

CITY OF BELMONT

2023 Community

Service Awards

Guidelines and Nomination Form

Date of Publication April 2023

City of Belmont

215 Wright Street, Cloverdale Western Australia 6105

Locked Bag 379, Cloverdale Western Australia 6985

Open 8:30am - 4:45pm, Monday - Friday

9477 7222

belmont@belmont.wa.gov.au

9477 7224 (A/H)

belmont.wa.gov.au



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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 2022, 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. Ensure that you complete all questions in full. 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 has to be received by the City's officers by **5pm on Friday, 16 June 2023**.

Nominations

1. Nominations must be signed by the nominator.
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. Nominations can be made in more than one category for any one nominee. Each nomination has to be specific to the category for which the nomination has been submitted.
4. The nomination must be submitted on the provided nomination form.

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
 - Chairperson of the City's Standing Committee (Community Vision)
 - 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 Standing Committee (Community Vision) and then 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 as a result 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 Friday, 16 June 2023**.
2. All nominations should be submitted on the attached nomination form.
3. Nomination forms and the supporting documentation (where applicable) can be submitted in any of the below ways:
 - 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
 - Email community.development@belmont.wa.gov.au
4. It is the nominator's responsibility to ensure that the City received their nomination.

Contact Details

Should you have any queries regarding this document or the Community Service Awards, please contact the City's Economic and Community Development team via phone on 08 9477 7219 or email at community.development@belmont.wa.gov.au

2023 Community Service Awards – Nomination Form

1. Type of Nomination (please place a cross ☒ in an appropriate box)

- Individual Nomination
- Community Group Nomination

2. Nomination Category (Please place a cross ☒ in an appropriate box)

- Aged
- Community Service
- People Who Make a Difference
- Sport and Recreation (Including Arts and Culture)
- Youth (25 years and under)

3. Details of individual/community group being nominated

| | | | |
|---------------------|--|-----------------|--|
| Name | | | |
| Address | | | |
| Suburb | | | |
| State | | Postcode | |
| Phone (Home) | | Mobile | |

4. Nominator's Details

| | | | |
|--------------------------------|--|-----------------|--|
| Name | | | |
| Home Address | | | |
| Suburb | | | |
| State | | Postcode | |
| Phone (Home) | | Mobile | |
| Relation to the nominee | | | |

5. Summary of achievement

Please provide clear details of contribution/work/services provided by the nominee, including their role, the number of years of involvement and approximate number of hours per week spent in each area.

| | | |
|----------------------------|---|---|
| Name of organisation/group | City of Belmont | |
| Role of organisation/group | Provides arrange of services to frail aged people | |
| Volunteer role/service | Volunteer Driver | |
| Average hours per week | Number of weeks per year | Number of years |
| 8 hours | 35 weeks | 5 years |
| Commencement year | Conclusion year | City of Belmont Volunteer |
| 2010 | N/A – current volunteer | <input checked="" type="radio"/> Yes / No |

Please complete one table for each organisation that the nominee volunteers/supports/contributes to/with.

| | | |
|-----------------------------------|---------------------------------|--|
| Name of organisation/group | | |
| Role of organisation/group | | |
| Volunteer role/service | | |
| Average hours per week | Number of weeks per year | Total number of years |
| | | |
| Commencement year | Conclusion year | City of Belmont Volunteer (please circle) |
| | | Yes / No |

Second organisation/group (if applicable)

| | | |
|-----------------------------------|--|--|
| Name of organisation/group | | |
| Role of organisation/group | | |
| Volunteer role/service | | |

| Average hours per week | Number of weeks per year | Total number of years |
|------------------------|--------------------------|---|
| | | |
| Commencement year | Conclusion year | City of Belmont Volunteer (please circle) |
| | | Yes / No |

1. Summary of voluntary tasks and achievements, including significant highlights or events, during nominee’s service.

2. Number of people reached as a result of the nominee’s contribution (please circle).

| | | | | |
|---------------|----------------|-----------------|------------------|-------------|
| 0 – 20 people | 20 – 50 people | 50 - 100 people | 100 – 200 people | 200+ people |
|---------------|----------------|-----------------|------------------|-------------|

Please provide summary/evidence to support the chosen number.

3. Level of reach of contribution to community (please circle).

Local

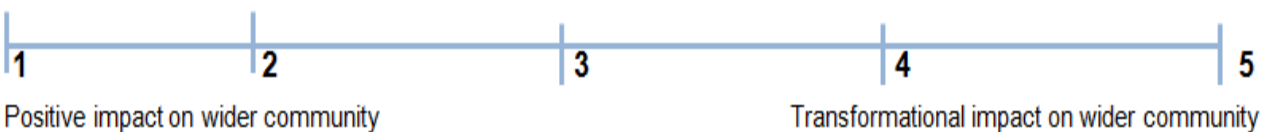
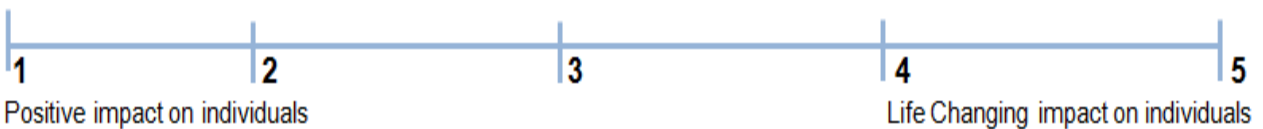
State

National

International

Please provide summary/evidence to support the chosen level of contribution

4. Level of impact to those reached (Please circle an appropriate number).



Please provide summary/evidence to support the chosen level of impact.

5. Summarise how the nominee’s contribution aligns with the City’s values.

Please indicate if you believe the nominee consistently **Achieves** or goes **Above & Beyond** the City’s values and providing supporting evidence.

- **Achieves:** Nominee regularly demonstrates the City’s values in all aspects of their voluntary work.
- **Above & Beyond:** Nominee consistently demonstrates the City’s values, commitment and willingness to go above and beyond in all aspects of their voluntary work.

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 manner

Innovation: To create new, innovative and alternative ways of working

People Focus: To work safety. To communicate and consult in order to understand people's needs'
