

COUNCIL POLICY

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

CONTEXT

The Borough of Queenscliffe recognises that there are many individuals, community organisations 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:

Community Member of Year:

Up to two awards presented to people who 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.

Rising Community Leader of the Year Award:

Recognises an emerging individual who has demonstrated exceptional initiative, leadership potential and commitment to strengthening the local community. This award celebrates a person who is in the early stages of their leadership journey but is already making a measurable, positive impact through their actions, advocacy or community involvement in the Borough of Queenscliffe.

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 interest 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 eligible nominations will be acknowledged, and awards will be presented during the Volunteers Recognition celebration each year. Citations highlighting the outstanding achievements / contribution will be presented to the award recipients and made public via Council's website and social media. The Community Member(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 four years from the date of adoption.

OTHER REFERENCES

END

Appendix

Terms of Reference

1. Purpose

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

2. Roles and function

2.1 Review and assess nominations received for Community Service Awards in accordance with the set criteria.

2.2 Ensure that the 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.

3. Legal Status

Decisions and recommendations of the Committee have no legal standing.

4. 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.

5. Expression of Interest 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 the 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 Expression of Interest and selection process to evaluate potential members, taking account of the applicant's involvement and participation in the wider community.

A recommendation for appointments is made by the selection panel and presented to Council. The selection panel shall include the councillor 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.

Individuals may not seek membership to the group for consecutive terms.

6. 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.

7. Assessment criteria

Criteria for assessing the Community Member of the Year include:

- Demonstrated commitment to the betterment of the Borough of Queenscliffe community over a number of years
- Undertakes activities, which have short and long term benefits for others
- Provides a positive role model for others
- Undertakes activities that promote the welfare and wellbeing of the Borough of Queenscliffe community
- Contributions made by the nominee must have been completed on a voluntary basis

Criteria for assessing Rising Community Leader of the Year include:

- Demonstrated commitment to emerging leadership for the betterment of the Borough of Queenscliffe community who is in the early stages of their volunteer journey
- Committed to community growth and wellbeing
- Provides a positive role model for others
- Undertakes activities that promote the welfare and wellbeing of the Borough of Queenscliffe community
- Contributions made by the nominee have been completed on a voluntary basis

Criteria for assessing the Community Organisation of the Year include:

- Group or organisation has made an outstanding contribution to the Borough of Queenscliffe community during the previous year
- Dedicated service and leadership in the community
- Positive impact on the Borough of Queenscliffe community
- Majority of contributions made by group members have been completed on a voluntary basis.

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. Membership of the group is confidential and members must not divulge their appointment in any way to members of the public.