
2021 Community Awards & Recognition Program

1. Overview

The community relies on volunteers, organisations and local businesses to enhance services such as sport and recreational activities, emergency services, community safety, community events and access and inclusion for people with disability.

The Town of Cambridge Community Awards and Recognition Program provides an opportunity for the Town to recognise and acknowledge individuals for their voluntary service within the community. The awards acknowledge excellence in community service and participation.

Relevant Policy: Community Awards and Recognition Program (Council Policy 017)

2. Nomination Categories

2.1 COMMUNITY SERVICE VOLUNTEER AWARD

The Community Service Volunteer Award is a community recognition award that acknowledges an inspiring individual who fosters community pride and spirit. This category applies to volunteers who work within community groups such as, religious organisations, charity groups, schools, service clubs and support groups for seniors/people with disability.

2.2 SPORT AND RECREATION VOLUNTEER AWARD

The Sport and Recreation Volunteer Award is a community recognition award that acknowledges an inspiring individual who fosters community participation in sport and recreation. This category applies to volunteers who work with sporting and recreational clubs/associations.

2.3 COMMUNITY ARTS AND CULTURE VOLUNTEER AWARD

The Community Arts & Culture Volunteer Award is a community recognition award that recognises and promotes an inspiring individual who fosters community pride and spirit within the area of Art & Culture.

2.3 YOUTH VOLUNTEER AWARD

The Youth Volunteer Award is a community recognition award that acknowledges an inspiring young individual who has made a noteworthy voluntary contribution to the local Cambridge community through active involvement.

3. General Information

Each year a \$750 gift voucher prize is awarded to the recipient of each Award Category.

All nominees will be invited to an annual celebratory event, where award recipients will be formally presented.

All applications must be received by the Town by the closing date.

Closing Date: Monday, 15 March 2021

NO LATE APPLICATIONS WILL BE ACCEPTED

4. Selection Criteria

4.1 COMMUNITY SERVICE VOLUNTEER AWARD

The criteria for the award include all of the following:-

- (i) **(a)** An individual (does not need to be a resident of the Town) who has made a significant voluntary contribution to benefit either Cambridge residents or a community group/organisation operating within the Town of Cambridge;

OR
- (b)** A Town of Cambridge resident who has made a significant voluntary contribution to a community group/organisation that provides a service or benefit to the Town's residents (the group does not need to be based or operate solely within the Town);
- (ii) the volunteer's time and effort is above the standard expected of any citizen (hours of time volunteered, range of tasks undertaken and length of service) and sets an example for others;
- (iii) an individual who has demonstrated significant initiative, innovation or creativity in their volunteering, which has brought about positive change. This could include delivering an event or project that benefits the Cambridge community;
- (iv) has used their energy, commitment and enthusiasm to raise awareness of volunteering, whilst encouraging others to volunteer and achieve their potential.

4.2 SPORT AND RECREATION VOLUNTEER AWARD

The criteria for the award include all of the following:-

- (i) An individual (does not need to be a resident of the Town) who has made a significant voluntary contribution to benefit a Sporting or Recreational organisation operating within the Town of Cambridge;
- (ii) the volunteer's time and effort is above the standard expected of any citizen (hours of time volunteered, range of tasks undertaken and length of service) and sets an example for others;
- (iii) an individual who has demonstrated significant initiative, innovation or creativity in their volunteering, which has brought about positive change. This could include delivering an event or project that benefits the Cambridge community;
- (iv) has used their energy, commitment and enthusiasm to raise awareness of volunteering, whilst encouraging others to volunteer and achieve their potential.

4.3 COMMUNITY ARTS AND CULTURE VOLUNTEER AWARD

The criteria for the award include all of the following:-

- (i) **(a)** An individual (does not need to be a resident of the Town) who has made a significant voluntary contribution to Art and Culture which benefits either Cambridge residents or an Art & Culture community group/organisation operating within the Town of Cambridge;

OR
- (b)** A Town of Cambridge resident who has made a significant voluntary contribution to the Art and Culture sector within Western Australia;
- (ii) the volunteer's time and effort is above the standard expected of any citizen (hours of time volunteered, range of tasks undertaken and length of service) and sets an example for others;

- (iii) an individual who has demonstrated significant initiative, innovation or creativity in their volunteering, which has brought about positive change. This could include delivering an event or project that benefits the Cambridge community;
- (iv) has used their energy, commitment and enthusiasm to raise awareness of volunteering, whilst encouraging others to volunteer and achieve their potential.

4.4 YOUTH VOLUNTEER AWARD

The criteria of the award include all of the following:-

- (i) The applicant (does not need to be a resident of the Town) must be 25 years of age or under as at the 31 December in the relevant financial year;
- (ii) An individual who has made a significant voluntary contribution to benefit Cambridge residents or a community group/organisation operating within the Town of Cambridge;
- (iii) the volunteer's time and effort is above the standard expected of any citizen (hours of time volunteered, range of tasks undertaken and length of service) and sets an example for others;
- (iv) an individual who has demonstrated significant initiative, innovation or creativity in their volunteering, which has brought about positive change. This could include delivering an event or project that benefits the Cambridge community;
- (v) has used their energy, commitment and enthusiasm to raise awareness of volunteering, whilst encouraging others to volunteer and achieve their potential.

5. Entry Conditions

The following conditions of entry apply to all award categories:

1. The nominator must not be related to the nominee.
2. Self-nominations are not accepted.
3. The nominee must not be a staff member of the Town of Cambridge.
4. Sitting members of State, Federal and Local Government are not eligible.
5. The nominee must be aware of and agree to the nomination and accept that the judges' decision is final, with no correspondence being entered into.
6. The nominee can only be nominated in one category.
7. Nominations must be apolitical in their nature and should not in any way bring the awards program or Local Government area into disrepute.
8. A previous winner is not eligible to be nominated for the same category for the proceeding 5 years of their award.
9. Unsuccessful nominees may be nominated in future years.
10. The nominator may be required to supply additional information relating to the nominee on request.

6. Developing an Application

6.1 GENERAL INFORMATION

- Applications must be made through the online application form on the Town of Cambridge website;

<https://www.cambridge.wa.gov.au/Community/Get-Involved/Community-Awards/Volunteer-Awards>

Application forms are available in alternate formats upon request. Call or email the Town of Cambridge.

- Applications must include all required supporting documents requested in the application form;
- The applicant must sign and agree to the application conditions;
- The applicant must comply with all Council policies, conditions and local laws;
- If prior to the determination of award recipients by the Council, an applicant (or any agent) canvasses any Elected Member of the Town of Cambridge, or attempts to provide additional information, either directly or indirectly, on any matter relating to the award, the person/organisation may be disqualified and the application excluded from being considered. In the event supplementary information is requested to be provided to Elected Members, please contact the Town's Community Development Officer to discuss.

6.2 NOMINATION CONSIDERATIONS

The Town aims to work with applicants throughout the application process. Please contact the Town with any questions or requests for assistance.

Some items you may wish to consider in developing your response to section 4.1 include;

- *Provide a clear description of the type, range, depth, consistency and duration of the nominee's voluntary activities, who has benefited from the nominees volunteering activities and how they have contributed as a volunteer.*
- *Identify what is unique or outstanding about the nominee, their best attributes and how these are demonstrated.*
- *Describe the leadership and visionary qualities of the nominee and how they have inspired and encouraged others*
- *Describe any innovative or creative approaches the nominee undertook that contributes to significant achievement and lasting solutions. This could include delivering an event or project or achievements that benefit the Cambridge community.*
- *Describe with examples, how the nominee has contributed to capacity building e.g. developed resources, skills or knowledge that will sustain and grow the volunteering activity.*
- *Describe how far reaching the benefit and impact of the nominees volunteering activities is felt and whether it will have a long term impact*
- *Provide examples of barriers and challenges the nominee has experienced and how they have been overcome.*

7. Application Assessment

7.1 TIMELINE AND JUDGING

Questions provided in the application form have been designed to assist the applicant in providing the information necessary to make an assessment.

Once applications close, the Town will take up to 8 weeks to collate and assess all applications received.

Applications are received and collated by the Administration staff and submitted to Council for their assessment and determination.

8. Application Outcome

Each applicant will be notified of their award application outcome.

All nominees will be invited to an annual celebratory event, where all nominees and award recipients will be formally presented.

The presentation evening commonly coincides with National Volunteer Week, which is Monday 17 – Sunday 23 May 2021.

9. Who to Contact

To discuss your application or submission please contact the Town's Community Development team.

T 9347 6000
F 9347 6060
E mail@cambridge.wa.gov.au

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