

	<h2 style="margin: 0;">Australia Day Policy</h2> <p style="margin: 0;">Policy No. ADMPOL 07</p>	Version No:	1.0
		Responsible Officer/s	Deputy CEO
		Issued:	18/9/2017
		Next Review:	December 2022

1. Purpose

This Policy outlines the necessary process in administering and delivering the District Council of Grant Australia Day Awards Program.

2. Scope

This Policy solely applies to the delivery of the annual District Council of Grant Australia Day Awards Program.

The Policy covers eligibility for all categories of the program which includes:

- Citizen of the Year
- Young Citizen of the Year
- Community Event or Community Group of the Year

3. Definitions

Council: means the District Council of Grant.

4. Policy

4.1 Selection Criteria

In choosing the recipients of the Australia Day Citizen of the Year Awards, regard is given to the 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 be nominated once 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;

- The quality of the event
- The scope of impact the event has 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
- Contribution in the relevant field (how has the nominee or event 'put back' into their field to benefit others)
- Demonstrated leadership, innovation and creativity
- Contribution to development of regional community and/or economy
- Future goals and likely impact
- Degree of difficulty of the achievement and sacrifices made
- Previous awards and recognition
- Voluntary work beyond paid employment
- Nature and length of activity or service

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- 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

- Nominees must be Australian citizens
- Awards will not be granted posthumously
- Self-nominations will not be accepted (District Council of Grant exception for community event nominations)
- 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 be considered for work undertaken in addition to their official duties
- Unsuccessful nominees may be 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, though in exceptional cases the selection panels reserve the right to consider such nominations
- Both individuals and organisations should be considered for the Community Event or Community Group of the Year as this recognises the organising body or committee responsible for the event
- Absolutely NO weight is given to the number of times a person or organisation is nominated
- Previous recipients of the award categories may receive the award in the future however the work that this person or organisation made in receiving the original award may not be considered
- Councils may choose to re-submit nominations that do not receive an award for future consideration in subsequent years of the program

4.3 Nomination Period

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

Nominations received before 1st of October will still be accepted. Nominations received after the closing date will be carried forward to the next nomination period in the following year.

4.4 Council's Decision Making Process

The Elected Members of Council will be the selection panel for the Awards. Council officers will prepare a confidential report listing all applications received for each category in December each year. 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 Council. Adoption by Council is final and no correspondence will be entered into.

There is no obligation on Council to give an award each year if it is the opinion of Council no nomination is satisfactory to meet the criteria. In the absence of any suitable nomination from members of the public. Council may make its own nominations based on local knowledge and experience.

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4.5 Announcement of Award Winners

Category winners will be announced as soon as practicable, after the Awards have been determined by Council. Category winners will be presented with their award at a Council function, held annually on Australia Day 26 January.

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

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

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 host community group declines the invitation then the next venue on the roster is to be contacted and invited to host 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 host the event based on how many meals they serve; they may also request and keep any gold coin contributions made by the public, and organise any other fundraising stalls or a raffle. Council request that the host group invite other community groups to assist and to share in the day's proceeds where possible.

The host group shall be responsible for decision and costs involved if alcohol should be consumed on-site.

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.

5. Responsibilities

Councils Community Services Department is responsible for implementation of all elements of this policy.

Roles and responsibilities include 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. Organisation of the event will be in conjunction with the host community organisation.

6. References:

Federal Legislation

Australian Citizenship Regulation Act 2007

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Other Related References

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 within four (4) years of issued date, within 12 months of a general election (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