

7.7 Advisory Committee Terms of Reference

Executive Summary

Purpose

The purpose of this report is for Council to:

- Endorse the Terms of Reference for the Kew Library Redevelopment Streeting Committee (**Attachment 1**);
- Endorse the Terms of Reference for the newly created Civic Awards Assessment Panel (**Attachment 2**);
- Appoint Councillor representation to the Civic Awards Assessment Panel;
- Revoke the Citizen and Young Citizen of the Year Committee and the Volunteer of the Year Assessment Panel.

Background

Boroondara City Council has a number of advisory committees which provide advice to the Council on matters relating to the delivery of strategies, services and activities. Each year Councillors nominate for and are appointed to these advisory committees.

Each advisory committee has a Terms of Reference adopted by Council. The Terms of Reference articulate the scope or purpose of the committee, the composition of the committee and the meeting procedure required to be followed.

Key Issues

At the Council meeting held on 27 February 2023, Councillors resolved to appoint four Councillors to the Kew Library Redevelopment Steering Committee. The current terms of reference for the Kew Library Redevelopment Steering Committee state that there will be a maximum of three Councillors appointed to the committee. Officers recommend updating the terms of reference to align with the increased Councillor representation. The Terms of Reference for the committee is included in

Attachment 1.

At the February Council meeting, Councillors also determined to not appoint Councillor representation to the Volunteer of the Year Assessment Panel and requested officers investigate the amalgamation of this committee with the Citizen and Young Citizen of the Year Advisory Committee. Officers have conducted a review of the terms of reference for both committees and recommend the creation of the Civic Awards Assessment Panel. The Terms of Reference for the committee is included in **Attachment 2.**

With the creation of the Civic Awards Assessment Panel, officers believe that there is no longer a need for either the Citizen and Young Citizen of the Year Committee or the Volunteer of the Year Assessment Panel. It is therefore recommended that both committees and their Terms of Reference are revoked.

Next Steps

Once the Terms of Reference and the Councillor appointments to advisory committee has been adopted by Council, they will be published on the Council website. The terms of reference will be reviewed by officers as required.

Officers' recommendation

That Council resolve to:

1. Endorse the Terms of Reference of the Kew Library Redevelopment Steering Committee, as annexed to the minutes.
2. Endorse the Terms of Reference of the Civic Awards Assessment Panel, as annexed to the minutes.
3. Appoint Councillor _____, Councillor _____ and Councillor _____ to the Civic Awards Assessment Panel.
4. Revoke the Terms of Reference for the Citizen and Young Citizen of the Year Awards and the Volunteer of the Year Assessment Panel.

Responsible officer: Phillip Storer, Chief Executive Officer

1. Purpose

The purpose of this report is for Council to:

- endorse the Terms of Reference for the Kew Library Redevelopment Streeting Committee (**Attachment 1**);
- endorse the Terms of Reference for the newly created Civic Awards Assessment Panel (**Attachment 2**);
- Appoint Councillor representation to the Civic Awards Assessment Panel; and
- revoke the Citizen and Young Citizen of the Year Committee and the Volunteer of the Year Assessment Panel.

2. Policy implications and relevance to community plan and council plan

Adopting the Terms of Reference relates to Priority Theme 7: Leadership and Governance in the Boroondara Community plan 2021-2031.

Adopting the Terms of Reference is also consistent with Strategic Objective 7:1: Decision making is transparent and accountable through open governance processes with timely communication and reporting.

3. Background

Kew Library Redevelopment Steering Committee

The purpose of the committee is to act as a sounding board for the project team and provide feedback during the development phase (planning, design, implementation, and commissioning) of the Kew Library Redevelopment.

The Terms of Reference for the Steering Committee were adopted in September 2022. Councillor representation was allocated by resolution on 27 February 2023.

Citizen and Young Citizen of the Year Advisory Committee

The purpose of the committee is to undertake the processes and activities relating to the seeking and assessment of nominations at the annual citizenship ceremony on Australia Day for the Citizen and Young Citizen of the Year awards.

The Terms of Reference for the Advisory Committee were adopted in November 2021. Councillor representation was allocated by resolution on 27 February 2023.

Volunteer of the Year Assessment Panel

The purpose of the assessment panel is to review nominations for the Boroondara Volunteer of the Year awards and make recommendation on award winners in each category.

The Terms of Reference for the Assessment Panel were adopted November 2021. There are currently no Councillor representatives allocated to this Assessment Panel.

4. Outline of key issues/options

At the Council meeting held on 27 February 2023, Councillors resolved to appoint four Councillors to the Kew Library Redevelopment Steering Committee. The current terms of reference for the Kew Library Redevelopment Steering Committee state that there will be a maximum of three Councillors appointed to the committee.

Officers recommend updating the terms of reference to align with the increased Councillor representation; from three (3) to four (4). Officers have reviewed the terms of reference and believe that no other changes are required. The Terms of Reference for the steering committee is included in **Attachment 1**.

At the February 2023 Council meeting, Councillors determined to not appoint Councillor representation to the Volunteer of the Year Assessment Panel and requested officers investigate the amalgamation of this committee with the Citizen and Young Citizen of the Year Advisory Committee.

Officers have conducted a review of the terms of reference for both committees and recommend the creation of the Civic Awards Assessment Panel. The Terms of Reference for the assessment panel is included in **Attachment 2**.

The proposed Civic Awards Assessment Panel does not alter the awards offered by Council, the eligibility criteria or the assessment process. It does streamline the assessment criteria for the Citizen of the Year and Young Citizen of the Year awards as recommended by the Councillors that were on the Committee, as well as ensure consistency in the assessment of the Citizen, Young Citizen, Volunteer and Volunteer Program Innovation Awards.

With the creation of the Civic Awards Assessment Panel, officers believe that there is no longer a need for either the Citizen and Young Citizen of the Year Committee or the Volunteer of the Year Assessment Panel. It is therefore recommended that both committees and their Terms of Reference are revoked.

5. Consultation/communication

No external stakeholder consultation with the community was required given the nature of this report. Internal stakeholders have been consulted on the amendments to the Terms of Reference.

When adopted by Council a copy of the Terms of Reference will be communicated to relevant stakeholders.

6. Financial and resource implications

The costs associated with the review and amendment of the Terms of Reference can be accommodated within the Governance operating budget.

7. Governance issues

No officers involved in the preparation of this report have a general or material conflict of interest requiring disclosure under chapter 5 of the Governance Rules of Boroondara City Council.

The recommendation contained in this report is compatible with the Charter of Human Rights and Responsibilities 2006 as it does not raise any human rights issues.

8. Social and environmental issues

The Kew Library Redevelopment Steering Committee will provide advice and guidance for the renewal of the Kew Library to provide a positive impact on the social wellbeing and community connection across Boroondara.

The City of Boroondara highly values the role of volunteers and residents play in the Boroondara Community. The creation of the Civic Awards Assessment Panel seeks to recognise those individuals who go “Above and beyond” for the benefit of the community.

Manager: **Bryan Wee, Manager Governance and Legal**

Report officer: Kirstin Ritchie, Coordinator Governance

Kew Library Redevelopment - *Councillor Steering Committee Terms of Reference*

Responsible Directorate/Department: Community Support
Approval Date: 25 September 2022
Review Date: 25 September 2023



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1 Purpose of the Committee

The Councillor Steering Committee will act as a sounding board for the project team and provide feedback during the redevelopment (planning, design, implementation, and commissioning) of Kew Library.

2 Background

The role of the Steering Committee is to oversee the implementation of the Kew Library redevelopment which is relevant in fulfilling the following themes of the Boroondara Community Plan:

Theme 1 - Your Community, Services and Facilities and

Theme 7 - Civic leadership and Governance:

Strategy 7.2: Ensure transparent decision making through open governance processes.

The Kew Junction Structure Plan (updated 2011) highlights the vision for the area the Kew Library currently operates:

“The Kew Library will expand its role as the ‘learning and information’ focus of the centre. This will include a broad range of community, cultural and social facilities within an upgraded or redeveloped building. The library will have strong connections to the adjoining open spaces of the Alexandra Gardens and Petrie Square, which will remain as highly valued green spaces. ...The buildings of this precinct will be refurbished or redeveloped to introduce exemplary architecture to house the expanded community role.”

3 Composition

The Kew Library Redevelopment Councillor Steering Committee membership will comprise of the following:

- Maximum of ~~three (3)~~four (4) councillors, including the Ward Councillor
- Director Community Support
- Director Places and Spaces
- Manager Capital Projects
- Manager Library Services
- Coordinator Operations and Customer Support

July 2022 | Terms of Reference - Kew Library Redevelopment Councillor Steering Committee

- Coordinator Building Projects
- Library Operations and Customer Service Lead (Kew)
- Community Engagement Specialist
- Other persons may be seconded from time to time to provide input.

The Committee will be convened for the duration of the project.

3.1 Role and selection of Councillor/s

The Steering Committee shall provide feedback to the project team to discuss any issues relating to the project scope, timelines, budget, implementation, and community engagement outcomes prior to reporting to Council (if necessary).

The Steering Committee should:

- Define its information requirements early and ensure that it receives adequate information over the term of the project.
- Receive relevant and timely information on the project from the project team, including progress against schedules, budgets, and milestones, to ensure the committee has sufficient information to offer informed views.
- Prepare for the meetings by reading any background material and asking questions of detailed clarification in advance.
- Provide timely feedback on issues relevant to project decisions.
- Provide guidance regarding translation of key elements of the project brief into the outcomes Council seeks to deliver through the project.
- Discuss items where changes are proposed to the approved project brief or endorsed design.

3.2 Role and selection of Council officer/s

The Community Support Directorate will be responsible for administration of this committee until construction of the project, which will then be convened by the Places and Spaces Directorate.

Officers will be nominated by the Chief Executive Officer or the relevant Director as required to provide advice and administrative support to the Committee.

As the steering committee meeting is considered an 'informal meeting of councillors' under Council's Governance Rules, the officers are responsible for submitting the relevant form to

July 2022 | Terms of Reference - Kew Library Redevelopment Councillor Steering Committee

Council's Governance and Legal Department as soon as practicable, so a record of the meeting can be included in the upcoming Council agenda.

4 Meetings

4.1 Meeting schedule

Meetings will be held on a bi-monthly basis. Additional meetings may be scheduled from time to time as needed.

4.2 Meeting procedure

Meetings will follow standard meeting procedure protocols, in summary:

- Commence on time and conclude by the stated completion time
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member
- Encourage fair and reasonable discussion, participation and respect for each other's views
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

As this is a steering committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed, the differing opinions should be clearly expressed in the notes of the meeting, and potentially discussed further at a Councillor Briefing and Discussion meeting if necessary.

4.3 Role and selection of the Chairperson

The ward Councillor shall chair the meetings. In the absence of the ward Councillor, another Councillor present, shall Chair the meeting.

4.4 Reports, agendas and notes

An agenda will be electronically circulated by officers to all Committee members not less than 48 hours prior to each meeting.

Notes of the meetings may be taken by officers. If notes are taken the draft notes must be:

- submitted to the Chairperson for confirmation within 7 days of the meeting
- distributed to all Committee members following confirmation from the Chairperson and within 14 days of the meeting; and
- submitted to the next meeting of the Committee for information

The notes must:

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- contain details of the proceedings and recommendations made
- be clearly expressed
- be self-explanatory
- incorporate relevant reports or a summary of the relevant reports considered by the committee; and
- be provided to Committee members as soon as practicable after the meeting.

The notes will be endorsed by the Committee at the subsequent meeting.

Agendas and notes from meetings are not required to be made available to the public, unless required by law or Council's Public Transparency Policy.

4.5 Budget and resources

The Advisory Committee has no budgetary allocation from Council (this includes budget for the payment of fees for external members or presenters).

Any budgetary allocation is at the absolute discretion of the relevant Director who is responsible for the Steering Committee.

5 Conflicts of Interest

In performing the role of Committee member, a person must:

- Act with integrity
- Impartially exercise his or her responsibilities in the interests of the local community
- Not improperly seek to confer an advantage or disadvantage on any person
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information

Councillors and officers are required to disclose conflicts of interest in accordance with Part 6, Division 2 of the *Local Government Act 2020* and Chapter 5 of the Governance Rules.

6 Compliance with Council's policies, plans and strategies

Committee members must abide by Council's policies, plans and strategies when conducting themselves in relation to any functions of the Committee.

7 Review and evaluation

The Terms of Reference of the Committee will be reviewed in 12 months after the inception of the Committee to ensure it is operating effectively.

8 Council contact

Position Title	Contact number	Contact email
Manager Library Services	9278 4690	Tina.bourekas@boroondara.vic.gov.au

Civic Awards Assessment Panel

Terms of Reference

Responsible Directorate/Department: Governance and Legal
Approval Date: September 2023
Review Date: September 2024



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1 Purpose of the Assessment panel

The purpose of the Civic Awards Assessment Panel (the **Panel**) is to assess nominations for the following awards:

- Boroondara Citizen of the Year;
- Boroondara Young Citizen of the Year;
- Boroondara Volunteer of the Year; and
- Boroondara Volunteer Program Innovation Award.

2 Background

Much of Boroondara's connected and inclusive community can be credited to locals who dedicate themselves to bringing people together or helping those in need.

One way that the City of Boroondara recognises and shows appreciation for these people is by presenting these awards.

2.1 Boroondara Citizen and Young Citizen of the Year awards

The annual Boroondara Citizen and Young Citizen of the Year awards recognise individuals from the municipality whose service to our community is exceptional - individuals who demonstrate outstanding leadership or commitment towards improving the lives of others in the community.

The contribution could be a single outstanding achievement in the last year or numerous achievements over many years.

Timing

Nominations usually open in September for 8 weeks with selection by the Panel in December. Award winners are announced at the citizenship ceremony held on Australia Day.

2.2 Boroondara Volunteer of the Year and Volunteer Program Innovation awards

The annual Boroondara Volunteer of the Year Award recognises the efforts of volunteers who make an outstanding positive contribution to the Boroondara community.

Timing

Nominations usually open in **February** for 6 weeks, with selection in April. Nominees and Awards winners are announced at a celebration event during National Volunteer Week in May.

3 Composition

The Panel membership comprises:

- The current Mayor - If the Mayor changes during the selection process, both the new Mayor and previous Mayor (if possible) will be a member of the Panel.
- Up to three (3) other Councillor representatives.
- For the Volunteer of the Year and Volunteer Program Innovation Awards - up to two (2) representatives from Boroondara Volunteer Resource Centre member organisations.

All positions on the Assessment Panel are voluntary and do not attract remuneration.

3.1 Selection of the Panel - Councillors and external members

Council will appoint Councillor representatives to the Panel annually by resolution. The Mayor is elected by Council under the Local Government Act 2020.

Eligible community organisations will be invited to express interest in nominating a person to become a Panel member through an expression of interest. The nomination process shall be conducted by Boroondara Volunteer Resource Centre officers.

The Councillor members of the Panel shall select up to two nominees each term to join Panel. The Panel term coincides with the term of Councillor appointments.

3.1 Role of the Panel

The Panel will consider and discuss each valid nomination received and use a consensus model to select a suitable winner or winners. The Panel assesses nominees against the criteria in Attachment 1 for the Boroondara Citizen and Young Citizen of the Year awards and Attachment 2 for the Boroondara Volunteer of the Year and Volunteer Program Innovation awards.

The Panel may decide not to select a winner for any of the awards in each given year. The Panel may also decide to select multiple winners for any of the awards in each given year or may award a special commendation.

3.2 Role and selection of Council officer/s

The Governance and Legal Department is responsible for the Boroondara Citizen and Young Citizen of the Year Awards. The Manager, Governance and Legal and an officer nominated by that Manager shall support the Panel in respect of these two awards.

The Community Planning and Development Department is responsible for the Boroondara Volunteer of the Year Awards and Volunteer Program Innovation Award. The Boroondara Volunteer Resource Centre Volunteer Support and Development Lead, and any officer nominated by that Lead shall support the panel in respect of these two awards.

Council officers are responsible for Panel meetings including by providing administrative support, background information, advice and tools required for assessment. Officers are also responsible to keep minutes of each meeting which note the rationale for decisions to ensure accountability.

Further officers may be nominated by the Chief Executive Officer or the relevant Director to advise and support the Panel.

Where a meeting of the Panel is considered an 'informal meeting of councillors' under Council's Governance Rules, officers are responsible for submitting the relevant form to Council's Governance and Legal Department as soon as practicable, so a record of the meeting can be included in the upcoming Council agenda.

4 Meetings

4.1 Meeting schedule

Meetings will generally be held annually in December to assess the Citizen and Young Citizen of the Year Awards.

Meetings will generally be held annually in April to assess the Volunteer of the Year and the Volunteer Program Innovation Award.

Additional meetings may be required depending on the number of applications received and the need for further information from applicants.

4.2 Meeting procedure

Meetings will follow standard meeting procedure protocols, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion, participation, and respect for each other's views
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

Any recommendations will generally be developed through consensus after scoring criteria and discussing those scores. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

Should disputes occur between members of the Panel, which are unresolvable within a process that the Panel could reasonably be expected to undertake, Council may choose to seek the assistance of independent expertise in order to resolve the dispute.

4.3 Role and selection of the Chairperson

The position of Chairperson will be held by a Councillor and will be selected by the Panel.

The Council officer responsible for the Panel must facilitate the election of the Chairperson. At the first meeting of the Panel, the Council officer will invite nominations for the Chairperson. Voting must be carried out by show of hands.

The Chairperson is responsible for chairing the meetings and collating committee members recommendations for the Awards. If the Chairperson is not present at a meeting, any other Councillor may be appointed as temporary Chairperson.

4.4 Public attendance at meetings

The Panel is not required to give public notice of its meetings which are not open to the public.

4.5 Reports, agendas, and notes

An agenda will be electronically circulated by officers to all Panel members no less than 48 hours prior to each meeting.

Notes of the meetings should be taken by officers. The notes must:

- contain details of the proceedings and recommendations made;
- be clearly expressed;
- be self-explanatory; and
- be provided to Panel members as soon as practicable after the meeting.

Agendas and notes from meetings are not required to be made available to the public, unless required by law or Council's Public Transparency Policy.

4.6 Budget and resources

The Panel has no budgetary allocation from Council (this includes budget for the payment of fees for external members or presenters).

4.7 Assessment criteria

Nominations are assessed for eligibility and merit based on the criteria and guidance contained in:

- Attachment 1 - Boroondara Citizen and Young Citizen of the Year
- Attachment 2 - Boroondara Volunteer of the Year and Volunteer Program Innovation Award

The Panel cannot make recommendations outside the scope of its terms of reference including Attachment 1 and Attachment 2.

5 Compliance with legislation and Council Policies

This part sets out conduct that Committee members agree will contribute to the good governance, integrity and responsible operation of the committee.

5.1 Conflict of Interest

Councillors and officers are required to disclose conflicts of interest in accordance with Part 6, Division 2 of the Local Government Act 2020 and Chapter 5 of the Governance Rules.

In performing their role, a member must:

- aim to work in an honest, respectful, collaborative and solution-focused manner
- encourage fair and reasonable discussion
- respect the confidentiality of documents before the Committee and meeting proceedings
- not make improper use of their position for personal or professional gain.

A Committee member who identifies with a Conflict of Interest or perceived Conflict of Interest in a matter before the Committee must declare their interest prior to discussion of the item.

The declaration and nature of the conflict of interest must be recorded in the minutes of the meeting.

Depending on the nature of the conflict, the member may need to exclude themselves from the discussion, or the Committee may decide to accept and record the conflict.

5.2 Confidential Information

Committee members acknowledge that they may at times have access to confidential or sensitive information. And that this information may not always be marked as being 'confidential' or 'sensitive in nature'.

It is the responsibility of the Committee member to take reasonable steps to inform themselves on the nature of the information before discussion it outside of the committee.

A Committee member must not intentionally or recklessly disclose information they know, or should reasonably know, is confidential information.

5.3 External Communications

Committee members must comply with the Council's Communication Policy and respect that the Mayor is the spokesperson of Council in accordance with the Local Government Act 2020.

As such, committee members are not to make public statements, submissions or announcements to external stakeholders or the media on behalf of the Committee or Council unless prior approval has been granted.

An external committee member who does not adhere to Council's policies will be asked to retire from their position on the committee. If the external member was an organisational member then said organisation will be asked to send an alternate representative.

6 Review and evaluation

These terms of reference will be reviewed in twelve months after adoption to ensure it is operating effectively.

7 Council contacts

Questions about each award should be directed to the following officers:

Boroondara Citizen and Young Citizen of the Year Awards

Position Title	Contact number	Contact email
Bryan Wee Manager Governance and Legal	03 9278 4470	bryan.wee@boroondara.vic.gov.au

Boroondara Volunteer of the Year and Volunteer Program Innovation Awards

Position Title	Contact number	Contact email
Fiona Brown Manager Community Planning and Development Community Support	03 9278 4476	fiona.brown@boroondara.vic.gov.au

Attachment 1 - Boroondara Citizen of the Year and Young Citizen of the Year awards eligibility and assessment criteria

Boroondara Citizen of the Year and Young Citizen of the Year

Eligibility criteria

To be eligible as a nominee, a person:

- must be an Australian Citizen who lives, works or studies in the City of Boroondara;
- must be nominated, within the nomination period, by another person or organisation that lives, works, operates or studies in the City of Boroondara. Self-nominations are not accepted;
- must be nominated with at least one referee who is familiar with the work, contribution and achievements of the nominee. Referee contact details must be provided;
- if nominated for Boroondara Young Citizen of the Year, must be under the age of 26 as at 26 January the year after nomination. Nominees under the age of 18 at the time of nomination must have the consent of their parent or guardian;
- must not be a current serving Councillor or officer of the City of Boroondara.

For clarity:

- An unsuccessful nominee from a previous year can be nominated again. A successful nominee can only be nominated again 6 after years being successfully selected.
- Nominations can attach supporting documents but answers to each criterion are word-limited.
- The Panel can seek more information about one or more nominees including by contacting the nominator, a referee or referees
- The awards are honorary only and bear no official role or obligatory duties.
- The decision of the Panel is final. All nomination information and material submitted remains the property of City of Boroondara.

Assessment criteria

Eligible nominees are initially scored by Panel members against the following criteria and scored out of 50 in total. Scoring is then discussed by the Panel before a final decision.

No	Criteria	Score
1	Made an exceptional contribution* to improving the quality of life for members of the community in the City of Boroondara: (300 words).	/20
2	Demonstrated exceptional leadership that inspired others as a role model: (300 words).	/20
3	Possesses special skills, talents and attributes to stand out: (200 words).	/10
	Total	/50

* The nominee's contribution can be a single outstanding achievement in the past year, or numerous ongoing achievements over many years including the last year. While nominees can contribute as part of their paid vocation, this can be considered when scoring this criterion.

Attachment 2 - Boroondara Volunteer of the Year and Volunteer Program Innovation awards eligibility and assessment criteria

Boroondara Volunteer of the Year

Eligibility criteria

To be eligible as a nominee, a person:

- must be an Australian resident who volunteers in the City of Boroondara for a not-for-profit community organisation ;
- must be nominated, within the nomination period, by another person or organisation that lives, works, operates or studies in the City of Boroondara. Self-nominations are not accepted;
- must be nominated with at least one referee who is familiar with the work, contribution and achievements of the nominee. Referee contact details must be provided;
- must not be a current serving Councillor or officer of the City of Boroondara.

For clarity:

- An unsuccessful nominee from a previous year can be nominated again. A successful nominee can only be nominated again 6 years after being successfully selected.
- Nominations can attach supporting documents but answers to each criterion are word-limited.
- The Panel can seek more information about one or more nominees by contacting the nominator, a referee or referees.
- The awards are honorary only and bear no official role or obligatory duties.
- The decision of the Panel is final. All nomination information and material submitted remains the property of City of Boroondara.

Assessment criteria

Eligible nominees are initially scored by Panel members against the following criteria and scored out of 50 in total. Scoring is then discussed by the Panel before a final decision is made..

No	Criteria	Score
1	Significant contributions made through volunteering in the community.	/20
2	Significant impact and benefit of the nominee's volunteering on the organisation and the wider City of Boroondara Community.	/20
3	Nominee possesses notable skills, talents and attributes demonstrated through volunteering.	/10
	Total	/50

Volunteer Program Innovation award

Eligibility criteria

To be eligible as a nominee, a program or service must be:

- associated with a not-for-profit organisation or group that involves volunteers;
- based in the City of Boroondara; and
- benefit those who live, work or study in the City of Boroondara.

For clarity:

- An unsuccessful nominee from a previous year can be nominated again. A successful nominee can only be nominated again 6 years after being successfully selected.
- Nominations can attach supporting documents but answers to each criterion are word-limited.
- The Panel can seek more information about one or more nominees by contacting the nominator, a referee or referees.
- The decision of the Panel is final. All nomination information and material submitted remains the property of City of Boroondara.

Assessment criteria

Eligible nominees are initially scored by Panel members against the following criteria and scored out of 50 in total. Scoring is then discussed by the Panel before a final decision is made.

No	Criteria	Score
1	The program or service addressed significant challenges and complexities.	/15
2	The program or service demonstrated innovation.	/20
3	The program or service delivered a positive outcome or impact for the wider City of Boroondara Community.	/15
	Total	/50

The decision of the Panel is final, and no correspondence will be entered into in respect of the decision. All nomination information and material submitted remains the property of City of Boroondara.