

Council Policy – NB-P-19

Community Service Awards

Policy Statement

Council recognises that the community is enhanced through the endeavours of its residents and volunteers who work to improve the lives of others and make the Northern Beaches a better place to live. Council's Community Service Awards recognise the outstanding contributions by publicly acknowledging and thanking them in a spirit of community pride.

Principles

1. That Council recognises the outstanding contribution of Northern Beaches' volunteers throughout the year where appropriate.
2. That this program include:
 - Australia Day Citizen of the Year Awards (6)
 - Outstanding Community Service Awards (15)
3. That the Australia Day Citizen of the Year awards program focus on the contribution of individual volunteers but also highlight the contribution of the organisations for which they work.
4. That the Outstanding Community Service Awards focus on recognising Northern Beaches residents who have made a significant contribution to the Northern Beaches and its community. One Outstanding Community Service Award can be awarded to a non-resident who has made a significant contribution to the Northern Beaches Community.
5. That a Panel comprising five community members be convened to judge the nominations received. In addition, two staff members will serve as facilitators on the panel – they will not vote.
6. The Mayor and Councillors are unable to submit a nomination/s for the awards.
7. That the Judging Panel be provided with all necessary information to assist them with their deliberations including information relating to any other awards those nominees may have received.

Table 1: Annual awards and number of persons eligible per year

Australia Day Awards
Citizen of the Year
Senior Citizen of the Year (65 years or older)
Young Citizen of the Year (under 25 years)
Sportsperson of the Year
Community Event of the Year
Community Group of the Year
Outstanding Community Service Awards
Up to 15 awards will be presented annually

The guidelines and eligibility criteria for each category will be reviewed annually and promoted via Council's communication channels. Detailed award guidelines and eligibility criteria are available on Council's website.

All nominees must be residents of, or events held within, the Northern Beaches Local Government Area, with the exception of the Outstanding Community Service awards whereby one non-resident may be awarded.

Recipients are objectively selected by the Judging Panel on merit and against the Award criteria. The panel is made up of five community members. Two staff members will serve as facilitators on the panel, but will not vote. A member of the panel is to declare an interest and stand aside from the Panel should they be related to a nominee, or consider that for any reason a conflict of interest may arise.

The Australia Day Awards are announced and presented at or around the timing of the Northern Beaches Australia Day celebrations on 26 January each year.

Scope and application

This policy applies to all employees, agents, officers, councillors and committee members of Northern Beaches Council.

References and related documents

- Local Government Act 1993
- Northern Beaches Council Policy Framework
- Northern Beaches Council Australia Day Awards Nomination Guidelines and Criteria (these are reviewed and updated annually)

Definitions

Event: An activity or thing that happens or takes place as a singular occurrence though that may be over more than one day

Responsible Officer

Executive Manager Community, Arts & Culture

Review Date

August 2027

Revision History

Revision	Date	Status	TRIM Ref
1	26 June 2019	First draft Australia Day Awards policy	2019/281707
2	26 November 2019	Community Service Awards Policy referred to Council for adoption.	2019/624057
3	11 September 2020	Community Service Awards Policy amended according to Ordinary Council meeting 26 November 2019	2019/624057
4	14 June 2023	Draft Community Service Awards Policy – minor amendments from internal review prior to public exhibition	2023/374705
5	22 August 2023	Community Service Awards Policy presented to Council and adopted.	2023/484540
6	26 March 2023	Added Policy reference number NB-P-19	2023/484540