



26 FEBRUARY 2013

**Council Meeting
AGENDA NO. 3/13**

Meeting Date: Tuesday 26 February 2013
Location: Council Chambers, Level 6, Civic Centre, 1 Devlin Street, Ryde
Time: 7.30pm

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LATE ITEMS

1 PROCESS FOR NOMINATING MEMBERS OF COMMUNITY FOR COMMUNITY SERVICE AWARDS

Report prepared by: Manager - Community Relations and Events
File No.: GRP/09/4/8 - BP13/256

REPORT SUMMARY

At its meeting on 12 February Council resolved that *“That the Acting General Manager prepare a report to be brought back to Council at its next meeting including details on the process to be followed in nominating members of the community for Community Service Awards.”*

Council currently recognises members of the community for their contribution to the City through the Volunteer Recognition Awards and the Citizen and Young Citizen of the Year Awards. Volunteers for these awards are nominated by community members. Process for which is detailed in the body of this report.

Council has the option of adopting an additional way to recognise outstanding voluntary contribution to the community through nominations by Councillors on an ad hoc basis. Should Council choose to adopt this option an implementation process would need to be developed including criteria for recognition, a selection process and a panel of councillors to review nominations and recommend recipients to Council.

The current community Awards Program that recognise community service in the City of Ryde has been operating in its current format for more than 15 years, is well established and valued by the community. Building on and strengthening this long standing Program will ensure outstanding voluntary contributions of the City if Ryde residents continue to be recognised in a prestigious manner.

RECOMMENDATION:

- a) That Council endorses the Volunteer Recognition Awards and the Citizen of the Year Awards as the process through which community service is recognised in the City of Ryde.
- b) That Councillors given the opportunity to nominate members of the community for the these Awards throughout the year by Council resolution.
- c) That Council endorse Councillor Maggio’s nomination of Mrs Waud and Mr Cunningham for the Volunteer Recognition Awards

ATTACHMENTS

- 1 Volunteer Nomination Form 2013

ITEM 1 (continued)

2 2013 Citizen of the Year Nomination Form

Report Prepared By:

Derek McCarthy
Manager - Community Relations and Events

Report Approved By:

Tatjana Domazet
Acting Group Manager - Community Life

ITEM 1 (continued)**Background**

At its meeting of 12 February 2013, Council considered a Notice of Motion by Councillor Maggio about nominating residents for a Community Service Award, and following some discussions, resolved the following:

“That the Acting General Manager prepare a report to be brought back to Council at its next meeting including details on the process to be followed in nominating members of the community for Community Service Awards.”

Discussion

Council currently recognises members of the community for their contribution to the City through the Volunteer Recognition Awards and the Citizen and Young Citizen of the Year Awards. Members of the community can be nominated for these awards by peers, family, and community organisations and by councillors.

Mrs Karen Waud and Mr Jock Cunningham, have been nominated by Councillor Maggio, for their outstanding voluntary contributions to the community over an extended period of time for the betterment of the community. These two residents could be recognised at the up-coming Volunteer Recognition Awards official ceremony celebrated on 16 May 2013.

Volunteer Recognition Awards

The Volunteer Recognition Awards ceremony is held in May each year as part of the National Volunteer Week. Nominations for the Awards (Volunteer, Young Volunteer and Volunteer Group) commence in February and are distributed to a database of over 1,000 organisations including schools, sporting organisations, service clubs, community groups and the like. In addition, to promote through local media, website and Ryde City View.

The aim of these Awards is to acknowledge the less visible, unsung heroes in our City, who have, through their creativity, initiative, personal time or attainment, made a positive contribution to enhancing and uplifting the lives of others within the City of Ryde.

Nominations for the 2013 Volunteer Recognition Awards close on Friday, 19 April 2013.

Council encourages individuals and groups to nominate individuals and groups by submitting a nomination form with set questions. A panel made up of the Mayor, the General Manager, Council's Volunteer Co-ordinator and a community representative select the overall winner for each Award.

Councillors have been sent a nomination form through the Councillor Information Bulletin.

ITEM 1 (continued)

All nominees are recognised at a function to be held on Thursday, 16 May 2013.

NOMINATION FORM ATTACHED (Attachment 1).

Citizen of the Year

In addition to the above award, Council also provides awards for the Citizen of the Year. The Citizen of the Year Awards are held as part of the Australia Day Ceremony on 26 January each year. These awards are presented to the Citizen of the Year and Young Citizen of the Year, and recognise outstanding service to the Community over an extended period of time. These awards are not strictly for volunteers but may also recognise service through business, sport, academic or social.

Nominations are invited from the community and the judging panel consists of the Mayor, Deputy Mayor, Chairperson of Standing Committees and the General Manager.

The Volunteer Recognition Awards and the Citizen of the Year Awards (Citizen of the Year Nomination Form - Attachment 2) give Council and the community the opportunity to recognise individuals for their commitment and betterment of the community in the City of Ryde.

Individuals and groups should be encouraged to nominate candidates that they consider worthy for both or either of these awards.

Option

Council has the option of adopting an additional way to recognise outstanding voluntary contribution to the community through nominations by Councillors on an ad hoc basis. Should Council choose to adopt this option an implementation process would need to be developed including criteria for recognition, a selection process and a panel of councillors to review nominations and recommend recipients to Council.

This report recommends that the existing awards remain, with the additional means of nomination being by Council resolution.

Financial Implications

Adoption of the recommendation will have no financial impact.

ITEM 1 (continued)

ATTACHMENT 1



2013 Volunteer Recognition Awards NOMINATION FORM

This form may be completed online at www.ryde.nsw.gov.au/volunteerawards

Please tick appropriate box:

YOUNG VOLUNTEER (16-25 years) INDIVIDUAL AWARD GROUP AWARD

I / We wish to nominate the following for a Volunteer Recognition Award, for the reasons as listed over.

NOMINEE (If group nomination, please list key contact person)

Name: _____

Group: _____
(if group nomination)

Address: _____

Phone: _____ Mobile: _____ Email: _____

NOMINATOR

I / We wish to nominate the above named for a Volunteer Recognition Award.

I / We have read the eligibility criteria and agree to be bound by the conditions of entry.
To the best of my / our knowledge, all details are true and correct.

Name: _____

Title and Organisation: _____
(if applicable)

Address: _____

Phone: _____ Mobile: _____ Email: _____

Signature: _____ Date: _____

PRIVACY NOTICE

In completing this form you will be prompted to supply information that is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The supply of this information is voluntary. If you cannot provide, or do not wish to provide the information sought, the Council may be unable to process your nomination form. Council is required under the Act to inform you about how your personal information is being collected and used. If you require further information please contact Council's Customer Service Centre on 9952 8222 and ask for an information sheet to be forwarded to you.

ITEM 1 (continued)

ATTACHMENT 1



Please print clearly

Name of organisation/s for which the nominee has volunteered / volunteers

How long has the nominee volunteered with this organisation/s?

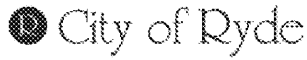
What is the nominee's time commitment to this organisation/s?

Describe the demonstrated qualities, initiative and community involvement of the nominee
(including any outstanding work and or achievements)

Describe the benefit to the community

ITEM 1 (continued)

ATTACHMENT 1



Lifestyle and opportunity @ your doorstep



The following questions may need to be discussed with the nominee

Why does the nominee choose to participate in volunteer work?

What does the nominee find rewarding about their volunteer work? (Such as making a difference to the community and/or personal fulfilment)

Has the nominee overcome any obstacles in order to participate in volunteer work? (Such as disability, time constraints, English as a second language, distance travelled)

Please return completed form to:

ITEM 1 (continued)

ATTACHMENT 1



City of Ryde, Locked Bag 2069, North Ryde NSW 1670
Fax – 02 9952 8199 or complete online at
www.ryde.nsw.gov.au/volunteerawards
by Friday 19 April 2013

CONDITIONS OF ENTRY

2013 Volunteer Recognition Awards

The City of Ryde's Volunteer Recognition Awards aim to acknowledge the less visible, unsung heroes in our City who have, through their creativity, initiative, personal time or attainments, made a positive contribution to enhancing and uplifting the lives of others within the City of Ryde community.

Eligibility

- Any business, industry, community group, family or individual actively involved in voluntarily servicing the City of Ryde (excluding those primarily involved in political and/or lobbying activities) during the past two years or more may be nominated.
- Previous award recipients are ineligible to be re-nominated.
- Young Volunteer Award nominees must be aged between 16-25 at the time of nomination.
- Group nominees must have their organisation based within the City of Ryde and provide their service primarily to the local community.

Selection criteria

This nomination form is designed to provide the judging panel with important information about the nominee. By addressing each question within this form you will assist the judges in recognising what the nominee/s has contributed to their organisation/community as well as how this individual/group stands out from the rest. Please include examples of the nominee's work.

Each nominee will be judged on:

- **Special or outstanding features of their work**
- **The impact and benefit of their work**
For example: the impact on the group, organisations and/or local area, and benefits to the community such as training others, or serving as an example to motivate others.
- **Examples of how their work has displayed dedication above and beyond the norm**
For example: the type of work (such as physically or mentally demanding or unpleasant work), the length of service, the number of hours per week, success in overcoming obstacles.

General Information

- The City of Ryde Volunteer Recognition Awards are conducted in addition to the Citizen of the Year and Young Citizen of the Year Awards presented on Australia Day.
- A separate nomination form for each group or individual is required. Three or more individual nominations received who volunteer for the one organisation will be regarded as a group nomination.
- Copies of supporting materials, no larger than A4, may be submitted, but must be attached to the official Nomination Form. Film, posters and recorded information will not be accepted.
- The City of Ryde Volunteer Recognition Awards Selection Committee may request copies of additional information on the nominee.

ITEM 1 (continued)

ATTACHMENT 1



- Nomination Forms and supporting documents will become the property of the City of Ryde and information submitted may be used for publicity purposes.

CONDITIONS OF ENTRY

- Nominees and winners for the Awards will be presented at the Volunteer Recognition Awards evening, held on Thursday 16 May 2013.
- The City of Ryde Volunteer Recognition Awards Selection Committee will include:
 - The Mayor of the City of Ryde
 - The General Manager of the City of Ryde
 - The City of Ryde Volunteers Coordinator
 - A City of Ryde community member, nominated by the Manager Community Relations and Events
- The decisions of the City of Ryde Volunteer Recognition Awards Selection Committee are final and no correspondence on the decision will be entered into.

CLOSING DATE	- Friday 19 April 2013
MAILING ADDRESS	- City of Ryde, Locked Bag 2069 North Ryde NSW 1670
FAX	- (02) 9952 8199
ONLINE	- www.ryde.nsw.gov.au/volunteerawards
ENQUIRIES	- Customer Service Tel: 9952 8222
Email:	- events@ryde.nsw.gov.au



Lifestyle and opportunity @ your doorstep

Citizen of the Year

Nomination Form

201 Citizen and Young Citizen of the Year Awards

Do you know someone who makes an exceptional contribution or improves the quality of life for people in Ryde? Do you know someone who has excelled in Sport, Business, the Environment or the Arts?

Nominations are now being accepted for the City of Ryde Citizen of the Year and Young Citizen of the Year Awards 2013

The City of Ryde encourages everyone to nominate.

ITEM 2 (continued)

Every year the City of Ryde publicly acknowledges and recognises the outstanding accomplishments by individuals in our community who have excelled in their chosen field. Winners and nominations in the past have come from fields as diverse as sporting administrators, business leaders, fire fighters, church leaders, school captains, writers, youth workers and other entrepreneurs.

Categories

Citizen of the Year 201

Recognises outstanding service to the community over an extended period.

Young Citizen of the Year 201

Recognises outstanding service to the community over an extended period by a young person aged 16 -25yrs.

The awards are open to all Australian citizens living in the City of Ryde. The Young Citizen of the Year Award is open to Australian citizens between the ages of 16 and 25 years (as at 26 January 2013). The awards are held under the auspices of the Australia Day Council of NSW and judging is conducted by a local selection panel. Winners are announced at Council's Australia Day Celebrations. The presentation will take place at 10am on the 26 January 2013 at the City of Ryde Australia Day Ceremony.

How to Nominate

Carefully read the guidelines before nominating. Nominations close on

November 201

Complete and return the form attached or submit a nomination online at www.ryde.nsw.gov.au/citizen.
Extra nomination forms are available from Customer Service in the Civic Centre and City of Ryde Libraries.

In assessing a nomination, the judging panel may consider:

- achievements in the year immediately prior to the nomination of the Award, as well as consideration of the nominees past achievements, longevity of service and ongoing contribution to the City of Ryde
- broad community involvement
- the benefit to the community from the nominees service or contribution
- other recognition of the nominee's work
- whether the nominee worked as part of a team and their role within the team
- whether the nominee has had to overcome any particular difficulties or hurdles

Nomination Guidelines

1. Any individual who has made a noteworthy contribution to the City of Ryde during the current year and/or given outstanding service to the local community over a number of years shall be eligible.
2. Only nominations submitted on the approved nomination form or via the online web form will be accepted.
3. Nominations may be submitted by an individual or an organisation.
4. Young Citizen of the Year must be between 16 and 25 years of age as at 26 January 2013.
5. Previous Award recipients are ineligible to enter.
6. Nominees must be residents of the City of Ryde
7. Persons cannot nominate themselves
8. Supporting written material and copies of other documents may be attached to the nomination form if desired.
9. The decision(s) of the judges are final and no correspondence will be entered into.
10. The judging panel will consist of the Mayor, Deputy Mayor, and Chairpersons of the Standing Committees and the General Manger of the City of Ryde.
11. Nominations close at 4.30pm on Friday 30 November 2012.
12. Those selected as finalists should be available to attend the City of Ryde Australia Day Ceremony on Saturday 26 January 2013 (inability to attend does not disqualify entry).
13. Nomination information in relation to winners may be used for publicity purposes.
14. Winners may be asked to make themselves available without cost for publicity purposes.

ITEM 2 (continued)**Citizen of the Year 2013 Nomination****Completed forms should be sent to:**

The General Manager
City of Ryde
Locked Bag 2069
NORTH RYDE NSW 1670

Nominations must be received by 4.30pm Friday 30 November 2012.

PLEASE NOTE:

The judging panel may contact the nominator and referee for further information. Please ensure the contact details are correct. Incorrect details (including those of the nominee) may render the nomination invalid.

Details of Nominee

First Name:	Surname:
Address:	
Email:	Phone:
Mobile:	Date of Birth:
Is the nominee aware of the nomination? YES NO (please circle)	

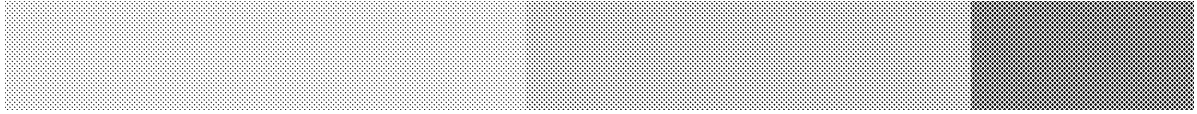
Nominated By

First Name:	Surname:
Association to nominee:	
Address:	
Email:	Contact Phone:

Referee***Details of a referee who is familiar with the nominee's achievements***

First Name:	Surname:
Association to nominee:	
Address:	
Email:	Contact Phone:

ITEM 2 (continued)



Reason for Nomination

Describe the nominee's outstanding service, achievement or positive contribution.

[Empty dotted box for describing the nominee's outstanding service, achievement or positive contribution.]

Over what period of time has the nominee made this contribution, achievement or service?

[Empty dotted box for describing the period of time the nominee made their contribution, achievement or service.]

How has the nominee's contribution benefited the community?

[Empty dotted box for describing how the nominee's contribution benefited the community.]



ITEM 2 (continued)



Detail any other significant contributions or achievements.

[Empty dotted box for detailing contributions or achievements]

List any past and present memberships of community, sporting or professional bodies etc.

[Empty dotted box for listing memberships]

Has the nominee's contribution been recognised elsewhere? If yes, please detail.

[Empty dotted box for detailing recognition]

I have read and accepted the conditions of entry. The information contained in the nomination is, to my knowledge, true and accurate.

Signature:	Date:
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Please attach copies of any supporting documents if necessary.

For further information contact the City of Ryde on (02) 9552 8222
email: cityofryde@ryde.nsw.gov.au or go to www.ryde.nsw.gov.au/citizen

Privacy Notice

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2 RYDE CITY BOWLING CLUB UPDATE - ASSETS AND LICENCE

Confidential

This item is classified CONFIDENTIAL under Section 10A(2) of the Local Government Act, 1993, which permits the meeting to be closed to the public for business relating to the following: (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.