Australia Day Awards Policy

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Policy Version Number	3
Department	Communities Directorate
Policy Owner	Community Coordinator

PURPOSE

To establish a clear and consistent framework for the administration, nomination, selection and presentation of the Diamantina Shire Council Australia Day Awards and the conduct of the associated Australia Day celebrations.

POLICY OBJECTIVES

This policy aims to provide a transparent and equitable nomination and selection process for Australia Day Awards, while recognising and celebrating individuals, groups and events that make significant contributions to the Diamantina Shire community. It also outlines the roles and responsibilities of the Selection Panel, provides clear guidelines for the organisation and delivery of the Australia Day Awards and celebrations, and ensures consistency in the administration of biennial Australia Day Awards.

COMMENCEMENT OF POLICY

The commencement date will be the date of approval.

SCOPE

This policy applies to Diamantina Shire Council, the Chief Executive Officer, members of the Australia Day Awards Selection Panel, Council officers involved in coordinating Australia Day Awards, events, and community members submitting nominations.

HUMAN RIGHTS COMMITMENT

Council has considered the human rights protected under the *Human Rights Act 2019* (Qld) (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make a decision in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

POLICY STATEMENT

Diamantina Shire Council administers biennial Australia Day Awards to formally recognise and celebrate individuals, groups and events that have made outstanding contributions to the Diamantina Shire community.

Awards are presented during official Australia Day celebrations held on 26 January. The awards recognise achievements and contributions made during the previous two years, as well as sustained service and ongoing community involvement.

The Australia Day Awards are administered through a public nomination process and assessed by an independent Selection Panel. The Panel's decision is final.

SPECIFIC AND STANDARD

Award Categories

The following award categories are recognised:

- Citizen of the Year
- Young Citizen of the Year
- Senior Sportsperson / Sports Administrator
- Junior Sportsperson
- Community Event of the Year

Eligibility criteria and assessment considerations for each category are as follows:

Citizen of the Year

Must be 26 years or older as of 26 January of the award year.

Must have made a noteworthy contribution during the current and preceding year and/or given outstanding service over several years. Demonstrates leadership, community commitment, positive impact, integrity and role model qualities.

Young Citizen of the Year

Must be under 26 years of age as of 26 January of the award year. Demonstrates community involvement, leadership, youth engagement and positive contribution.

Senior Sportsperson / Sports Administrator

Must be over 18 years of age at the time of achievement. Demonstrated outstanding sporting achievement or significant contribution as a coach, official or administrator.

Junior Sportsperson

Must be under 18 years of age at the time of achievement. Demonstrated notable sporting achievement and leadership qualities.

Community Event of the Year

The event must have been held within the Diamantina Shire and must have occurred since the previous Australia Day Awards within the two-year period. It should demonstrate community participation, a positive impact, broad appeal and clear community benefit.

The Selection Panel may determine not to present an award in any category if suitable nominations are not received.

General Eligibility

Under general eligibility requirements, nominees must reside in the Diamantina Shire or have resided in the Shire during the period of their contribution, and they must be Australian citizens. Self-nominations are not accepted, and nominations submitted by Selection Panel members will not be considered. The Citizen of the Year and Young Citizen of the Year awards may be granted posthumously.

Selection Panel

The Selection Panel must consist of five members, including the Mayor, the Chief Executive Officer, one Bedourie community representative, one Birdsville community representative and one additional Shire community representative.

Community representatives must have resided within the Shire for at least five years. Panel members are appointed by Council at the October Council meeting following a public call for nominations in September prior to the award year, and the Panel is appointed for one award cycle only. Panel positions are voluntary, with members responsible for their own travel expenses, and all members must declare any conflicts of interest and stand aside where appropriate.

Nomination and Assessment Process

Awards are presented biennially in odd-numbered years, with nominations opening in October and remaining open for a minimum of six weeks before closing in November. Nominations must be submitted in writing using the approved Australia Day Nomination Form, and all nominations remain confidential. Advertising will occur through Council publications, the website and social media. In the absence of nominations, the Selection Panel may make its own nomination, and all decisions are determined by majority vote and are final.

All nominees will receive formal written correspondence advising them of their nomination and inviting them to attend the Awards ceremony.

Announcement and Presentation

Award recipients remain confidential until they are formally notified by the Mayor. Awards are presented during the official Australia Day event on 26 January, with recipients receiving a framed and signed certificate and medallion. Citizenship ceremonies and acknowledgements of other significant contributions may also be included.

Australia Day Awards Event

The Australia Day ceremony is held on a rotational basis between Bedourie and Birdsville. A community group from the host town may be engaged to coordinate the event in consultation with Council, and where possible, Council may invite an Australia Day Ambassador. Council also provides a budget allocation for event costs, including catering, marquee hire, ambassador accommodation, entertainment and advertising.

Responsibility

The Chief Executive Officer is responsible for coordinating and administering the procedures necessary to implement this policy.

DEFINITIONS

Term	Definition
Council	Means Diamantina Shire Council
Immediate Family	Includes spouse, child, ex-nuptial child, stepchild, adopted child, foster child, parent, grandparent, grandchild or sibling of the person or the person's spouse

SUPPORTING DOCUMENTATION

Legislation	N/A
Council Policies	N/A
Council Delegations	Administrative Delegation
Council Forms	DSC Form – Australia Day Award Nomination DSC Form – Australia Day Panel Nomination Conflict of Interest Declaration
Supporting Documents	Corporate Plan 2026 - 2031

VERSION CONTROL

Version	Adopted	Comment	eDRMS #
1	19 August 2019	Minute No. 2019.08.19-OM-21	
2	20 April 2020	Minute No. 2020.04.20-OM-8	
3	12 October 2026	Resolution No. CNL/26/295	330776