



Shire of Wyndham East Kimberley
Council Policy Number: CPMC14
Community Recognition

OBJECTIVE:

To establish a process to recognise members of the public for their contribution to the Shire of Wyndham East Kimberley Community.

POLICY:

Nominations

All candidates must be nominated for recognition under this policy in writing by no less than two (2) recognised and active community groups, associations or organisations, and with permission of the person being nominated. All applications must include all relevant information necessary for the Community Recognition Review Panel to make an informed decision.

Applications for community recognition can be received at anytime during the year.

Once an application has been received, the community recognition review panel must make a recommendation to Council within two (2) calendar months of receipt of the application.

Each application will be considered behind closed doors.

If the candidate has already received a form of recognition in the current year (for example volunteer of the year) the application will be refused and the nominators will be invited to re-apply in the following year. (The intention of this is to ensure that the prestige of other civic awards are not diminished by this policy)

Community Recognition Review Panel

A Community Recognition Review Panel will be created to review all applications for community recognition and make recommendations to Council regarding the application.

The Community Recognition Review Panel will be made up of Shire President, the Deputy Shire President and one Councillor decided by Council.

When considering whether this form of recognition should be awarded to a candidate, the Community Recognition Review Panel will consider the following:

1. Length of service in a field(s) of activity,
2. Level of commitment to a field(s) of activity;
3. Personal leadership qualities;
4. Benefits to the community of the Shire of Wyndham East Kimberley resulting from the candidate activities; and
5. Specific achievements of the candidate.

Presentation of Community Recognition

Presentation of community recognition will be made at an Ordinary Meeting of Council with the Chief Executive Officer arranging a press release regarding the award.

The recipient shall receive a Certificate of Appreciation and gift

The value of the gift awarded will be at the discretion of Council, based on a recommendation from the Community Recognition Review Panel, in consultation with the Chief Executive Officer.

GOVERNANCE REFERENCES

Statutory Compliance	Local Government Act 1995 Section 5.5
Industry Compliance	Nil.
Organisational Compliance	Delegations Manual
Process Links	Nomination Form, Criteria for Recognition

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Governance		Chief Executive Officer		Ext: 109	
Date Effective	16/03/2010				
Date Adopted	15/02/2005	Last Reviewed	16/03/2010		
Risk Rating	Low	Review Cycle	Tri-Annual	Next Due	03/2013