



Councillor Appreciation Awards Protocol

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1. Purpose

The Councillor Appreciation Award is an opportunity for Councillors to recognise individuals or groups who have made a significant contribution or service to Frankston City. Recipients of these awards go into the running for the following annual Citizen of the Year Award, held in January each year.

The purpose of this protocol is to provide details for eligibility for nominations and guidelines on the process for recognising individuals and/or community groups of a noteworthy achievement or service to the Frankston City community.

2. Scope

This Protocol applies to the Mayor and Councillors, Executive Management Team, Governance Team, Councillors Office, Communications Team, Web Updates and Managers as required.

This Protocol includes the assessing, presentation, communication, monitoring and reporting of the Councillor Appreciation Awards.

Although the recipients of these Councillor Appreciation Awards are automatically nominated for the Frankston Citizen of the Year, an independent panel is appointed annually to determine the Citizen of the Year recipients as part of Council's adopted Citizen of the Year Selection Panel Terms of Reference, which is outside the scope of this Protocol.

Councillors (and their family and friends), employees and contractors of Frankston City Council are not eligible to receive a Councillor Appreciation Award. Recognising the achievements of Council staff, including contractors, are undertaken through the Excellence Awards; recognising the achievements of Councillors is undertaken through the Councillor Letter Under Seal Policy; recognising a member of the community posthumously (deceased) may be considered under the Public Commemorative Tribute and Memorial Policy or Letter Under Seal Policy. These are outside the scope of this Protocol.

3. Principles

- 3.1. The Councillor Appreciation Award is an opportunity for Councillors to recognise individuals and/or community groups who have made a significant contribution or service to the Frankston community or achievements in a particular area, such as sporting, environmental etc.
- 3.2. Recognition will take the form of a Certificate of Appreciation, which will be presented at a Council Meeting or at a function determined by the Mayor or presenting Councillor.
- 3.3. Nominations may be submitted by Councillors and/or a members of the community.
- 3.4. Nominations must be received at least 10 business days prior to the given Council Meeting. This time is required to enable appropriate time to make the necessary arrangements, including liaising with the Award recipient, preparing speaking notes and the certificate for signing and approval.

Explanatory note: *If a Council Meeting is scheduled on a Monday evening, this means that any Award nomination must be submitted prior to noon on the Monday, ten business days prior to the meeting date (assuming that no public holidays fall within the period between when the nomination is submitted and the meeting date).*

- 3.5. Scheduling of Award presentations are at the discretion of the Mayor and the CEO.
- 3.6. An individual and/or community group cannot receive more than one Councillor Appreciation Award per Council term.
- 3.7. A Councillor can submit a maximum of two nominations per calendar year, during their term of Council. Where a Councillor has previously submitted a nomination within the calendar year, priority will be given to nominations submitted by Councillors who have not yet made a nomination.
- 3.8. The recipients of a Certificate of Appreciation awards will go into the running to be selected by an independent community panel for the next available annual Citizen of the Year Awards, usually held in January.

4. Eligibility for Nomination

- Nominees should reside in Frankston City or have made an outstanding contribution or service to Frankston City.
- Contribution recognised within the current nomination year (1 October to 30 September), and/or an outstanding service over several years.
- Known for their continued commitment in areas such as education, health, fundraising, charitable and voluntary services, business, and environment.
- Leadership demonstrated towards enhancing the benefit and well-being outcomes of the Frankston City community.
- Demonstrated passion and dedication for helping others in their community.
- Nominees should demonstrate a unifying presence and avoid associations with socially divisive or overtly political positions.



- Nominees may only be nominated once per Council term.
- Councillors are not eligible to nominate themselves or other (current or past) Councillors or their family or friends.
- Members of the community cannot be nominated posthumously.
- Councillors must not have a conflict of interest in their nomination.

5. Conflict of Interest

Councillors should consider the following when making a nomination and declare any conflict of interest, as per the obligations under the *Local Government Act 2020*:

5.1. General Conflict of Interest

Section 127 of the *Local Government Act 2020* states that a general conflict of interest exists where an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.

5.2. Material Conflict of Interest

Section 128 states that a person has a material conflict of interest in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter. "Affected person" is defined in the Act and includes a family member, employer or business partner of the relevant person. Refer to the Act, or to Council's Conflict of Interest Policy, for further information.

6. Submission of Nominations

6.1. Nominations may be received from either Councillors or the Community.

6.1.1. Councillor nominations may be received via the Councillor Portal – Councillor Appreciation Nomination Form
(<https://frankstoncc.sharepoint.com/sites/FCCPortal/SitePages/Councillor-Request-Forms.aspx>)

Any request for nominations should include the below information:

- i. Name of nominating Councillor;
- ii. Name of nominated individual and/or community group;
- iii. Contact details of nominated individual and/or community group;
- iv. The reason why they are making the nomination and any information required to support the nomination (this will form part of the speaking notes, the wording on the certificate and the nomination for the Citizen of the Year);
- v. Date of preferred Council Meeting to present Award.
- vi. Declaration of no conflict of interest.
- vii. Number of nominations already made that calendar year.

- 6.1.2. Members of the Community can submit nominations via the online Form on Council's website (<https://www.frankston.vic.gov.au/Community-and-Health/Awards/Councillor-Appreciation-Award>)
- 6.1.3. Councillor nomination forms will only be accepted by Governance if supporting information is provided to ensure it meets the eligibility criteria and to enable preparation of the speaking notes and certificate. Nomination forms without the supporting information will not be progressed until this is provided.

7. Protocol

- 7.1. On receipt of a nomination from a Councillor or the community, Governance will assess the nomination against the eligibility criteria.
- 7.2. Eligible nomination submissions will be provided to the Mayor and CEO for review to ensure they are appropriate and meet the eligibility criteria for approval. The list of upcoming nominations will be monitored by EMT and published on the Councillor Portal on a weekly basis.
- 7.3. The nomination will only be scheduled for the next available Council Meeting if it occurs at least 10 business days after the nomination has been received. Scheduling of presentations is at the discretion of the Mayor and CEO.
- 7.4. If more than one nomination is received for any given Council Meeting, Governance will provide the Mayor and CEO with a proposed schedule for consideration to present the Award at future Council Meeting and indicate this timing to Governance.
- 7.5. Governance will notify the nominee/s and provide the invitation to the relevant Council Meeting, ensuring a confirmation email is sent, providing details of the meeting and seek photo release authorisation (via email or Photo Release Permission form)
- 7.6. Governance will review the supporting information that was submitted with the nomination and prepare the speaking notes and Certificate for approval.

Speaking notes/key points will be prepared based on:

- Supporting information provided by Councillor (or community) nomination
 - Information obtained from the relevant department (if applicable)
 - Search conducted online
 - Information provided by award nominee
- 7.7. Certificate and speaking notes will be approved by Manager Governance, Director Corporate and Commercial Services and CEO, then provide the Certificate to the Councillors Office for signing by the relevant Councillor and the Mayor.
- 7.8. On the day of Council Meeting, Governance will frame the certificate and reserve up to 4 seats in Council Chamber for the award recipient and their guests.
- 7.9. The relevant Councillor will present the Award during the Councillor Appreciation Awards item at the Council Meeting.
- 7.10. Governance/minute taker will take photographs of the Award presentation at the Council Meeting, which will also be captured on video recording and livestream, and email the photos to Governance Enquiries Inbox.

- 7.11. Governance will send the photos to the award recipient and the Communications team (including copy of written nomination), via Communications Team email (communications@frankston.vic.gov.au).
- 7.12. Communications team to share the photo and summary of the written nomination on Council's social media platforms for all recipients and include an article, based on the written nomination, in the next edition of Frankston City Newsletter (FCN).
- 7.13. Governance to send photo and Certificate extract to Web Updates to upload to the Councillor Appreciation Award web page: [Councillor Appreciation Award - Frankston City Council](#).
- 7.14. Governance will update the 'Councillor Appreciation Award Register' and store relevant correspondence and photos in REM folder [QA443443](#).
- 7.15. Councillor Appreciation Award Register ([A4965626](#)) will be published to the website (web page: [Councillor Appreciation Award - Frankston City Council](#)) and be refreshed on a quarterly basis.

8. Roles and responsibilities

Role	Responsibility
Mayor	Responsible for reviewing the Award nomination, monitoring and adjusting the schedule of Awards in consultation with the CEO.
Councillors	Responsible for: <ul style="list-style-type: none"> making nominations in accordance with the principles and eligibility criteria outlined in this Protocol. declaring any conflict of interest in accordance with the requirements under the <i>Local Government Act 2020</i>.
Chief Executive Officer	Responsible for: <ul style="list-style-type: none"> reviewing and approving the Award nomination monitoring and adjusting the schedule of Awards in consultation with the Mayor.
Director Corporate and Commercial Services	Responsible for reviewing and approving the Councillor Appreciation Award Certificate and speaking notes.
Manager Governance	Responsible for: <ul style="list-style-type: none"> reviewing and approving the Councillor Appreciation Award Certificate and speaking notes. overseeing the implementation and review of this Councillor Appreciation Awards Protocol.

Governance Team	<p>Responsible for:</p> <ul style="list-style-type: none"> • Conducting preliminary assessment of all nominations and submitting to the Mayor for support • Where more than one nomination is received, providing a schedule of presentations for Council Meetings to EMT and the Mayor for monitoring and adjusting and publishing this weekly on the Councillor Portal • Preparing speaking notes and Certificate of Appreciation • Making arrangements for the individual and/or community group to attend the nominated Council Meeting to receive their Certificate • Obtaining Photo Release permission from Award recipient • Maintaining a Register of all Councillor Appreciation Awards and updating to Council's website on a quarterly basis • Taking photographs of Award presentation at Council Meetings • Sending Award photo and details to Web Updates to upload to Council's webpage • Sending photo to Award recipient and Communication team following the Council Meeting • Ensuring all nominations are submitted as part of the Citizen of the Year application process
Communications Team	Responsible for preparing and publishing related news article on the award presentation to Council's social media and FCN.
Web Updates team	Responsible for uploading and publishing the photos of award recipients, register and refreshes on the Councillor Appreciation Awards web page

9. Definitions

Term	Definition
<i>Noteworthy Achievement</i>	means recognising performance by an individual or community group who are known for their continued commitment and/or contribution to excellence in endeavours of sport, environment, economic or leadership within the past 12 months. Leadership will have been demonstrated by the individual or community group as an achievement and/or commitment to enhancing the City of Frankston in the best interests for the community.
<i>Service</i>	means recognising an individual or community group who has made a contribution to the community within the past 12 months, through their time, actions, talents and dedication. The individual or community group will have a passion for helping others in their community.

10. Related Documents

Legislation

- *Local Government Act 2020*

Policies

- Councillor Letter Under Seal Policy
- Public Commemorative Tribute and Memorials Policy
- Citizen of the Year Independent Panel Terms of Reference