



## **Community Service Awards Community Reference Group**

### **Terms of Reference**

#### **1. Background**

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.

Council resolved at the 26 October 2022 Ordinary meeting of Council to adopt the *Community Service Awards Policy CP002*. 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.

#### **2. Purpose**

The purpose of the Community Service Awards Community Reference Group is to confidentially assess and make recommendations to Council on nominations received for its annual Community Service Awards.

#### **3. Roles and function**

1. Review and assess nominations received for Community Service Awards in accordance with the Community Service Awards Guidelines
2. Ensure that advice and recommendations to Council remains impartial and confidential and is in the best interests of and reflect the general views of the community as a whole.

#### **4. Legal Status**

Decisions and recommendations of the Committee have no legal standing.

#### **5. Membership**

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

## **6. Recruitment and Selection of External members**

Expressions of interested will be invited from the community to participate on the Community Service Awards Community Reference Group for a period of two years.

Applicants for the Community Reference Group must respond to two questions;

1. What is their interest in becoming a member of Community Reference Group and
2. What is their current involvement and/or activity in the local community?

As much as is possible, council seeks to ensure that members of its Community Reference Group are representative of community, as such, age and gender of the applicant will be reviewed with a view to ensuring appropriate representativeness.

Council's Chief Executive Officer will establish an appropriate recruitment and selection process to evaluate potential members, taking account of the applicant's involvement and participation in the wider community. Applications for Community Service Awards open in January of the applicable year.

Recommendation for appointment is made by the selection panel to Council. The selection panel shall include the councillors delegated by Council to participate in the Reference Group and the Chief Executive Officer (or his/her delegate). Membership to the Reference Group will be considered confidentially and appointed by Council. Membership to the group cannot be consecutive terms.

## **7. Assessment and Meetings**

The Community Service Awards Community Reference Group members will be required to complete individual assessments of nominations according to the criteria set out in the Community Service Awards Guidelines.

The Community Service Awards Community Reference Group will meet for approximately 2 hours in February or Early March to:

1. Assess the nominations for Community Service Awards
2. Make recommendations to Council.

All members are expected to be fully prepared and attend the meeting, in person or through teleconference.

The meeting of the Committee is closed to the general public.

## **8. Reporting**

Officers will prepare a confidential report to Council with recommendations from the Community Service Awards Community Reference Group.

## **9. Confidential matters**

Community Service Awards Community Reference Group members shall not directly or indirectly release or make available to any person information relating to the work or discussions of the Committee of which he or she is a member.