5.1 Citizen, Young Citizen, Community Event and Community Group of the Year Awards

Policy Owner	**Governance**
Person Responsible	**Chief Executive Officer and Shire President**
Date of Adoption	**23 February 2022 – Resolution 040222**
Date of Last Review	**24 September 2026 – Resolution 070926**
Date of Next Review	**(3 years / or earlier if required)**

OBJECTIVE

To outline the criteria for the annual recognition of individuals, groups and events in the Shire of Wongan-Ballidu who have made a noteworthy contribution to the community and development of the Shire. The Policy also provides the protocols around nominations and selection of award winners.

POLICY

Eligibility

The Wongan-Ballidu Citizen of the Year Award shall be open to any person who has resided in the district for a period of not less than twelve months. Shire Councillors shall be ineligible while holding office.

The Wongan-Ballidu Young Citizen Award shall be open to any person under the age of 36 on the closing of the nominations who has resided in the district for a period of not less than twelve months. Shire Councillors shall be ineligible while holding office.

Any person who has made a noteworthy contribution to the district during the current year and/or given outstanding service to the local community over several years shall be eligible.

Process

The Shire Council shall invite nominations for the Award in the first week of October, with a closing date no later than the first Friday in December. The opening of the Award nominations shall be published through the Boomer, all social media platforms, the Shire website, all townsite noticeboards, and by direct circular to substantial organisations.

Individuals as well as organisations may submit nominations. Only one person or event may

receive each Award.

The Selection Panel reserves the right not to present an award if there are insufficient nominations or nominations received are not of a sufficient standard. Previous award winners are eligible to win an award more than once.

The Award is to be announced at the Australia Day Breakfast held on January 26, each year.

Selection Panel

The Selection Panel shall be determined by the Shire President and Deputy President. The Panel shall consist of five (5) community representatives, who will vote to determine the award winners. There shall be two (2) proxy community representatives who are to replace a primary voting representative in the instance whereby a primary voting representative is unable to participate. The Shire President and Deputy President shall not participate in the voting. The community representatives will be selected jointly by the Shire President and Deputy President upon the closure of the nomination period to avoid conflicts of interest between the Panel and nominees.

There shall be no set assessment criteria for determining the Award winners. Notwithstanding this, quality of service will be more important than duration of service. An information pack to assist the panel members will be provided as part of the voting process.

Nominations shall be kept confidential.

Awards Ceremony

In addition to the official announcement of award winners at the Australia Day Breakfast held on January 26 each year, Council will host a Community Awards Ceremony event no later than 30 April of each year. All winners of the current year's award will be invited, and winners of the Citizen and Young Citizen of the Year will have the opportunity to extend this invitation to family and friends, with numbers limited.

Previous winners will also be invited to this event. Previous winners of the Citizen of the Year and Young Citizen of the Year will be extended an invitation to a spouse or partner, however representation for previous winners of the Community Event and Community Group of the Year awards will be limited to one. If a previous winner has become deceased, an invitation will be extended to their spouse/partner, this is not extended to general family.

REVIEW

Reviews of this policy are to be undertaken every three years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer, in conjunction with the Shire President, is responsible for implementing this Policy.