

1. PURPOSE

An integral part of Australia Day celebrations is the presentation of awards to honour the contribution of citizens to the community and to celebrate their achievements. These guidelines provide direction on eligibility, assessment criteria, and the selection process.

2. AWARD CATEGORIES

Wodonga Council (the council) will each Australia Day recognise the contributions and achievements by members of the community through three key awards:

- i. Citizen of the Year
- ii. Young Citizen of the Year, and
- iii. Community Organisation of the Year.

3. GUIDELINES

3.1 Eligibility

The winner of these prestigious awards will display a significant contribution to the Wodonga community and / or outstanding achievements considered appropriate by the council.

Nominees for the Wodonga Citizen of the Year Award must be Australian Citizens, and aged 16 years or over on 26 January next.

Nominees for the Wodonga Young Citizen of the Year Award must be Australian Citizens, and aged between 16 to 25 years on 26 January next.

A community organisation must be a not-for-profit organisation consisting of four or more members; and must deliver services within the Wodonga municipality.

A person cannot receive a second award in the same Awards category, but can be considered for recognition in a separate category in following years eg: Young Citizen of the Year award and then the Citizen of the Year award.

Elected members of the council are ineligible, as are State and Federal Members of Parliament.

Awards will not be granted posthumously.

A nomination may be made with or without the knowledge of the person or organisation being nominated.

The full name and address of the nominator must be provided and details of their relationship to the nominated person (self-nominations are not accepted) or organisation.

In the event that no nominations are received in any of the categories, the Australia Day Citizens Awards Selection Panel reserves the right to grant the award to a citizen or group of its choice, or not to make an award.

3.2 Assessment criteria

Citizen of the Year and Young Citizen of the Year

The following criteria will be used in the assessment of nominations:

The nominee must have contributed in at least one of the following ways:

- a. Significant involvement in the Wodonga community.
- b. Commitment to activities that have short and long term benefits to others.
- c. Leadership or participation in Wodonga City community and voluntary activities.
- d. Contribution towards improving the quality of life for others.
- e. Outstanding personal achievements.

Regard will be given to the nominee's achievements in the year immediately prior to the nomination, as well as their past achievements and ongoing contribution to the community of Wodonga.

Community Organisation of the Year Award

The following criteria will be used in the assessment of nominations.

The community organisation must:

- a. have performed outstanding community service, either during the current year and/or given outstanding service over a number of years; and
- b. be involved in work that meets a community need or priority;

3.3 Selection

A Selection Panel to assess all nominations and to determine the award winners will be chaired by a councillor, and will comprise:

- Mayor;
- Chair, Australia Day Committee;
- Chief Executive Officer, or nominee; and

- The immediate past winners of the Citizen and Young Citizen of the Year awards.

Secretary: Governance Officer

3.4 Nominations

The council will invite nominations each September and provide a nomination form for the purpose.

The nominator must:

- Address the assessment criteria, in a way that demonstrates the scale / scope of the work carried out by the nominee.
- Sign the form to testify that the nominee is of solid character and an upstanding citizen.
- Include the name of at least two referees. The council may contact nominators and / or referees if the nominee is short listed.

The nomination form will also state the following:

- "Please note that the decision of the Wodonga Council is final and no correspondence will be entered into in respect of the decision".
- "Any supporting documentation must be photocopies of originals as nomination forms and supporting documentation will not be returned".
- "Nominations will remain active for two years i.e. the year they are nominated and the following year".

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