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# Australia Day Policy

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**CONTROL:**

Policy Type:	Administrative
Authorised by:	Council
Head of Power:	Not Applicable
Responsible Officer:	Chief Executive Officer
Adopted / Approved:	Minute No. 2019.08.19-OM-21
Last Reviewed:	August 2019
Review:	Every four years after each Local Government Election – March 2020
Version:	1 (Original)

## 1. INTRODUCTION

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**1.1 PURPOSE:**

This policy seeks to provide guidance on the terms and conditions and processes for the Council Australia Day Awards.

**1.2 OBJECTIVES:**

The policy covers the advertising, selection process, and advice to the nominees of Council's decision with respect to these biennial awards presented on Australia Day. It also covers the actual running of the Australia Day event.

**1.3 COMMENCEMENT OF POLICY:**

This Policy will commence on adoption. It replaces all other specific Australia Day Award policies of Council (whether written or not).

## 2. POLICY

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**2.1 CONTEXT:**

The Australia Day Awards is a program rewarding community service at a local level and is administered through a nomination program, which is assessed by a local selection committee and Awards in the form of certificates and prizes are awarded at official Australia Day functions.

**2.2 POLICY STATEMENT:**

Australia Day Awards are presented biennially to local citizens/groups who have made outstanding contributions to the community. They are administered by the Council and viewed as an opportunity to honour individuals or groups who have made an outstanding contribution within the Diamantina Shire.

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The Awards are presented at the Australia Day celebrations held on 26th January. The Awards are given to reward and recognise the nominee's achievements in the previous two years, as well as their past achievements and/or their ongoing contribution within the shire.

## 3. STANDARDS AND PROCEDURES

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### 3.1 GENERAL ELIGIBILITY

- Nominees must live in the Diamantina Shire or have lived in the district for the period of time during which their contribution to the Diamantina community took place.
- Nomination of non-Australian citizens is not permitted.
- Self-nomination by individuals will not be considered by the Selection Panel.
- Nominations made by any member of the Selection Panel will not be considered by the Selection Panel.
- Awards for Citizen of the Year and Young Citizen of the Year may be granted posthumously.

### 3.2 AWARD CATEGORIES AND ELIGIBILITY

#### **Citizen of the Year Award**

A person must be 26 years or older on 26 January of the award year and have made a noteworthy contribution during the current and preceding year and/or given outstanding service to the local community over a number of years.

The Selection Panel will give consideration to the following criteria in assessing and comparing nominations:

- Demonstrated commitment to the betterment of the community
- Undertaken activities which have short and long term benefits for others
- Shows vision and leadership
- Active in the community where the community benefits
- Showed outstanding achievement in e.g. academic, sporting, cultural environment, civic responsibility
- Impact of the activities of an individual or group on the Community whether it be immediate or lasting
- Law abiding
- A role model to others

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

A person must be under 26 years of age as at 26 January of the award year and have made a noteworthy contribution during the current and preceding year and/or given outstanding service to the local community over a number of years.

The Selection Panel will give consideration to the following criteria in assessing and comparing nominations:

- Demonstrated commitment to the betterment of the community
- Undertaken activities which have short and long term benefits for others
- Shows vision and leadership
- Active in the community where the community benefits
- Showed outstanding achievement in e.g. academic, sporting, cultural environment, civic responsibility
- Law abiding
- A role model to others
- Active in youth issues

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## **Senior Sports Person/Sports Administrator Award**

A person must have a noteworthy record of achievement in sport or have made a significant contribution to sport as a coach, official or administrator during the current and preceding year, and must be over the age of 18 as at the time of the achievement.

The Selection Panel will give consideration to the following criteria in assessing and comparing nominations:

- Showed an outstanding achievement in sport / Showed a significant contribution to sport as a coach, official or administrator
- Active in the community where the community benefits
- Law abiding
- A role model to others
- Active in youth issues
- Shows vision and leadership

Depending on the nominations received, the Selection Panel may decide to split this award into two separate awards.

## **Junior Sports Award**

A person must have a noteworthy record of achievement in sport and be under the age of 18 as at the time of the achievement.

The Selection Panel will give consideration to the following criteria in assessing and comparing nominations:

- Demonstrated achievement in sport
- Shows vision and leadership
- Active in the community where the community benefits
- Law abiding
- A role model to others
- Active in youth issues

## **Community Event of the Year**

An event held in the council area which has made a noteworthy contribution to the cultural life of the local community or is an outstanding achievement in cultural activity/ies. The event is to have occurred in the period since the most recent Australia Day Awards (i.e. 2 years).

The Selection Panel will give consideration to the following criteria in assessing and comparing nominations:

- Engaged in community participation
- Had a positive purpose, outcome and impact on the community
- Shown vision and commitment
- Demonstrated community values, broad community involvement and appeal, achieved community acceptance and support and participation
- Been community focused, and not staged for personal or private reward or financial benefit.

## **3.3 SELECTION PANEL**

A five member Selection Panel, comprising the Mayor, Chief Executive Officer, a Bedourie community member, a Birdsville community member and a shire community member. Community members must have resided in the shire for at least five years to qualify.

Council will invite nominations to sit on the Australia Day Awards selection panel every alternate September before the award year. Council shall select members of the selection panel at the October Council meeting from the nominations. If there are no suitable nominations Council will fill

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any vacancies on the panel at their discretion. The panel will only be for one Australia Day Award year, a new panel will be formed for the next Australia Day Award year.

The position of the selection panel will be voluntary, with members to meet their own travel expenses to attend meetings.

### 3.4 THE AWARDS PROCESS

- Australia Day Awards are presented biennially on each odd year i.e. 2019, 2021, 2023 etc.
- Nominations open, for a minimum of six weeks, in October and close in November of the year prior to the award year. This ensures nominations are available for consideration by the selection panel in December.
- Advertising of the invitation to nominate is to be published in the Desert Yarns, on Council's website, Facebook page and any social media channels.
- Nominations are to be submitted in writing using the Australia Day Nomination Form. All nominations are to remain confidential.
- In the absence of any nominations from members of the public for an award category, the selection panel will make its own nominations based on local knowledge and experience.
- The selection panel is not required to select an award recipient should it consider no suitable nominations were received.
- A selection panel will assess all the nominations and select the award recipients. The selection panel's decision is final and no correspondence will be entered into.
- All nominees will be sent a formal letter confirming their nomination and inviting them to attend the Australia Day Awards.
- The Australia Day awards and frame certificates will be presented during the Australia Day Celebrations on 26 January.

### 3.5 ASSESSMENT OF NOMINATIONS

The Selection Panel will assess the nominations received based on the selection criteria in clause 3.2.

The Selection Panel will determine from the nominations received one recipient in each Award category.

A Selection Panel member shall declare an interest and stand aside from the Panel should the nominee be their immediate family, or consider that for any reason a conflict of interest may arise. Where the selection panel is reduced to two members after declarations of interest then a member of the Council Executive will sit on the panel for that category.

The decisions of the Selection Panel shall be by majority and shall be final.

### 3.6 ANNOUNCEMENT OF AWARDS

The winners of each Award shall remain confidential until the winners are notified of their success by the Mayor.

The presentations to take place during the Diamantina Shire Council Australia Day event.

All successful nominees, nominators, and the community are to be invited to the Australia Day Awards ceremony.

Recipients are to be presented with a framed and signed certificate and medallion.

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### 3.7 AUSTRALIA DAY EVENT

- The Australia Day Awards will be presented by the Mayor on Australia Day 26 January at the event. Citizenship ceremonies may also be held and acknowledgement of any other significant or appropriate contribution(s) to the community.
- Council will hold the Australia Day Ceremony on a system of rotation between Bedourie and Birdsville.
- A community group from the host town will be invited to organize the Australia day event with Council paying the community group to do so. The host community group shall liaise with the Council in October prior to the event to agree on the details for the event.
- Council where possible will invite an Australia Day Ambassador to the event.
- Council will provide financial assistance biennially in the budget for the Australia Day celebrations to cover items such as catering, hire of a marquee, accommodation for the Australia Day Ambassador, advertising, musical entertainment etc.

### 3.8 RESPONSIBILITY

The CEO will coordinate the procedures necessary to observe the Policy.

## 4. REFERENCE AND SUPPORTING INFORMATION

### 4.1 DEFINITIONS:

To assist in interpretation, the following definitions shall apply:

Word / Term	Definition
Council	means Diamantina Shire Council.
Immediate Family	Includes the person's spouse, and a child, ex-nuptial child, stepchild, adopted child, foster child, parent, grandparent, grandchild or sibling of the person or the person's spouse.

### 4.2 RELATED POLICIES, LEGISLATION AND DOCUMENTS:

Links to supporting documentation
DSC Form - Australia Day Award Nomination
DSC Form – Australia Day Panel Nomination

### 4.3 VERSION CONTROL:

Previous Version Number	Adopted/Approved Date