

# Community Achievement Awards Policy

<b>Date adopted</b>	26 February 2024
<b>Adopted by</b>	Council – 26 February 2024
<b>Review due</b>	26 February 2025
<b>Responsible officer</b>	Manager Healthy Connected Communities
<b>Records reference</b>	9193133

## 1. Purpose

The Community Achievement Awards Program (CAA) recognises the work of individual volunteers or persons that clearly exceed the normal requirements of their paid work, and their contribution to community projects and the community. The CAA program inspires individual and community pride and strengthens community life in City of Melton.

## 2. Application And Scope

This policy applies to the nomination and awarding of the CAA program in the categories listed below. Annually, Council invites the community to nominate Melton City residents for the Melton Community Achievement Awards (CAA).

- 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
- Disability 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.

## 3. General Provisions

The CAA program provides a vehicle for Council to recognise and celebrate the contribution individuals make, their positive impact through community projects and the benefit achieved for the broader Melton community.

### 3.1. Eligibility Criteria

- 3.1.1. Nominees must be residents of the City of Melton who have consented to their nomination.
- 3.1.2. Nominees must have contributed to the City of Melton in a voluntary capacity; or must have clearly exceeded the normal requirements of their paid work.
- 3.1.3. Nominees cannot be a staff member or Councilor at Melton City Council.

- 3.1.4. Nominees must be nominated by another person who is not an immediate family member or member of their household. People cannot nominate themselves, an immediate family member (spouse, parent child, sibling) or someone that they live with.
- 3.1.5. Nominees cannot be nominated by a staff member or Councilor at Melton City Council.
- 3.1.6. Nominations must be received by the closing date; no late nominations will be accepted.
- 3.1.7. Nominations may be submitted through the online nomination system or by hard copy.
- 3.1.8. Nominees must not be a previous Community Achievement Award winner in the same category.

## **3.2. Selection Criteria**

- 3.2.1. The following selection criteria applies to all awards categories to be applied by the assessment panel:
- 3.2.2. Commitment to improving community access, participation and involvement in the City of Melton’.
- 3.2.3. Commitment to fostering community partnerships in the City of Melton’; and
- 3.2.4. ‘Commitment to demonstrating community leadership in the City of Melton.’

An additional criterion for the Disability Access and Inclusion Leader of the Year Award includes:

- 3.2.5. ‘Commitment to advancing disability access and inclusion in the City of Melton.’

An additional criterion for the Gender Equity Leader of the Year Award includes:

- 3.2.6. ‘Commitment to community leadership, promotion of gender equality and commitment to advancing the status of women in the City of Melton.’

An additional criterion for the Intercultural Engagement Leader of the Year includes:

- 3.2.7. ‘Commitment to advancing the intercultural engagement in the City of Melton.’

No applicant can receive more than one award in a year.

Should no suitable nominations be submitted in a category, the panel may not award a winner for that year.

Nominees are eligible to be considered under more than one award category according to their community contributions. The assessment panel reserves the right to consider suitability of nominees for all relevant categories when conducting their assessment process.

### 3.3 Assessment Panel

The assessment panel is an advisory committee of Council governed by the Community Achievement Awards Assessment Panel Terms of Reference.

## 4. Definitions

Term	Definition
CAA	Community Achievement Awards
Gender Equity	The provision of fairness and justice in the distribution of benefits and responsibilities between women and men. It is not about equal delivery of services or distribution of resources; rather, equity recognises diversity and disadvantage and seeks to direct resources and services towards those most in need to ensure equal outcomes for all.

## 5. Related Documents

The Community Achievement Awards Policy aligns with the Council and Wellbeing Plan and other relevant strategies and the Gender Equality Act 2022-2025.

A Gender Impact Assessment has been completed on this policy.

The policy is compliant with the Local Government Act 2020 and with the Charter of Human Rights and Responsibilities Act 2006.

Name	Location
<i>Local Government Act 2020</i>	<a href="https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020">https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020</a>
Charter of Human Rights and Responsibilities Act 2006	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Gender Equality Act 2020	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Council and Wellbeing Plan	Available via Council's website
Equality and Respect Strategy; Intercultural Plan; Growing and Thriving Strategy	Available via Council's website

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