

# 2024 Community Service Awards

## Guidelines



# Contents

- Community Service Awards .....2
- Nomination Categories .....2
  - Aged .....2
  - Community Service .....2
  - People Who Make a Difference .....2
  - Sport and Recreation (Including Arts and Culture) .....2
  - Youth (25 years and under) .....2
- Nomination Guidelines .....3
  - Nominations .....3
  - Supporting documentation.....3
  - Selection Criteria.....3
  - Selection Panel .....3
  - Assessment.....4
- Submitting a nomination .....4
- Contact Details .....4

## **Community Service Awards**

The City of Belmont takes great pride each year to honour those hard-working community minded volunteers who contribute significant time and expertise for the benefit of the Belmont community.

The Community Service Award process was initiated in 1977 to recognise and acknowledge volunteer services performed by community members/organisations, with five people receiving the inaugural Award. Since 1977 and up to 2023, there have been 113 Awards presented with four recipients receiving the Award twice.

## **Nomination Categories**

The below listed categories can apply to individuals as well as community groups.

### **Aged**

This category applies to an individual/community group who contributes within the aged sector i.e., activities and services for seniors.

### **Community Service**

This category applies to an individual/community group who contributes within the general community i.e. emergency service volunteer, support workers, religious organisations, culturally diverse communities, charity groups, schools.

### **People Who Make a Difference**

This category applies to an individual/community group who has made an exceptional impact, by going above and beyond their duties and making a significant difference in their local community by assisting others.

### **Sport and Recreation (Including Arts and Culture)**

This category applies to an individual/community group who contribute(s) to sporting and recreational clubs as well as arts and culture clubs and organisations.

### **Youth (25 years and under)**

This category applies to an individual/community group who supports organisations such as youth clubs, youth centres, schools etc.

# Nomination Guidelines

Please read the Guidelines carefully. Each nomination must contain a completed nomination form. Please provide all relevant details enabling the selection panel to comprehensively evaluate each nominee. For the nomination to be accepted, it must be received by the City's officers by **5pm on Monday, 17 June 2024**.

## Nominations

1. Nominations must be signed by the nominator. (paper format only)
2. Individuals/community groups cannot nominate themselves.
3. Nominators must not be related to the nominee.
4. Members of the selection panel are not eligible for nomination.

## Supporting documentation

The inclusion of supporting material will strengthen your nomination and give the selection panel a clearer idea of why you believe the nominee should receive the award. This may include:

- Personal references or endorsements
- Portfolios
- Photographs
- Newspaper article or
- Anecdotal material.

## Selection Criteria

1. The contribution made should be of benefit to the citizens of the City of Belmont (must have provided services to the residents of the City of Belmont).
2. The contribution should be voluntary and not in a paid role (however, remuneration of an incidental nature will not exclude a nominee from eligibility).
3. It is important that the nominee's voluntary work aligns with the City's values of:
  - **Teamwork:** People building relationships to work together to achieve common goals
  - **Leadership:** To focus and inspire people to achieve
  - **Integrity:** To act in an honest, professional, open, and accountable way
  - **Innovation:** To create new, innovative, and alternate ways of working
  - **People Focus:** To work safely. To communicate and consult to understand people's needs.
4. Nominations can be made in more than one category for any one nominee. Each nomination must be specific to the category for which the nomination has been submitted.

## Selection Panel

1. The panel consists of the following members:
  - The Mayor of the City of Belmont
  - Chief Executive Officer of the City of Belmont
  - Director Development and Communities of the City of Belmont
  - Manager Economic and Community Development of the City of Belmont.

2. The panel reserves the right to seek additional information from various sources to ensure an informed decision is made regarding a nomination.
3. The panel will provide its recommendation to the full Council for endorsement before any announcements are made.
4. The panel reserves the right to not recommend any of the nominees as award recipients.

## Assessment

1. The selection panel will select award recipients based on the following criteria:
  - The nominee's contribution being significant and meritorious and regarded as a praiseworthy contribution.
  - The significance and scope of contribution
  - The length of time (years) and the number of hours per week the nominee has contributed.
  - The nominee's contribution aligning with the City's values.
  - The level of impact because of the nominee's contribution.
2. Recommendations will be provided to the full Council for endorsement.
3. Nominations that do not address each question listed within the nomination form may not be eligible for consideration.

## Submitting a nomination

1. All nominations need to be received by the City's officer by **5pm on Monday, 17 June 2024**.
2. All nominations are to be submitted on the online form or on the attached nomination form.
3. Nomination forms and any supporting documentation (where applicable) can be submitted in any of the below ways:
  - Online      Online Form at [www.belmont.wa.gov.au/community-service-awards](http://www.belmont.wa.gov.au/community-service-awards)
  - Email        [community.development@belmont.wa.gov.au](mailto:community.development@belmont.wa.gov.au)
  - In person    City of Belmont Civic Centre  
215 Wright Street  
Cloverdale WA 6105
  - Post         Economic and Community Development  
City of Belmont  
Locked Bag 379  
Cloverdale WA 6985

If any of these options aren't suitable for you, please call 9477 7448 to discuss.

4. It is the nominator's responsibility to ensure that the City receives their nomination.

## Contact Details

Should you have any queries regarding the Community Service Awards, please contact the City's Economic and Community Development team via phone on 08 9477 7448 or email at [community.development@belmont.wa.gov.au](mailto:community.development@belmont.wa.gov.au)