

COUNCIL POLICY

Community Service Awards	Adopted By Council:	21/09/11	
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	Document No:	CP002	
	Directorate:	Community	
	Responsible Officer:	Manager Community	

CONTEXT

The Borough of Queenscliffe recognises that there are many individuals, community groups and organisations that make outstanding contributions to the community every year and that those contributions should be acknowledged and celebrated accordingly.

PURPOSE

The purpose of this policy is to set out the award categories, and the nomination and selection processes for awards that acknowledge community excellence in the Borough of Queenscliffe.

POLICY

1. Eligibility

Awards will be available in the following categories:

Citizen of the Year Awards: Up to two awards presented to people who are an Australian citizen and have made an outstanding contribution during the current year and/or given outstanding service to the community of the Borough of Queenscliffe over a number of years. The recipients may live outside the area but are still eligible if the volunteer contributions are within the Borough and benefit the Borough community.

Community Group of the Year Award: Presented to the organisation/group which has made the most outstanding contribution to the community during the year.

2. Call for Nominations

To ensure widespread knowledge of the awards and high quality nominations, Council will call for nominations via local and regional media and other appropriate means (date to be determined) each year and will allow at least 6 weeks before the close of nominations.

3. Community Service Awards Reference Group

The Community Service Awards Reference Group will consist of at least one (1) Councillor, three (3) Community Members and council officers as necessary.

Expressions of interested will be invited from the community to participate on the Community Service Awards Reference Group. Membership to the Reference Group will be considered confidentially and appointed by Council.

4. Selection

The Community Service Awards Reference Group will review nominations against set criteria and make a recommendation on recipients to Council. Final decisions will be formally endorsed confidentially by Council at an Ordinary Council Meeting.

Awards will be presented to persons, groups and/or organisations that have made the most outstanding achievements and/or the most outstanding contribution to the local community during the year or over several years.

No awards will be made if it is considered that nominations are not of a sufficiently high standard.

5. Presentation and Acknowledgement

All nominations will be acknowledged and awards will be presented during the Volunteers celebrations each year. Citations outlining the outstanding achievements / contribution will be presented to the award recipients and made public via the local and regional media. The Citizen/s of the Year will be acknowledged on Council's Awards Honour Board, located in the Town Hall Foyer.

CONTINUOUS IMPROVEMENT

This policy will be reviewed on a continuous basis, but as a minimum every three years from the date of adoption.

OTHER REFERENCES

Community Service Awards Reference Selection Criteria

END