purpose

Council acknowledges and believes that the responsible handling of personal and health information is a requirement of law and is a key aspect of democratic governance. Council is strongly committed to protecting an individual's right to privacy. Accordingly, Council is committed to full compliance with its obligations under the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic) and any other relevant legislation. In particular, Council will comply with the Information Privacy Principles and Health Privacy Principles contained in these Acts. This policy reflects that.

This policy applies to both personal information and health information held by Council.

2. Scope

Applies across Council and in relation to Council's interaction with the public.

3. Definitions

Word/Term	Definition
Personal Information	<p>is defined in the <i>Privacy and Data Protection Act 2014</i>. The definition may change from time to time. The current definition is:</p> <p><i>information or an opinion (including information or an opinion forming part of a database), that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion, but does not include information of a kind to which the Health Records Act 2001 applies</i></p>
Health Information	<p>is defined in the <i>Health Records Act 2001</i>. The definition may change from time to time. The current definition is:</p> <p>(a) <i>information or an opinion about:</i></p> <ul style="list-style-type: none"> (i) <i>the physical, mental or psychological health (at any time) of an individual, or</i> (ii) <i>a disability (at any time) of an individual, or</i> (iii) <i>an individual's expressed wishes about the future provision of health services to him or her, or</i>

Word/Term	Definition
	<p>(iv) a health service provided, or to be provided, to an individual that is also personal (identifying or potentially identifying, recorded) information, or</p> <p>(b) other personal information collected to provide, or in providing, a health service;</p> <p>(c) other personal information about an individual collected in connection with the donation, or intended donation, by the individual of his or her body parts, organs or body substances; or</p> <p>(d) other personal information that is genetic information about an individual in a form which is or could be predictive of the health (at any time) of the individual or of any of his or her descendants.</p> <p><i>But does not include health information, or a class of health information or health information contained in a class of documents, that is prescribed as exempt health information for the purposes of this Act generally or for the purposes of specified provision of this Act.</i></p>
Sensitive Information	<p>is defined in the <i>Privacy and Data Protection Act 2014</i>. The definition may change from time to time. The current definition is:</p> <p>“...information or an opinion about an individual’s-</p> <p>(a) racial or ethnic origin; or</p> <p>(b) political opinions; or</p> <p>(c) membership of political association; or</p> <p>(d) religious beliefs or affiliations; or</p> <p>(e) philosophical beliefs; or</p> <p>(f) membership of a professional or trade association; or</p> <p>(g) membership of a trade union; or</p> <p>(h) sexual preferences or practices; or</p> <p>(i) criminal record-</p> <p><i>that is also personal information.</i>”</p>
Consent	means express or implied consent.

4. Policy

Council will apply the relevant law, that is, the provisions of the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic), collectively referred to in this Policy as “the Privacy Laws”.

4.1 Personal Information – Examples

This Policy applies to Personal Information held by Council. For example, Council holds Personal Information on its local citizens and ratepayers, such as names and addresses, in order to carry out its functions like planning, building, valuation, community and property services. Personal information may also include date of birth, motor vehicle registration and credit card details.

Council may also request Personal Information in order to provide a service, such as education, welfare, child care or other community services. In some instances, Personal Information may be contained on a public register (such as the register of building permits, register of food premises and animal registration details).

4.2 Sensitive Information – Examples

Council may also hold Sensitive Information. Sensitive Information includes information or an opinion about an individual's racial or ethnic origin, political opinions, trade union membership, philosophical or religious beliefs, sexual preferences or criminal record. For example, Council may collect information on religious beliefs in providing a Meals on Wheels service to ensure the provision of meals are appropriate to a person's faith, and may undertake a criminal record check if you apply for employment with Council.

4.3 Health Information – Examples

This Policy also applies to Council's handling of Health Information. Health Information includes information about the physical, mental or psychological health, or disability of an individual. It also includes information collected to provide a health service to an individual such as a disability or aged care service, immunisation service or maternal health care service, including an individual's expressed wishes about the future provision of health services.

4.4 Collection

Council will only collect Personal, Sensitive and Health Information that is necessary for its functions and activities. In some instances, Council is required by law to collect this information. Council will only collect Sensitive Information and Health Information where you have consented or as permitted under the Privacy Laws or another law.

If it is reasonable and practicable to do so, Council will collect Personal, Sensitive and Health Information about you directly from you. When doing so, it will inform you of the matters set out in the Privacy Laws, including the purpose/s for which the information is collected, and will use lawful and fair means. If Council collects this information about you from someone else, it will take reasonable steps to make you aware of this.

Council may collect Personal, Sensitive and Health Information about you from others, such as contracted service providers, emergency services or health service providers and from publicly available sources of information or pursuant to other laws which permit information sharing under certain specific and limited circumstances

4.5 Use and Disclosure

Council will use Personal, Sensitive or Health Information for the primary purpose for which it was collected (for example, levying rates, billing, town planning and building approvals, and the provision of family services and community services). Council may also use Personal, Sensitive or Health Information for related purposes you would reasonably expect, where you have consented, for law enforcement purposes and in any other circumstances permitted by the Privacy Laws or any other law which applies.

The Personal, Sensitive and Health Information may also be disclosed in these circumstances. For example, it may be disclosed:

- to Council's contracted service providers who manage services on Council's behalf, such as garbage collection and leisure centres.
- to government departments and agencies (such as the Department of Education and Training, the Department of Health and Human Services, the Victorian Building Authority, VicRoads, WorkCover and Centrelink) for their statutory purposes, if required by law.
- to water, gas and electricity utilities for the purposes of ensuring data is accurate, if required by law.

- to the Police, Fire and Emergency Services for emergency, public safety or law enforcement purposes, if required by law.
- to integrity agencies, such as the Local Government Investigations and Compliance Inspectorate, the Independent Broad-based Anti-Corruption Commission, and the Victorian Information Commissioner for their statutory purposes, if required by law.
- Council is also required to maintain a number of public registers, which include Personal Information, such as: election campaign donation returns received from candidates in Council elections.
- register of all planning permit applications and all decisions and determinations relating to permits.

4.6 Quality and Security

Council will take reasonable steps to ensure the information it holds is accurate, complete and up to date for the purpose for which it is to be used. If your details change, you are encouraged to contact Council so that its records can be updated.

Council will maintain a secure system for storing information. Technological and operational policies and procedures are in place to protect information from misuse and loss and from unauthorised modification or disclosure.

Council will dispose of information where it is no longer necessary to fulfil the purposes for which the information was collected or as permitted or required by law having regard to its obligations under the *Public Records Act 1973*.

4.7 Access and Correction

Should you wish to access your personal information (including health information), please contact Council's Privacy Officer on 9747 7222. The Freedom of Information Act 1982 will then apply.

If you believe that your information is inaccurate, incomplete or out of date, you may request Council to correct it. Your request will be dealt with in accordance with the law.

4.8 Anonymity

Where lawful and practicable, Council will give you the option of not identifying yourself when supplying information or entering into transactions with it.

4.9 Obligations and Health Service Provider

Where Council is providing health services, it will meet its obligations in relation to making information available to other health service providers, and notifying the public of any closure or transfer of its practices.

4.10 External Contractors

While Personal, Sensitive and Health Information is usually handled by Council staff, Council may outsource some of its functions to third parties. This may require the contractor to collect, use or disclose certain information (e.g. garbage collection). Council believes that the provision of information to contractors from time to time as necessary to perform its function is a related secondary purpose which you would reasonably expect it to do. Council requires all of its service delivery contractors to comply with the Privacy Laws.

4.11 CCTV

Council may use CCTV in and around Council buildings for safety and security, where this is considered necessary, but never in bathrooms, toilets, change rooms and the like.

4.12 Planning Applications and Objections

Council is required by the *Planning and Environment Act 1987* to make available for inspection planning permit applications, including the plans and personal information such as the applicant's name, address and telephone number, and the landowner's name. This information will be made available for public viewing, including on Council's website, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987*.

Where there is a current application for planning permit, Council is also required by the *Planning and Environment Act 1987* to make a copy of every objection available to any person wishing to inspect the file until the end of the period during which an application may be made for review of a decision on the application. Copies of objections may also be provided during this period.

4.13 Submissions pursuant to section 223 of the Local Government Act 1989

All written submissions received pursuant to section 223 of the *Local Government Act 1989* are required to be made publicly available for inspection.

Personal information provided as part of a public submission or question to a Council or Committee meeting may also be included with the published agenda papers and minutes of the meeting, which are available on Council's website.

4.14 Tax File Numbers

Council holds tax file number (TFN) information about its employees. Under the Notifiable Data Breach Scheme, contained in Part IIIC of the Commonwealth *Privacy Act 1988*, Council is required to notify the Office of the Australian Information Commissioner (OAIC) and affected individuals if there has been an 'eligible data breach' of TFN information. An eligible data breach occurs when there is loss of, unauthorised access to, or unauthorised disclosure of, Personal, Sensitive or Health information, which is likely to result in serious harm, and remedial action has not been taken to prevent such risk of harm.

Council is not otherwise directly subject to the Commonwealth *Privacy Act 1988*. However, Council may at times agree to be bound by this Act (for example, where it receives funding under a Commonwealth program).

4.15 Website Privacy Statement

Council has a specific Privacy Statement that applies to its website, which can be accessed here <https://www.melton.vic.gov.au/Council/About-Council/Privacy/Website-privacy-statement>

4.16 Complaints

If you feel aggrieved by Council's handling of your Personal, Sensitive or Health Information, you may make a complaint to Council's Privacy Officer on 9747 7222. Your complaint will be investigated as soon as possible (and acknowledged no later than five business days) and you will be provided with a written response. Alternatively, you may make a complaint to the Victorian Information Commissioner (in respect of personal information generally) or the Health Complaints Commissioner (in respect of health information) (although the Commissioners may decline to hear the complaint if you have not first made a complaint to Council).

5. Responsibility

5.1	Privacy Officer (role currently also held by Manager Legal and Governance)
	<ul style="list-style-type: none"> Responsible for advising Councillors and officers in privacy matters and taking privacy complaints.
5.2	Freedom of Information Officer (role currently also held by Manager Legal and Governance)
	<ul style="list-style-type: none"> Responsible for dealing with a request to access or obtain copies of documents.
5.3	All council officers
	<ul style="list-style-type: none"> Are responsible for compliance of the requirements of this policy. Non-compliance may result in criminal charges or civil action.

6. References and links to legislation and other documents

Name	Location
<i>Freedom of Information Act 1982 (Vic)</i>	Available via www.legislation.vic.gov.au
<i>Health Records Act 2001 (Vic)</i>	Available via www.legislation.vic.gov.au
<i>Local Government Act 1989 (Vic)</i>	Available via www.legislation.vic.gov.au
<i>Privacy and Data Protection Act 2014 (Vic)</i>	Available via www.legislation.vic.gov.au
<i>Privacy Act 1988 (Cth)</i>	Available via www.legislation.gov.au
<i>Public Records Act 1973 (Vic)</i>	Available via www.legislation.vic.gov.au



Terms of Reference

Name	Community Achievement Awards Assessment Panel
Endorsed by	Policy Review Panel – 24 October 2018
Approved by	Council - <Insert date>
Next review	March 2020

1. PURPOSE

The purpose of this document is to define the terms of reference, composition and operating arrangements of the Community Achievement Awards Assessment Panel.

2. COMMUNITY ACHIEVEMENT AWARDS

2.1 Program Objectives

The Community Achievement Awards are presented to those who are doing good work within the community of City of Melton. These awards are to recognise and acknowledge the good work that is being carried out by the community and where they are making a difference in the lives of others.

2.2 Administrative Structure

The Assessment Panel shall operate as a selection panel. The operations of the Community Achievement Awards Assessment Panel shall be chaired by the Coordinator, Community Capacity. The Program Coordinator will bear responsibility for the entire process of Community Achievement Awards.

2.3 Functions of the Committee

The Community Achievement Awards Assessment Panel will have three distinct functions:

1. Assessing nominations against the assessment criteria;
2. Suggesting ideas to better the process of nominations
3. Identifying community members worthy of being nominated next year.

3. COMPOSITION

3.1 Membership

The Panel will consist of all nine (9) Councillors and two (2) Council Officers.

	Position	Type of Appointment	Term
1	Mayor	Appointed	1 year
2	Deputy Mayor	Appointed	1 year
3	Councillor	Appointed	1 year
4	Councillor	Appointed	1 year
5	Councillor	Appointed	1 year
6	Councillor	Appointed	1 year
7	Councillor	Appointed	1 year
8	Councillor	Appointed	1 year
9	Councillor	Appointed	1 year
10	Coordinator Community Capacity* (Chair- no voting rights)	Ex-officio	Ongoing
11	Program Coordinator* (no voting rights)	Ex-officio	Ongoing

The total number of voting members will be nine (9).

* These officers will be present on an ex officio basis only for the purpose of providing assistance. Any supplementary members will not have any voting rights.

3.2 Terms and Method of Nomination

Councillors confirm the appointment of its delegates to its committees each November as part of the Councillor Representation Nominations Advisory Committee.

Staff appointments are automatic and ongoing as they are responsibilities of the Coordinator Community Capacity and Program Coordinator positions.

3.3 Chair

The Coordinator Community Capacity will automatically assume the role of Chair, unless otherwise stated. The Coordinator Community Capacity shall nominate the Chair in case of their absence.

3.4 Program Coordinator

The Program Coordinator will administer the Program. The Program Coordinator is responsible for:

- Setting meeting dates and venues – at least once per annum
- Setting agenda
- Taking and circulating minutes

The Program Coordinator may invite other council staff to help and assist in compiling the scores.

3.5 Voting Rights

All Councillor delegates have full voting rights at Panel meetings.

The Coordinator Community Capacity and Program Coordinator have no voting rights at Panel meetings.

4. OPERATING PROCEDURES

4.1 Quorum

A quorum for the Panel requires attendance of at least five (5) voting members.

4.2 Meetings

- 4.2.1 The Panel will meet at least once per annum.
- 4.2.2 Notice of Panel Meetings shall be given to members at least ten (10) business days prior to each meeting.
- 4.2.3 All proposed documentation to be presented or discussed at the meeting must be forwarded to all group members at least five (5) business days prior to the meeting date to enable sufficient time for consideration prior to meetings.
- 4.2.4 Apologies for Panel meetings should go to the Program Coordinator no later than 5pm on the day prior to each meeting.
- 4.2.5 Accurate minutes will be kept of each meeting of the Panel. The minutes of a meeting shall be submitted to Panel members for ratification at the next subsequent meeting of the Panel.
- 4.2.6 The Minutes of the Panel are to go to the next Ordinary Meeting of Council for its endorsement.

4.3 Nominees Eligibility and Assessment Criteria

Nominees for Community Achievement Awards are City of Melton residents whose contributions to the City of Melton community have been voluntary or have exceeded the normal requirements of the person's paid work or people who live outside the city but who play a major role in the life of the Melton community.

Awards will be assessed based on individual contribution and benefit to the community.

4.4 Categories of Community Achievement Awards

There are five categories for Community Achievement Awards. They are as follows:

- **Citizen of the Year** – for recognition of ongoing community leadership and involvement
- **Gender Equity Leader of the Year Award** – for community leadership, promotion of gender equality and commitment to advancing the status of women
- **Young Citizen of the Year** – for community leadership under 25 years old
- **Access and Inclusion Leader of the Year** – for commitment to improving the life of people with a disability
- **Intercultural Engagement Leader of the Year** – for leadership that celebrates our diverse community.

4.5 Requirements of Members

Members are expected to:

- 4.5.1 Declare in advance any potential conflict of interest and to exit the room during the deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of the Community Achievement Awards Assessment meeting.
- 4.5.2 Keep informed of current developments, issues and concerns in the local community.
- 4.5.3 Prepare for and actively participate in meetings.
- 4.5.4 Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- 4.5.5 Treat information with sensitivity and not disclose the confidential nature of the information presented to this Panel.

4.6 Evaluation and Review

The Community Achievement Awards Terms of Reference will be reviewed and evaluated at least every two years.

5. RELATED MATERIAL

Name	Location	Document Type
Community Achievement Awards Policy	Council's Intranet	Council Policy
Community Achievement Awards Procedure	Council's Intranet	Procedure