

CITIZEN OF THE YEAR SELECTION CRITERIA POLICY

PURPOSE

Each year Council holds an Australia Day function which includes a presentation of an award for the 'Citizen of the Year' - an outstanding person in the community that has made notable contribution to the town.

The purpose of this Policy is to provide an overview of the Shire of Quairading's Citizen of the Year Awards program and detail the selection criteria for the selection panel.

OBJECTIVE

The objective of this Policy is to provide guidelines:

1. Encourage local groups and individuals to nominate candidates for the award who are genuinely worthy nominees.
2. Provide guidance to the selection panel who are assessing the nominees.
3. Foster a sense of community in recognising outstanding people within it.

POLICY

Selection Panel

The members of the selection panel are nominated by Council and may include the Shire President and Deputy Shire President, other Elected Members and one previous "Citizen of the Year" winner and/or another citizen.

A member of the selection panel cannot be immediately related to a nominee. This includes:

- De facto partner/spouse
- Child, parent
- Grandparent
- Grandchild
- Sibling
- Step-relations
- Adoptive relations
- The immediate family of the employee's spouse or de facto partner

Nominations

1. Nominations will only be accepted on the official nomination forms in writing.
2. Assistance filling in the application may be provided by Council staff.
3. Nominators can make submissions for more than one individual, but a separate form must be used for each nomination.
4. Individuals cannot self-nominate.

5. Entries submitted after the specified closing date will not be accepted but encouraged to submit a nomination for the following year.
6. Nominees will be notified prior to the event to allow recipients to invite friends and family to the presentation at the Australia Day function. The winner of the award will be announced at the Australia Day event.

Council staff must not discuss applications with nominators or potential recipients without the permission of the Shire President or the CEO.

Eligibility to be nominated

In choosing the recipients of the Community Citizen of the Year Awards, regard is given to the nominee's achievements in the year immediately prior to receiving the award, as well as their past achievements and ongoing contribution to the community.

A nominee need only be nominated once to be considered. The number of nominations received per nominee bears no weight on their selection as Citizen of the Year.

1. The nominee must have resided or worked (including voluntary) within the Quairading District within the 12 months prior to the nomination.
2. The nominee must be an Australian Citizen.
3. The nominee can be any age.
4. The nominee must be an individual and not a group. A couple or pair working together on a joint initiative may be considered at the discretion of the local selection panel.
5. The nominee must not have received the Citizen of the Year award previously.
6. Unsuccessful nominees may be nominated in future years.
7. Sitting members of State, Federal and Local Government are not eligible.
8. Awards may be granted posthumously in recognition of recent achievements.
9. By accepting the nomination, the nominee gives Council permission to use their information on social media, or other promotional mediums.
10. All nomination information and materials submitted remain the property of Council.

Submissions should:

1. Address the assessment criteria by outlining the nominee's background, achievements, and reasons for nomination in 200 words or more
2. Include supporting documents such as character reference/s and photograph/s

Selection guidelines

Selection is to be based on the information that is provided in the nomination form and supporting documents by the specified time allocated. It is the responsibility of the nominator to supply all nomination information for assessment.

New information on a submitted nomination can be included prior to the closing date. Any information submitted to an already submitted nomination after the closing date will not be considered by the Selection Panel.

The Selection Panel will be provided with nomination information prior to the first meeting taking place to conduct a preliminary assessment.

Nominees will be judged on the following criteria:

1. The resident must have shown significant contribution to the local community over and above what is normally expected. The impact if these activities on the community should be lasting and enduring. Weighting: 20 %
2. The resident must be an inspirational role model within the community (or have been so in the past). Weighting: 20%
3. The resident must have shown outstanding achievement in one or more specific fields including (but not limited to) academic, sporting, environmental, community engagement, business, welfare, arts and culture, leadership and civic responsibility. Weighting: 20 %
4. The resident must display community spirit and show inspiring qualities as a role model for the community. Weighting: 20%
5. Higher consideration for award selection should be given to those residents that provide community support of a volunteer nature, in kind service or contribution which is not in a paid capacity. Weighting: 20%

If a nominee does not accept the nomination, the selection committee must reconvene to select the next most worthy nominee. If there are no other nominees, the Citizen of the Year Award is not awarded for that year.

If no nominees are submitted, the Citizen of the Year Award is not awarded for that year.

The Selection Panel cannot:

1. Select joint recipients (unless they are a nominated couple and deemed appropriate by the selection panel).
2. Allocate more than one award or certificate per year to a recipient.
3. Create additional categories or subcategories for assessment.

Nomination information

All nomination information:

1. Is to be treated as confidential.
2. Is not to be copied and must not be discussed or shared with any person outside the selection panel or appropriate Council staff at any time.
3. Must be returned to Council at the conclusion of the final Selection Panel meeting and must not be retained by Selection Panel members.
4. Is to be handled in accordance with the *Privacy Act 1988*.

GUIDELINES


Citizen of the Year WA

The Citizen of the Year WA website was used as a guide in the development of this Policy but altered to suit our community.

STATUTORY ENVIRONMENT

Privacy Act 1988

Record of Policy Review

Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Nicole Gibbs	24/2/22	165-22/33	New Policy	Feb 2024	
02	Natalie Ness	29/02/24	156-23/04	Policy Review	Feb 2026	