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		Responsible Officer/s:	Growth and Tourism Manager
		Classification:	Council
		Issued:	18 September 2017
		Next Review:	September 2029

1. Purpose

This Policy outlines the necessary process in administering and delivering the District Council of Grant Citizen of the Year Australia Day Awards Program and approach to considering nominations for other Awards for residents, ratepayers, business operators, businesses, towns or groups linked with our District as may be appropriate from time to time.

2. Scope

This Policy no longer solely applies to the delivery of the annual District Council of Grant Citizen of the Year Australia Day Awards Program.

The Policy covers

1. All categories of the Citizen of the Year Australia Day Awards Program which includes:
 - Citizen of the Year
 - Young Citizen of the Year
 - Community Event or Community Group of the Year
 - Award for Active Citizenship
2. Nominations for other Awards, as may be appropriate from time to time, will be considered by the Awards Advisory Group in accordance with the eligibility criteria of the relevant Awards Program.

3. Definitions

Council the District Council of Grant

4. Policy

4.1. Selection Criteria – Citizen of the Year Awards


In choosing the recipients of the Citizen of the Year Australia Day Awards, regard is given to each nominee's achievements in the year immediately prior to receiving the award, as well as their past achievements and ongoing contribution to the community.

An individual need only receive one nomination to be considered. The number of nominations received per nominee bears no weight in their selection.

The selection criteria for Citizen of the Year and Young Citizen of the Year are:

- Significant contribution to the community
- An inspirational role model for the Australian community
- The scope of impact the individual's contribution has on the local government area

The selection criteria for Community Event or Community Group of the Year are;

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- The quality of the event
- The scope of impact the event has, or has had, on the local government area
- The event's or group's contribution to the community

Council will also give consideration to the following in assessing and comparing nominations against the above criteria:

- Personal, academic and professional achievements
- The contribution and benefit to others that the event or nominee has made in the relevant field
- Demonstrated leadership, innovation and creativity
- Contribution to development of regional community and/or economy
- Future goals and likely impact
- Sacrifices made and the degree of difficulty of the achievement/s
- Previous awards and recognition
- Voluntary work beyond paid employment
- Nature of activity and length of service
- Achievements as an individual or as part of a group or organisation
- Availability and commitment to promote community pride and active citizenship throughout the year of the recipient's appointment

4.2. Eligibility Criteria – Citizen of the Year Awards

- Nominees must be Australian citizens
- Awards will not be granted posthumously
- Self-nominations will not be accepted (with the exception that District Council of Grant may self-nominate in the community event category)
- Nominees must be at least 16 years of age in the year of the award presentation
- Nominees for the category of Young Citizen of the Year must be 30 years of age or less on 26 January in the year of the award presentation
- Sitting State and Federal politicians, current Vice-Regal Officers and current Elected Members of Council are not eligible
- Retired politicians, Elected Members and Vice-Regal Officers will only be considered for work undertaken in addition to their official duties
- There is no restriction on unsuccessful nominees being re-nominated in subsequent years
- Groups of people, organisations or couples will not normally be eligible for Citizen of the Year and Young Citizen of the Year, although in exceptional cases the selection panels reserve the right to consider such nominations
- Nominees for the Community Event or Community Group of the Year categories may include both individuals and organisations as this recognises the organising body or committee responsible for the event

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- Previous winners of award categories may be nominated and receive the award in subsequent years, however the work that this person or organisation contributed to the community in receiving the original award may not be considered for subsequent nominations, although may be counted toward length of community service.
- Nominations that do not receive an award may be submitted for consideration in future subsequent years of the program, provided that they meet the eligibility criteria of the Awards.

4.3. Nomination Period – Citizen of the Year Awards

- Nominations Open: 1st day of October
- Nominations Close: 3rd Friday in November

Nominations received before 1st of October will be accepted. Nominations received after the closing date will be carried forward to the nomination period in the following year, providing that they meet the eligibility criteria as advised by the Australia Day Council.

4.4. Council's Decision-Making Process

Following a General Council Election, an Advisory Group will be nominated by the new Council at its Statutory Meeting.

This Advisory Group, after consideration and endorsement by Council will be responsible for assessing the Australia Day Awards assessment process (and any other relevant award nomination).


Council officers will prepare a confidential report listing all applications received for each category that year, to be provided to the Advisory Group Members for their input and consideration.

One selection is to be made in each category on the basis of outstanding service to the local community in any field considered appropriate by the Advisory Group. Recommendations of the Advisory Group will be presented to Council for endorsement. The Citizen of the Year Awards recommendations will be presented at a Council Meeting in December. Endorsement by Council is final and no correspondence will be entered into.

There is no obligation on the Advisory Group to give an award in each category of the Citizen of the Year Awards every year, if it is the opinion of Advisory Group that there is no nomination which satisfactorily meets the criteria and is of sufficient merit to be awarded. In the absence of any suitable nomination from members of the public, the Advisory Group may make its own nominations based on local knowledge and experience.

4.5. Announcement of Award Winners

Category winners will be announced as soon as practical, after the winners determined by the Advisory Group have been endorsed/approved by Council. Awards will be presented to category winners at a Council function, held on, or around, Australia Day, 26 January, as determined by advice from the Awards Advisory Group for the approval of Council.

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Citizenship ceremonies may also be held concurrently along with acknowledgement of any other significant or appropriate contribution(s) to the community.

Successful Citizen of the Year recipients shall have their name recorded on the Honour Board displayed at the Council Office.

4.6. Australia Day Event

The event shall have a set budget to cover costs of catering, administration, advertising, entertainment, shelter, SA Australia Day Council membership, Australia Day Ambassador visit, promotions and any other applicable support.

The event shall be held at a different venue each year on a roster basis. If the listed host community group declines the invitation to assist with the event, the next community group on the roster is to be contacted and invited to assist with hosting the event. The event may consist of either a breakfast or lunch, with the final decision being made in conjunction with the host group. Weather conditions may also determine the format of the event.

The community group shall be paid a set remuneration amount to assist with hosting the event.

Formal proceedings shall include an Acknowledgement of Country or Welcome to Country, National Anthem, Mayoral welcome and Australia Day Award presentations. It may also include Australian Citizenship ceremony and Australia Day Ambassador presentation.


In the event that the rostered community group does not wish to assist with hosting the event and/or other factors have potential to impact the delivery of the event, the Council may choose to hold an event only including the Award Winners, relevant staff, Elected Members and Invited Guests by way of a resolution empowering staff to organise a function within the boundaries of the Council resolution.

5. Responsibilities

Council's Growth and Tourism Manager coordinates the Awards Advisory Group and any required Council reports, and oversees events staff who are responsible for implementation of all other elements of this policy.

Roles and responsibilities including calling for nominations, promotion through the media, compiling nominations, preparing a report for Council, organising awards and inviting nominees and nominators to the presentation event may be shared with relevant staff within the Office of the CEO. Organisation of the event may be in conjunction with a host community organisation.

If required, any Citizenship Ceremony will be coordinated and administered by the Executive Assistant to the CEO and Mayor.

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6. References / Other Documents

6.1. Legislation

Australian Citizenship Regulation Act 2007

6.2. Other

The Australia Day Citizen of the Year Awards – guidance and criteria for local government authorities – Australia Day Council of South Australia Inc.

7. Review

This Policy shall be reviewed by the District Council of Grant at a minimum, once within every four (4) year Council term (or on significant change to legislation or other matters which could affect this policy).

Action	Date	Minute Reference
Adopted by Council	18 September 2017	17118.1.1.8
Amended	18 December 2017	17162.4
Amended	17 December 2018	18173.1
Minor formatting amendments	4 May 2020	Governance Officer
Amended	7 October 2020	20127.3
Amended	6 September 2021	21140.3
Amended	15 August 2022	22228.2
Amended	19 February 2024	24028