Each year, Hepburn Shire Council calls for nominations for local citizens and groups that have made a significant contribution to our community.

The awards will be presented during the Civic Event held on 24 January 2025.

**To be eligible, the nomination must:**

* be submitted in writing;
* be received no later than 5:00pm Friday 1 November 2024;
* include confirmation that the nominee consents to be being nominated;
* not be one of the following:
	+ a current member of staff at Hepburn Shire Council;
	+ currently serving as a Councillor of the Hepburn Shire, and/or;
	+ a direct relative of a currently serving Councillor of the Hepburn Shire.

**Assessing nominations:**

* Nominations will be assessed by Councillors;
* In the event that no nominations are received in any of the categories, Councillors (as a group) may consider putting forward a nomination;
* Council reserves the right to not present an award in any category if it is considered that nominations are not of sufficiently high standard or no nominations are received;
* Recipients will be decided by Council at the December Council Meeting;
* The decision of Council is final, and no correspondence will be entered into in regard to that decision.

**Eligibility and Assessment Criteria**

**Citizen of the Year Award**

To be eligible for the Citizen of the Year Award, a person must be aged 26 years or over on 24 January 2025 and must either reside or work in the Hepburn Shire and immediate surrounds. The award is open to those who have either made a significant contribution during the current year and/or given outstanding service to the community of Hepburn Shire over a period of years. Contributions made by the nominee must have been made on a voluntary basis.

**Nominations for the Citizen of the Year Award will be assessed against the following criterion:**

* 1. The Nominee has undertaken activities that have resulted in a tangible benefit to the Hepburn Shire community
	2. The Nominee has demonstrated their commitment to the welfare and wellbeing of the Hepburn Shire community
	3. The Nominee has demonstrated leadership, helped others or inspired as a role model
	4. The Nominee has demonstrated a commitment to community inclusion and celebrating diversity

**Young Citizen of the Year Award**

To be eligible for the Young Citizen of the Year Award, a person must be aged 25 years or under on 24 January 2025 and must either reside or work in the Hepburn Shire and immediate surrounds. The award is open to those who have either made a significant contribution during the current year and/or given outstanding service to the community of Hepburn Shire over a period of years. Contributions made by the nominee must have been made on a voluntary basis.

**Nominations for the Young Citizen of the Year Award will be assessed against the following criterion:**

1. The Nominee has undertaken activities that have resulted in a tangible benefit to the Hepburn Shire community
2. The Nominee has demonstrated leadership, demonstrated commitment to issues affecting young people, helped others or inspired as a role model for other young people
3. The Nominee has shown outstanding achievement in the fields of academia, sport, culture, environment, and/or civic responsibility
4. The Nominee has demonstrated a commitment to community inclusion and celebrating diversity

**Community Event of the Year Award**

To be eligible for the Community Event of the Year Award, an individual/group or organisation must have staged a significant community event within the Hepburn Shire during 2024.

Virtual or online events are eligible.

**Nominations for the Community Event of the Year Award will be assessed against the following criterion:**

* The impact or benefit of the event on the Hepburn Shire community
* The purpose of the event and how this outcome was achieved
* Engagement with the community and promotion of community participation in the event
* demonstration of a commitment to community inclusion and celebrating diversity

**Hepburn Together Award**

To be eligible for the Hepburn Together Award, a couple, group or organisation located within the Hepburn Shire must have staged a significant community activity/activities within the Hepburn Shire during 2024.

Virtual or online activity/ activities are eligible.

**Nominations for the Hepburn Together Award will be assessed against the following criterion:**

* The couple group/organisation has undertaken an activity/activities that has benefitted the Hepburn Shire community
* Engagement with the community and promotion of community participation in the activity/activities
* The purpose of the activity/activities and how this outcome was achieved
* demonstration of a commitment to community inclusion and celebrating diversity

For more information regarding the Awards please contact:

Rebecca Smith

Manager Governance and Risk

Hepburn Shire Council

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Email: shire@hepburn.vic.gov.au

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| **Assessment Form –Citizen of the Year** |
| **Name of Nominee:** | **Name of Assessor:** |
| **Selection Criteria** | **Score**  |
| 1. Has the Nominee undertaken activities that have resulted in a tangible benefit to the Hepburn Shire Community?
 | **1**Does not meet criteria | 2Meets Criteria | 3Exceeds Criteria |
| 1. How has the Nominee demonstrated their commitment to the welfare and wellbeing of the Hepburn Shire community?
 | **1**Does not meet criteria | 2Meets Criteria | **3**Exceeds Criteria |
| 1. How has the Nominee demonstrated leadership, helped others or inspired as a role model?
 | **1**Does not meet criteria | 2Meets Criteria | **3**Exceeds Criteria |
| 1. How has the Nominee demonstrated a commitment to community inclusion and celebrating diversity?
 | **1**Does not meet criteria | 2Meets Criteria | **3**Exceeds Criteria |
| **Total score** | \_\_\_\_\_\_\_\_/12 (Maximum score) |
| Notes: |

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| **Assessment Form – Young Citizen of the Year** |
| **Name of Nominee:** | **Name of Assessor:** |
| **Selection Criteria** | **Score**  |
| 1. Has the Nominee undertaken activities that have resulted in a tangible benefit to the Hepburn Shire Community?
 | **1**Does not meet criteria | 2Meets Criteria | **3**Exceeds Criteria |
| 1. How has the Nominee demonstrated leadership, demonstrated commitment to issues affecting young people, helped others or inspired as a role model for other young people?
 | **1**Does not meet criteria | 2Meets Criteria | **3**Exceeds Criteria |
| 1. How has the Nominee shown outstanding achievement in the fields of academia, sport, culture, environment, and/or civic responsibility?
 | **1**Does not meet criteria | 2Meets Criteria | **3**Exceeds Criteria |
| 1. How has the Nominee demonstrated a commitment to community inclusion and celebrating diversity?
 | **1**Does not meet criteria | 2Meets Criteria | **3**Exceeds Criteria |
| **Total score** | \_\_\_\_\_\_\_\_/12 (Maximum score) |
| Notes: |

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| **Assessment Form – Event of the Year** |
| **Name of Event:** | **Name of Assessor:** |
| **Selection Criteria** | **Score**  |
| 1. The impact or benefit of the event on the Hepburn Shire Community?
 | **1**Does not meet criteria | 2Meets Criteria | **3**Exceeds Criteria |
| 1. Was the purpose of the event achieved?
 | **1**Does not meet criteria | 2Meets Criteria | **3**Exceeds Criteria |
| 1. Did the event engage the community and promote community participation in the event?
 | **1**Does not meet criteria | 2Meets Criteria | **3**Exceeds Criteria |
| 1. Did the Event demonstrate a commitment to community inclusion and celebrating diversity?
 | **1**Does not meet criteria | 2Meets Criteria | **3**Exceeds Criteria |
| **Total score** | \_\_\_\_\_\_\_\_/12 (Maximum score) |
| Notes: |

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| **Assessment Form – Hepburn Together Award**  |
| **Name of Event:** | **Name of Assessor:** |
| **Selection Criteria** | **Score**  |
| 1. The impact or benefit of the activity/activities that the couple group/organisation has undertaken within the Hepburn Shire Community
 | 1Does not meet criteria | 2Meets Criteria | 3Exceeds Criteria |
| 1. Was the purpose of the activity/activities achieved?
 | 1Does not meet criteria | 2Meets Criteria | 3Exceeds Criteria |
| 1. Did the activity/activities engage the community and promote community participation?
 | 1Does not meet criteria | 2Meets Criteria | 3Exceeds Criteria |
| 1. Did the activity/activities demonstrate a commitment to community inclusion and celebrating diversity?
 | 1Does not meet criteria | 2Meets Criteria | 3Exceeds Criteria |
| **Total score** | \_\_\_\_\_\_\_\_/12 (Maximum score) |
| Notes: |