



Community Achievement Awards Procedure

Linked policy document:	This procedure details actions and processes pursuant to the Community Achievement Awards Policy.
Version No.	Version Number 1 - 20 March 2018
Endorsement	Policy Review Panel – 13 June 2018
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Responsible officer	Manager Community Planning
Procedure owner	Coordinator Community Capacity

1. Purpose

The Community Achievement Awards Program (CAA) recognises the work of individual volunteers, and their contribution to community projects and the community. The CAA program inspires individual and community pride and strengthens community life in Melton.

2. Scope

This procedure 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). This can be extended to people who live outside the city who play a major role in the life of the Melton community.

- 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
- 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 celebrate our diverse community.

3. Definitions

Word/Term	Definition
CAA	Community Achievement Awards

4. Procedure

1. Nominations for Community Achievement Awards to be advertised for the following Award categories:
 - Citizen of the Year – for community leadership,
 - 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,
 - 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 celebrate our diverse community.
2. Nominations to be received by closing date.
 3. Nominations to be presented to the CAA assessment committee of Council, which consists of all Councillors.
 4. Nominees to be invited to a nominations night, where they receive a certificate of nomination.
 5. The winners to be formally recognised as part of Australia Day ceremony.
 6. The Council webpage link to CAA to include the details of the current recipients.

4.1. Assessment Panel

The assessment panel shall be a Committee of Council comprising all Councillors.

5. Responsibility /Accountability

5.1	Coordinator Community Capacity
5.2	Community Leadership and Partnerships Officer

6. References and links to legislation and other documents

The CAA aligns with the Council and Wellbeing Plan;

1. A proud, inclusive and safe community
 - 1.1 *A community where all people feel welcome, valued and proud*
 - 1.1.1 *Create opportunities for people of all backgrounds to share and express cultural and religious experiences, knowledge, stories and traditions*
 - 1.1.2 *Provide opportunities for meaningful community engagement and community capacity building initiatives*
 - 1.1.3 *Contribute to a welcoming environment which embraces diversity*
 - 1.1.4 *Provide opportunities and support initiatives that promote empowerment, development and participation for all*
 - 1.4 *A resilient community promoting social cohesion*
 - 1.4.5 *Facilitate relationship development between groups and individuals in the community*
 - 1.4.6 *Provide opportunities for all people, including new and emerging communities to participate in all aspects of community life*
 - 1.4.7 *Provide opportunities for arts participation and appreciation*