

POLICY NO: 4.1.35

ACTIVE CITIZENS AWARD

OBJECTIVE

To publicly recognise and award residents who go above and beyond their civic duties to contribute to the community in a constructive and positive way.

POLICY STATEMENT

1. Policy Intent

To create fair guidelines and an assessment process in awarding and recognising residents who go above and beyond their civic duties to contribute to the community in a constructive and positive way.

2. Award Nominations and eligibility guidelines

- 2.1 Nominations can be submitted by City of Vincent residents, rate payers, business owners or operators or community organisation.
- 2.2 The nominee must be a City of Vincent resident or business proprietor.
- 2.3 Nomination must be submitted in writing to the Chief Executive Officer, highlighting the nominee's actions or contributions to the community, the nominee's name, address and contact details and the nominator's name, affiliation to Vincent and contact details.
- 2.4 The Nominee can only be considered once per calendar year for an Active Citizens Award.
- 2.5 Nominations for sponsorship of events or financial contribution to the City will not be considered.

3. Procedure

The procedure for assessing nominations and awarding successful nomination is as follows:

- 3.1 Once a nomination is received, it will be assessed in accordance with the policy and guidelines by the Manager Community Development. If the nomination is considered to be worthy of an award a recommendation for an award will be made to the Council for approval. Once approval has been granted, the Nominee and Nominator will receive a letter notifying them of the award and inviting them to a Council Meeting to receive the award. This assessment process can take approximately four weeks with an additional two weeks to be presented with the award at the next available Council Meeting,
- 3.2 A recommendation for an award will be made on a confidential basis to the Council for approval.

GUIDELINES

1. The Nominee for the Active Citizen Award (ACA) must be a City of Vincent Resident.
2. The Nominee for the ACA can only be considered for a ACA once per calendar year.
3. The Nominee must be nominated by a City of Vincent rate payer, resident, business owner or operator or community organisation.
4. Nominations for sponsorship of events or financial contribution to the City will not be considered.
5. The Nomination must be submitted to the Chief Executive Officer in writing and must outline the details of how the Nominee has benefited or contributed to the community with their actions.
6. The Nomination will be assessed by the City's Officers within 30 days of receiving the Nomination and the Nominator will be informed of the outcome.
7. If the Nomination is successful the Nominee and Nominator will be invited to attend an Ordinary Meeting of Council at their convenience.

Date Adopted:	27 August 2013
Date Amended:	
Date Reviewed:	
Date of Next Review:	December 2018