

**DATE ADOPTED: 25 SEPTEMBER 2018**

**VERSION: 1.0**

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## **POLICY OBJECTIVES**

The objectives of this policy are to:

- Ensure a formal and consistent approach is taken to recognise the outstanding contribution of individuals to the Maitland community through the Australia Day Awards program.
- Establish clear criteria for the Citizen of the Year Award and Young Citizen of the Year Award.

## **POLICY SCOPE**

This policy applies to the Mayor, Councillors, General Manager, Australia Day Awards Committee, employees of Maitland City Council and individuals who contribute to the Maitland community.

## **POLICY STATEMENT**

The Australia Day Awards program will be conducted on an annual basis.

### **Award categories**

Under the Australia Day Awards program, awards will be given for the following:

#### **1. Citizen of the Year Award**

The Citizen of the Year Award is awarded to an individual for their contribution to the Maitland Local Government Area. A maximum of one Citizen of the Year Award is presented annually on Australia Day.

#### **2. Young Citizen of the Year Award**

The Young Citizen of the Year Award is awarded to a young person for their contribution to the Maitland Local Government Area. A maximum of one Young Citizen of the Year Award is presented annually on Australia Day.

Should the Australia Day Awards Committee not receive any suitable nominations for the Citizen of the Year and/or the Young Citizen of the Year Award, the Australia Day Awards Committee will be under no obligation to present an award in either category.

### **Award eligibility**

- Nominees must reside in the Maitland Local Government Area.
- Nominees must be an Australian Citizen.
- Nominees cannot be a previous recipient of the award.
- Nominees cannot nominate themselves.
- Nominees must be under the age of 25 years as at 26 January each year (*for the Young Citizen of the Year Award only*).

## **Award criteria**

Nominees must be an individual who significantly contributes in areas such as education, conservation, culture, environment, health, fundraising, charitable and voluntary services, business, sport, arts, the environment or any other area that contributes to the advancement or wellbeing of the Maitland community.

Nominees must be an inspirational role model for the Maitland community.

Achievements can be a single outstanding achievement in the last year or numerous achievements over many years.

The most important criteria the judging panel considers are results, good citizenship, determination, creativity, enthusiasm, commitment and a demonstrated search for excellence.

## **Award nominations**

Nominations for the Citizen of the Year and Young Citizen of the Year Awards will be called on an annual basis. Nominations must be completed using the nomination forms circulated by Council and must be submitted by the relevant closing date.

## **Assessment panel**

The Australia Day Awards Committee will convene each year to assist the Executive Assistant to the Mayor with implementing the awards program including sourcing nominations and judging of the categories. The Committee will comprise the Mayor, two Councillors, the General Manager or his nominee (ex-officio), and up to three community representatives. The three community representatives will comprise the following:

- Current Citizen of the Year award recipient who will serve on the Committee for one year.
- Current Young Citizen of the Year award recipient who will serve on the Committee for one year.
- A representative of the Maitland community who will serve for the duration of the Council term in which they are appointed. Nominations for this community representative will be advertised and determined by the Mayor and Councillor representatives on the Committee at the beginning of each Council term and existing committee members will be eligible to reapply.

The Committee will meet two to three times per year to implement the awards program, including review of the nominations and judging of the winners. The Committee is delegated by the Council to select the award winners for each category.

The decision of the Committee will be final and no correspondence will be entered into in respect of the decisions made.

## **Awards presentation**

The Citizen of the Year and Young Citizen of the Year Awards will be announced and presented at the Australia Day function on 26 January each year.

An honour board for the Citizen of the Year and Young Citizen of the Year Awards will be maintained in an appropriate Council building.

**POLICY DEFINITIONS**

**Award**                    A prize or other mark of recognition given in honour of an achievement.

**POLICY ADMINISTRATION**

BUSINESS GROUP:	Office of the General Manager
RESPONSIBLE OFFICER:	Executive Officer
COUNCIL REFERENCE:	Ordinary Council Meeting 25 September 2018 Item 11.2
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	69/3
RELEVANT LEGISLATION	Nil
RELATED POLICIES / PROCEDURES / PROTOCOLS	Nil

**POLICY HISTORY**

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	25 September 2018	Australia Day Awards Program Policy