

Citizen of the Year Awards

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1. Scope

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This policy applies to Councillors and City of Parramatta Council (Council) employees, including contract and casual employees engaged by Council, and members of Council Committees.

All City of Parramatta residents are invited to nominate a member of the community whose exemplary contribution is deserving of recognition. Residents outside of the City of Parramatta local government area (LGA) and Council staff are also encouraged to nominate.

2. Purpose

To provide an overview of City of Parramatta's Local Citizen of the Year Awards Program, and to detail how the awards are administered, including the selection of award nominees, recipients and Citizen of the Year Judging Panel (the Judging Panel) members.

3. Policy

3.1 Australian of the Year Awards

Each year, the National Australia Day Council delivers the Australian of the Year Awards, recognising the high achievement and contribution of eminent Australians and leading citizens.

3.2 Local Citizen of the Year Awards

The Local Citizen of the Year Awards are administered by local government authorities throughout the country, and support is provided by the Australia Day Council of New South Wales through the provision of certificates for presentation and a delivery outline.

Council has participated in the Citizen of the Year Awards program since their inception as they provide the opportunity to recognise and honour outstanding achievement and excellence in the local community and highlight the importance of service to the Australian nation.

The City of Parramatta Citizen of the Year Awards are part of Council's broader Australia Day program, with awards to be presented on or around Australia Day each year.

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3.3 Delegation

The Judging Panel is appointed under S377 of the Local Government Act as a decision-making body to select recipients of City of Parramatta Citizen of the Year Awards.

4. Procedure

4.1 The Role of Citizen of the Year

The Citizen of the Year will be encouraged to be involved in a number of Council initiatives such as:

- Judging of the Citizen of the Year Awards program
- Council's civic and community functions and events
- Other Council programs and activities as appropriate

Any involvement by the Citizen of the Year in Council initiatives in on a voluntary basis and remuneration will not be made.

It is recommended that all award recipients consider making a nomination for national awards including, but not limited to, the Australian of the Year Awards and Australian Honours and Awards (E.g., the Order of Australia). Council will support all Citizen of the Year Award recipients by providing a letter of support, if required. Support should be considered within the 12-month appointment of the Citizen of the Year.

4.2 Award Categories

There are two award categories (Citizen of the Year and Community Group Award) with a total of four (4) awards. They are:

Citizen of the Year

A person who has made a noteworthy contribution to the City of Parramatta in one of three subcategory age groups that are:

- Young Citizen of the Year: 16 – 30 years
- Citizen of the Year: 31 – 64 years
- Senior Citizen of the Year: 65 years and over

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Note: the age of the nominee must fall into the applicable category as of 26 January of the ceremony year. Selection of Citizen of the Year Award recipients will take into consideration activities in the year prior to January of the ceremony year, in addition to past and future activities.

Community Group Award

A local group or organisation, which has provided an outstanding contribution to the City of Parramatta community. This includes projects and events.

Note: The Community Group Award must be for a group, project or activity which has contributed to the City of Parramatta in the 24 months prior to January of the ceremony year.

4.3 Eligibility, Conditions of Entry & Assessment Criteria

Nominations will be open to the public and advertised throughout the LGA for a minimum of 4 weeks.

Nominations will be reviewed by Council’s Civic Program and Protocol staff to ensure eligibility requirements and conditions of entry have been met.

Illegible nominations received before the advertised closing date will be provided the opportunity to reapply. Illegible nominations received after the closing date will be deemed ineligible for the current year and nominator will be provided the opportunity to reapply in the following year.

All eligible nominees will be considered for an award and invited to the Citizen of the Year Awards ceremony and announced as a ‘Nominee’ at the presentation. There will be no finalists in any categories or subcategories.

Council’s Civic Program and Protocol staff must not discuss applications with nominators or potential recipients without the express permission of the Lord Mayor or their delegate as chair of the Judging Panel.

4.3.1 Citizen of the Year Category

Eligibility Criteria

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The eligibility criteria for Young Citizen of the Year, Citizen of the Year and Senior Citizen of the Year are as follows:

- Nominees must be an Australian Citizen at the time of nomination.
- Nominees must have resided or worked in the City of Parramatta LGA within the past 12 months at the time of nomination. This includes work of a voluntary nature.
- Nominees must not be a sitting local, state or federal politician, or have immediately left office.
- Nominees must be of good fame and character.

Conditions of Entry

The following conditions of entry apply to all individual nominations:

- Nominations must be made on the official nomination form and submitted online or via email with any supporting documents. Assistance may be provided by Council staff.
- Nominations must be received by Council by the published closing date. Late applications and material will not be accepted and nominators will be provided the opportunity to reapply in the following year.
- Nominators can make submissions for more than one individual, but a separate form must be used for each nomination.
- Nominators can make a submission for a 'couple' or a 'partnership' to be considered for a single individual award if both are within the same subcategory.
- Individuals cannot self-nominate.
- Awards will not be granted posthumously.
- All nominees will be provided with the opportunity to accept their nomination and submit further supporting information within a specified period to be considered as part of their nomination. Late material will not be accepted.
- Past award recipients (award category or subcategory winners) will not be considered in the same category again.
- No weight is given to the number of times a person is nominated.
- Information provided in the nomination submission, and by the nominee, may be included in the event program and media release. Nominees should note, this could be a summary of the information provided and all information may not be included.

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- All nomination information and materials submitted remain the property of Council.

Submissions should:

- address the assessment criteria by outlining the nominee’s background, achievements, and reasons for nomination in 200 words or more
- include supporting documents such as character reference/s and photograph/s

Assessment Criteria

Recipients will be selected by the Judging Panel according to the following criteria and scoring structure:

- Undertaken activities which have a positive purpose and benefit to the community. Impact of these activities, by either an individual or group on the community is lasting and enduring. 30%
- Showed outstanding achievement in a specific field, including but not limited to academic, sporting, environmental, community engagement, business, welfare, arts and culture, leadership and civic responsibility. 30%
- Provide positive role model to others. 20%

Further that, higher consideration for award selection should be given to:

- Nominations located in the Parramatta LGA which also delivers the service to the City of Parramatta community. 10%
- Nominations of a volunteer nature, in kind service or contribution which is not in a paid capacity. 10%

4.3.2 Community Group Award Category

Eligibility Criteria

The eligibility criteria for the Community Group Award is as follows:

- Community groups must be based, operating in or servicing the City of Parramatta LGA at the time of nomination.
- Community groups, projects and activities must have been held and largely contribute or significantly benefit the City of Parramatta LGA within 24 months of the nomination date.

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- Community groups must be of good fame and character.

Conditions of Entry

The following conditions of entry apply to all group nominations:

- Nominations must be made on the official nomination form and submitted online or via email with any supporting documents. Assistance may be provided by Council staff.
- Nominations must be received by Council by the published closing date. Late applications and material will not be accepted and nominators will be provided the opportunity to reapply in the following year.
- Nominators can make submissions for more than one group, but a separate form must be used for each nomination.
- Community groups may self-nominate.
- All nominees (excluding self-nominators) will be provided with the opportunity to accept their nomination and submit further supporting information within a specified period to be considered as part of their nomination. Late material will not be accepted.
- Past award recipients (award category or subcategory winners) will not be considered in the same category again.
- No weight is given to the number of times a group is nominated.
- Information provided in the nomination submission, and by the nominee, may be included in the event program and media release. Nominees should note, this could be a summary of the information provided and all information may not be included.
- All nomination information and materials submitted remain the property of Council.

Submissions should:

- address the assessment criteria by outlining the nominee's background, achievements, and reasons for nomination in 200 words or more
- include supporting documents such as character reference/s and photograph/s

Assessment Criteria

Recipients will be selected by the Judging Panel according to the following criteria and scoring structure:

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- Undertaken activities which have a positive purpose and benefit to the community. Impact of these activities, by either an individual or group on the community is lasting and enduring. 30%
- Showed outstanding achievement in a specific field, including but not limited to academic, sporting, environmental, community engagement, business, welfare, arts and culture, leadership and civic responsibility. 30%
- Provide positive role model to others. 20%

Further that, higher consideration for award selection should be given to:

- Nominations located in the Parramatta LGA which also delivers the service to the City of Parramatta community. 10%
- Nominations of a volunteer nature, in kind service or contribution which is not in a paid capacity. 10%

4.4 Selection Process

Recipients will be selected by the Judging Panel according to the assessment criteria. Selections will be recommended to the Lord Mayor for final approval.

The Judging Panel:

- can award up to two 'Highly Commended' certificates for each award. 'Highly Commended' certificates are not a requirement and should only be utilised when there is an exceptional candidate to be recognised.
- cannot select joint recipients in any award category or subcategory.
- cannot allocate more than one award or certificate per year to a recipient.
- cannot create additional categories or subcategories for assessment.

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 and Nominee to supply all nomination information for assessment.

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

All nomination information:

- is to be treated as confidential

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- is not to be copied, and must not be discussed or shared with any person outside the Judging Panel or appropriate Council staff at any time
- must be returned to Council at the conclusion of the final Judging Panel meeting, and must not be retained by Judging Panel Members
- is to be handled in accordance with Council’s Privacy Management Plan and Privacy Policy

Judging Panel members will be required to attend 1 to 3 meetings, where they must achieve consensus through discussion and further consideration of Nominees. All panel members will have equal votes.

There is no obligation for the Judging Panel or Council to allocate an award each year if it is the opinion of the panel or Council that there is no nomination satisfactory to meet the criteria. The Judging Panel’s decision is final.

Council staff can provide support and advice to the panel only and have no voting rights.

4.5 Judging Panel

The Judging Panel is responsible for the review, assessment and selection of award recipients.

4.5.1 Membership

The Judging Panel must be an odd number and not exceed a total of five (5) members. The Panel shall consist of:

- The Lord Mayor (or their Councillor appointed delegate)
- The Deputy Lord Mayor (or their Councillor appointed delegate)
- The current Parramatta Adult Citizen of the Year
- Two (2) citizen representatives

No Judging Panel member (excluding the Lord Mayor and Deputy Lord Mayor) can serve more than 2 consecutive years in any role, to ensure the opportunity for a broad range of community representation.

All panel members must reside, study or work permanently in the City of Parramatta LGA.

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Judging Panel members will not receive remuneration and all current year members will be invited to attend the Citizen of the Year Awards ceremony as a guest. Members may also feature in the event program at the ceremony.

Panel members must comply with Council’s Citizen of the Year Awards Policy, Privacy Management Plan, Privacy Policy, Gifts & Benefits Policy and Code of Conduct Policy and Procedure. Panel members cannot publicly comment on behalf of the Judging Panel or Council at any time.

4.5.2 Appointment

Two citizen representatives of the Judging Panel will be selected through a public and transparent Expression of Interest process.

Representatives will be selected based on their stated experiences, skills and interests of relevance to the panel and the following guiding principles:

- Inclusive membership to ensure a diversity of views
- Experience track record of engagement with the local community, and
- Principal place of residence, educational institution or employment is within the City of Parramatta LGA.

Should an election period inhibit the participation of the Lord Mayor and Deputy Lord Mayor, the Chief Executive Officer and/or their chosen alternative/s will act as their substitute.

Further, if the current Parramatta Adult Citizen of the Year is unable to participate in the Judging Panel, this role will be deferred firstly to the current Senior Citizen of the Year and secondly, a third Citizen representative.

Should a member of the Judging Panel resign, an alternative representative will be selected from the expressions of interest received.

Council’s Civic Program and Protocol staff will assess expressions of interest against the guiding principles and prepare a written report for the approval of the Lord Mayor (or delegate).

Council will strive to obtain broad representation and diversity from the community including age, gender, cultural background, and community areas.

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4.5.3 Meetings

Meetings will be held in person at Council’s Administration Office in December. Alternative arrangements will be made if deemed more appropriate.

In the event a resolution for each category is not achieved in the first meeting, subsequent meetings will be scheduled until the Judging Panel determine an agreeable result across all categories.

4.5.4 Chair

The Lord Mayor (or delegate) is the appointed Chairperson for all meetings. In their absence the Deputy Lord Mayor (or delegate) will be appointed as Chairperson for the purpose of conducting the meeting.

Should an election period inhibit the participation of the Lord Mayor and Deputy Lord Mayor, the Chief Executive Officer and/or their chosen alternative/s will act as their substitute.

4.5.5 Agendas and Minutes

Agendas and minutes must be prepared for each meeting. The agenda must be provided to the Judging Panel not less than 7 days before the fixed time to hold the meeting. Due to the nature of this panel, minutes shall remain confidential and must not be shared outside of the Judging Panel members and Council support staff.

The minutes must:

- contain details of the proceedings and recommendations made.
- be clearly expressed.
- be self-explanatory.
- contain reports or summary information considered in the decision-making process.
- be distributed to Panel Members within 7 days of the meeting taking place.

4.5.6 Conflicts of Interest

All members of the Judging Panel must declare and manage any conflicts of interest they may have in matters being considered at meetings in accordance with the Council’s Code of Conduct. All declarations of conflicts of interest and how the

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conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

4.5.7 Administration Support

Administration support is provided to the Judging Panel through the Civic Program and Protocol Unit, with meeting support provided as required by the Governance.

4.6 Citizen of the Year Awards Ceremony

It is intended that the awards recipient's presentation (Awards Ceremony) be presented on Australia Day (26 January), or an appropriate date leading up to Australia Day each year with a direct connection to Australia's national day.

The Lord Mayor (or delegate) will host the Awards Ceremony and make presentations to the recipients at the event. The Lord Mayor on occasion may approve and invite other delegates to join them to assist with the presentation of an award and attend the ceremony.

Consideration will be provided for previous Citizen of the Year recipients to attend the event each year.

5. Definitions

Nominee An individual or group who meets all eligibility criteria and conditions of entry. All nominees will be considered for an award and invited to the Citizen of the Year Awards ceremony and announced as a 'Nominee' at the presentation.

Nominator An individual or group who has submitted a nomination form to recommend a nominee for a Citizen of the Year award.

Recipient Winner of a Citizen of the Year Award as selected by the Judging Panel.

6. History

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This policy replaces Terms of Reference previously established.

REFERENCES	No references
POLICIES	Gifts & Benefits Policy Code of Conduct Policy and Procedure Privacy Policy Privacy Management Plan Code of Meeting Practice
ATTACHMENTS	No attachments

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