



Appendix 2b

12.1 Community Service Awards Community Reference Group Terms of Reference


Community Service Awards Policy CP002

Ordinary Meeting of Council

Wednesday 15 December 2021 at 7:00pm

Queenscliff Town Hall

COUNCIL POLICY

Community Service Awards	Adopted By Council:	21/09/11	
	Date/s Revised: 03/08/03, 21/09/11, 26/02/14, 21/09/17, 25/08/21		
	Next Review Date:	08/24	
	Document No:	CP002	
	Directorate:	Community	
	Responsible Officer:	TBA	

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 Award: Presented to the person who is over 27 years of age, an Australian citizen and has 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 community member may live outside the area but are still eligible if the volunteer contributions are within the Borough and benefit the Borough community.

Young Citizen of the Year Award: Presented to the person who is under the age of 27 years and has 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 community member may live outside the area but are still eligible if the volunteer contributions are within the Borough and benefit the Borough community.

Community Event of the Year Award: Presented to the person/group who has staged the most outstanding community event during the year.

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

Community Environment Project of the Year:

Presented to the person/group who has staged the most outstanding environmental project 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 in (date to be determine) 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 a number of years.

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

5. Presentation and Acknowledgement

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 of the Year and Young Citizen 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