Community Awards Selection Panel

TERMS OF REFERENCE

Type	Selection Panel
Objectives	The key role of the Selection Panel is to: • assess all nominations; and • decide on a winner for each award category.
Membership	Five (5) members of the community. The total voting number required is three (3) per Selection Panel to reach a quorum.
Chair	The deliberation day meeting shall be chaired by the Mayor. The Mayor will not formally participate in the decision making.
Selection Criteria	Members are selected on the basis of: • a strong link to the City of Yarra: people who live, work, volunteer, study or have another connection to Yarra; • a reasonable representation to reflect the diverse community: consideration to factors such as gender, cultural background and age are given when appointing members; • relevant experience, and knowledge of the Yarra community; • a balance of continuing and new members, where possible; • previous community award winners and previous or current members of Council's advisory committees and/or community grants panel are eligible for this role. The CEO will approve the membership of the panel.
Tenure	Members will be appointed for a term of two (2) years and are eligible for re-appointment. A member may resign through advising Council in writing.
Meeting arrangements and structure	One meeting will be held per year. The meeting will be chaired by the Mayor.
Assessment structure	The Awards assessment process will comprise of the following stages: 1. Council Officers process all nominations, including vetting for eligibility. 2. Selection Panel independently assess all nominations (online) using selection criteria and scoring matrix. 3. Selection Panel will meet to decide on winners of each category. 4. The recommendations of the Selection Panel will be forwarded to the CEO for approval.

	Selection Panel members are invited as a guest to attend the ceremonial awards event.
Commitment	The commitment requirements of panel member role includes: • assessing (up to 100) nomination forms over a period of 3 weeks; and • attending a deliberation meeting for approximately 2–3 hours.
Support to Selection Committee members	Council Officers will provide administrative support to the Panel throughout the duration of the assessment process, including an induction and training on assessing nominations using an online platform.
Conflict of Interest	New Selection Panel members will be inducted on Council's Conflict of Interest and Code of Conduct requirements. Selection Panel members are required to declare any potential or perceived conflict of interests and complete the Conflict-of-Interest section of each Nomination Assessment form prior to assessing any nomination application. During the deliberation meeting, Panel members will be required to exit the room where there is a conflict of interest. Panel members will not advocate for the needs of any one organisation or individual through the assessment process.
Confidentiality	Selection Panel members are required to treat all information through the scoring process with sensitivity and maintain confidentiality. Agreement of confidentiality is required including detailed in Nomination Assessment form prior to assessing any nomination applications.
Special requirements	The Community Awards Selection Panel members are unable to nominate or be nominated for an award whilst holding position in this role.
Review	The Terms of Reference will be reviewed every 2 years and updated as required.

Key Dates for 2024 Community Awards Selection Panel process*

*timeframe subject to change

Monday 20 May	Expressions of Interest to join Selection Panel open.
Sunday 30 June	Deadline for Expressions of interest to join Selection Panel.
From 8 July	Onboarding, overview of role and training in online assessment.
15 July – 4 August	Assessment period for Selection Panel to score nominations (3 weeks in own time).
Mid-August	Selection Panel meet to select award winners (deliberation day) approx. 2–3hrs.
Thursday 12 December	Awards will be presented at ceremonial event.