



Australia Day Awards Policy

Policy identification:	
Policy type:	Council
Summary:	The policy guides the nomination, selection, assessment and award process for the Australia Day Awards
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Authorised by:	Council
Responsible department:	Corporate and Community Services
Responsible officer:	Director Corporate and Community Services
Review officer:	Community Development Officer
Consultation required:	Mayor, Australia Day Council of South Australia Inc.
Relevant references:	
Delegations:	
Legislation:	
Related policies:	
Related procedures:	

1. Policy statement

Each year our community celebrates the achievement and contribution of members of our district through the Australia Day Awards. Those nominated inspire us through their achievements and challenge us to make our own contribution to our community.

The Australia Day Policy (the policy) has been developed to provide a clear and consistent framework for the nomination and selection of recipients of the following annual Australia Day Awards administered by the District Council of Loxton Waikerie (council) in partnership with the Australia Day Council of SA Inc. for the towns of Loxton and Waikerie:

- Citizen of the Year
- Young Citizen of the Year
- Community Event of the Year.

Council is committed to the selection of recipients based on merit and in accordance with the criteria determined for each category of the awards.

2. Strategic reference

Our community: strategy 1.1.4 encourage volunteer involvement in the community

3. Policy objectives

To promote the recognition of community members who have made a noteworthy contribution through a series of awards based on transparent and objective criteria.

4. Principles

4.1 Selection panel

The role of the selection panel is to judge the nominations in accordance with the selection criteria noted within this policy. The panel is supported by the Community Development Officer.

- i) The selection panel is comprised of the Mayor and 4 elected members. In the event that an elected member determines that they have an actual, material or perceived conflict of interest the Director Corporate and Community Services or another senior staff member will be called upon to act as a member of the panel to judge that category.
- ii) A member of the selection panel shall declare an interest and stand aside from the panel if they:
 - are related to a nominee, *a member of the board or committee of a group or organisation that is nominated for the Community Event of the Year*
 - consider that they could have a material, actual or perceived conflict of interest in regard to a nomination.
- iii) The decisions of the selection panel will be by majority and shall be final.

4.2 Nominations

- i) Nominations are invited annually in October and open for at least 6 weeks
- ii) The invitation for nominations are advertised in the Loxton and River News (on at least 2 separate occasions), on Council's website, Facebook page and on the Australia Day Council of SA website.
- iii) Nominations must be submitted in writing on the Australia Day Nomination Form with supporting documents and be received by the advertised closing date (generally late November).

4.3 Eligibility

- i) Nominees must be Australian citizens.
- ii) Nominees for individual awards must reside in the Loxton Waikerie district or have lived in the district for the period of time that their contribution to the community was made.
- iii) Groups nominated for the Loxton and Waikerie Community Event of the Year award should be based in or undertake their group activity in the Loxton and Waikerie Council area in the year that the event was conducted.
- iv) Ordinarily nominations made in previous years will not be considered unless they are re-nominated in the current year (*see viii below*).
- v) Nominees for the Young Citizen of the Year Award shall be 30 years of age or younger as at 26 January in the year that the award is given.
- vi) Nominations made by any member of the selection panel are not eligible for consideration.
- vii) Citizen of the Year and Young Citizen of the Year Awards may be presented posthumously.

- viii) Should no nominations in any particular category be received the Selection Panel may consider unsuccessful nominations from the previous year.

4.4 Ineligibility

Nominees are not eligible if:

- i) they seek to self nominate or are put forward by their immediate family.
(Please note: clubs and organisations are able to self nominate an event that the club or organisation has run)
- ii) in the case of individual awards if they have previously won a Loxton or Waikerie Australia Day Award in the same category;
- iii) they are a Member of Parliament;
- iv) they are a serving Elected Member of the District Council of Loxton Waikerie
- v) the nomination is for a couple - the award is for an individual recipient;
- vi) the primary aim of the event nominated for Community Event of the Year is for financial benefit, in particular for personal or private reward.

4.5 Selection criteria

4.5.1 Australia Day Citizen of the Year Award

- i) The nominee must be 16 years or older on 26th January the year that the award is given; have made noteworthy contribution during the current year; and/ or have given outstanding service to the local community over a number of years.
- ii) The selection panel shall consider the following criteria in the assessment of nominees:
 - Australian citizen
 - significant contribution for the betterment of the community
 - an inspirational role model within the community
 - the scope of impact the individual's contribution has on the local government area
 - demonstrated outstanding achievement/excellence in a field, for example: academic, sporting, cultural, environment, civic responsibility
 - previous awards and recognition
 - demonstrated vision and leadership
 - contributions made by the nominee, have either been done on a voluntary basis or exceeds the normal requirements of the person's paid work
 - achievements as an individual or as part of a group or organisation
 - law abiding.

4.5.2 Australia Day Young Citizen of the Year Award

- i) The nominee must be under the age of 30 years of age on the 26th of January of the year that the award is given and have made a noteworthy contribution during the preceding year and / or given outstanding service to the local community over a number of years.
- ii) The selection panel shall consider the following criteria in the assessment of nominees:

- Australian citizen
- significant contribution for the betterment of the community
- an inspirational role model within the community
- the scope of impact the individual's contribution has on the local government area
- demonstrated outstanding achievement/excellence in a field, for example: academic, sporting, cultural, environment, civic responsibility
- previous awards and recognition
- demonstrated vision and leadership
- contributions made by the nominee, have either been done on a voluntary basis or exceeds the normal requirements of the person's paid work
- achievements as an individual or as part of a group or organisation
- law abiding.

4.5.3 Australia Day Community Event of the Year

- i) This is awarded to an individual, organisation or community group who/which has staged an outstanding and noteworthy community event during the year.
- ii) The event should have:
 - recognition as a high quality event
 - the scope of impact the event has on the local government area
 - made a positive contribution to the community
 - demonstrated community values/focus, engaged the involvement of and appealed to the broader community.

4.6 Assessment process

- i) The Community Development Officer is to convene at least one meeting to assess the nominations; additional meetings may be convened if the panel determine that they are needed.
- ii) The Community Development Officer is to give all panel members notice of the meeting (5 working days). All members are to be provided with the nominations and assessment criteria 5 working days prior to the meeting.
- iii) The Mayor will chair all panel meetings.
- iv) All panel members including the Chair, are required to score each nomination in all award categories, unless they have declared a conflict of interest and stood aside from the assessment of a category.
- v) Assessment and all decisions relating to the awards are to be kept in confidence

4.7 Evaluation of the nominations

- i) Each nomination will be scored according to the criteria listed with all points tallied and the award given to the nominee with the most points in total.
- ii) In the event of a tie, a vote will be cast by the panel to determine the recipient, with the nominee achieving the most votes being declared the winner of the award category.

4.8 Awards Schedule

September/October

- Award nominations open
- Advertise to invite community to nominate

November/December

- Selection panel meet to assess nominations and select recipients in the last week of November or first week of December.
- Awards are announced at the Waikerie and Loxton Mayoral Receptions
- Community Development Officer to action:
 - ✓ Prepare a brief of the winning recipients for the Mayor to acknowledge at the Mayor Reception event
 - ✓ Prepare a press release for the Mayor to release
 - ✓ Distribute Council's press release after the Mayoral reception confirming the successful recipients of all awards
 - ✓ Provide letters to successful nominees at the Mayoral Reception to attend the Australia Day event
 - ✓ Provide letters to unsuccessful nominators advising them of the outcome

January

- Awards are formally presented at Australia Day events in Loxton and Waikerie
- Community Development Officer to notify in writing:
 - ✓ the Australia Day Council
 - ✓ the office of the Member for Barker (Federal) of the recipient's names and addresses
 - ✓ the office of the Member for Chaffey (State) of the recipients name and addresses
 - ✓ submit applications for the 5RM Riverland Rotary Citizen of the Year Committee
 - ✓ prepares a framed certificate for winners to be presented at the Australia Day event/s

4.9 Recording

The names of recipients of all awards will be recorded on the honour board displayed in the Loxton or Waikerie Council office.

5. Australia Day Events

- 5.1** The Australia Day Awards are presented on Australia Day (26th January) at the event organised by Council and on the Saturday night closest to the 26th January at the event organised by the Waikerie Australia Day Committee.
- 5.2** Citizenship ceremonies may be held and acknowledgement of other significant or appropriate contributions to the community as recommended by the Community Assessment Panel at Australia Day events.
- 5.3** The Waikerie Australia Day Committee, will organise the Australia Day event held in Waikerie and determine the activities to be held during that event.
- 5.4** A free community breakfast to celebrate the Australia Day Awards will be held in Loxton.

6. Budget allocation

Australia Day celebrations shall have a defined budget approved by Council.

7. Availability

This policy will be available for inspection at the Council Offices at Loxton or Waikerie during ordinary business hours at no charge.

Copies of this Policy will also be available from Council's website: www.loxtonwaikerie.sa.gov.au

8. Document history and version control

Date	Version	Authorisation - Council/ Committee/ Senior Management Team	Amendment Details
17/11/2017	1.0	Council	First version
18/1/2019	2.0	Council	<ul style="list-style-type: none">• Selection panel comprised of 4 elected members and the mayor removed wording asking for 2 Loxton and 2 Waikerie• Ineligibility by immediate family removed
15/2/2019	3.0	Council	Changed item 4.8 Awards Schedule
17/1/2020	4.0	Council	Minor changes to 4.8 Awards Schedule wording