

# Community Achievement Awards Program Guidelines

Updated June 2022

Melton City Council



# Contents

- Community Achievement Awards ..... 3**
  - Available Award Categories..... 3
  - Awards support ..... 3
- General Guidelines..... 4**
  - General conditions..... 4
  - Eligibility criteria ..... 4
- Nomination Process ..... 4**
  - How do I apply? ..... 4
  - Awards timeline ..... 4
  - Assessment criteria ..... 5
- Need more help? ..... 5**

## Community Achievement Awards

Council proudly recognises people whose contributions make this region an even better place to live through the Melton City Council Community Achievement Awards.

The Community Achievement Awards (CAA) Program recognises the work of individual volunteers or persons that clearly exceed the normal requirements of their paid work.

The CAA Program inspires individual and community pride and strengthens community life in the City of Melton. Awards are made available annually.

### Available Award Categories

The Award categories are listed below:

Category	Description
<b>Citizen of the Year</b>	for recognition of ongoing community leadership and involvement
<b>Young Citizen of the Year</b>	for community leadership under 25 years old
<b>Access and Inclusion Leader of the Year</b>	for commitment to improving the life of people with a disability
<b>Gender Equity Leader of the Year</b>	for community leadership, promotion of gender equality and commitment to advancing the status of women
<b>Intercultural Engagement Leader of the Year</b>	for leadership that celebrates our diverse community

### Awards support

If you require help with preparing and submitting your online nomination, Council can provide one-to-one assistance. Please email [communitygrants@melton.vic.gov.au](mailto:communitygrants@melton.vic.gov.au) to book in a time to meet.

## General Guidelines

### Eligibility criteria

Nominees for Community Achievement Awards are City of Melton (CoM) residents whose contributions to the CoM community have been voluntary or have exceeded the normal requirements of the person's paid work.

- Nominees must be CoM residents who have consented to their nomination.
- Nominees must have contributed to the CoM in a voluntary capacity; or must have clearly exceeded the normal requirements of their paid work.
- Nominees cannot be a staff member or Councillor at CoM.
- Nominees must be nominated by another person who is not an immediate family member (eg. spouse, parent, child, sibling) or member of their household.
- Nominees cannot be nominated by a staff member or Councillor at CoM.
- Nominations must be received by the closing date, submitted through the online nomination system or hard copy.
- Nominations must not be a previous CAA winner in the same category.

## Nomination Process

### How do I apply?

Nominations for the Community Achievement Awards are made online. You will need to go to the SmartyGrants website [melton.smartygrants.com.au](http://melton.smartygrants.com.au) to view the nomination form and nominate. If you are unable to access the internet, Council can support you by directing you to one of the community facilities that provide public internet access. Council can also assist you to submit your nomination online.

To assist you in completing your nomination, please note the following tips:

1. You will need access to internet and an email address.
2. Access to the Nomination Form will not be available until the opening date.
3. The online system will not accept incomplete nominations.
4. All questions marked with an asterisk\* must be completed.
5. Review your nomination carefully before submitting, as once submitted you cannot go back to make any more changes.
6. Nominators will be notified via email that their nomination has been received.

### Awards timeline

Awards Open	Administration & Assessment	Awards Ceremony
July	August-September	November

## Assessment criteria

Category	Criteria
<b>Citizen of the Year</b>	<ul style="list-style-type: none"> <li>• Commitment to improving community access, participation and involvement in the City of Melton</li> <li>• Commitment to fostering community partnerships in the City of Melton; and</li> <li>• Commitment to demonstrating community leadership in the City of Melton</li> </ul>
<b>Young Citizen of the Year</b>	<ul style="list-style-type: none"> <li>• Commitment to improving community access, participation and involvement in the City of Melton</li> <li>• Commitment to fostering community partnerships in the City of Melton; and</li> <li>• Commitment to demonstrating community leadership in the City of Melton</li> </ul>
<b>Access and Inclusion Leader of the Year</b>	<ul style="list-style-type: none"> <li>• Commitment to improving community access, participation and involvement in the City of Melton</li> <li>• Commitment to fostering community partnerships in the City of Melton</li> <li>• Commitment to demonstrating community leadership in the City of Melton</li> <li>• Commitment to advancing disability access and inclusion in the City of Melton</li> </ul>
<b>Gender Equity Leader of the Year</b>	<ul style="list-style-type: none"> <li>• Commitment to improving community access, participation and involvement in the City of Melton</li> <li>• Commitment to fostering community partnerships in the City of Melton</li> <li>• Commitment to demonstrating community leadership in the City of Melton</li> <li>• Commitment to the promotion of gender equality and commitment to advancing the status of women in the City of Melton</li> </ul>
<b>Intercultural Engagement Leader of the Year</b>	<ul style="list-style-type: none"> <li>• Commitment to improving community access, participation and involvement in the City of Melton</li> <li>• Commitment to fostering community partnerships in the City of Melton</li> <li>• Commitment to demonstrating community leadership in the City of Melton; and</li> <li>• Commitment to advancing intercultural engagement in the City of Melton</li> </ul>

## Need more help?

If you require any further information or assistance about the Community Achievement Awards, please contact the Community Grants & Awards Officer:

Phone: 9747 7247 (interpreters can be booked if requested)

Email: [communitygrants@melton.vic.gov.au](mailto:communitygrants@melton.vic.gov.au)