

Australia Day Awards and Citizenship Ceremony Policy



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Purpose

The purpose of this policy is for Council to be an active participant in the Australia Day celebrations held each year within the Glen Innes Severn Local Government Area (LGA). The Australia Day Awards advocate for rewarding community service and personal achievements at a local level for those who have made an outstanding contribution to the LGA. Included in the Australia Day celebrations is the Australian Citizenship ceremony (if applicable) and free local community breakfast.

Applicability

This policy applies to:

- Australia Day Committee ('the Committee')
- Mayor and Councillors
- Chief Financial Officer (CFO)
- Governance Officer (GO)
- Manager of Governance (MG)
- Executive Assistant (Mayor and General Manager)

Outcomes

Council acknowledges the importance of Australia Day celebrations each year and will make the necessary budgetary provisions to facilitate the Australia Day Awards and celebration activities through the Australia Day Committee, a Community Committee of Council.

Roles and Responsibilities

The GO will communicate amendments and updates to this Policy to the Committee.

The Australia Day Committee Chairperson and the CFO will ensure that sufficient funding for the Australia Day celebrations is included in Council's annual Operational Plan.

The Executive Assistant (Mayor and General Manager) will coordinate the Australian Citizenship ceremony (if applicable).

The Australia Day Committee is a Community Committee of Council, comprising of volunteers and designated Councillors that exercise functions on behalf of Council in accordance with section 355, sub-section (c) of the *Local Government Act 1993* (the Act), as delegated in accordance with sections 377 and 378 of the Act.

The Committee assists Council in the coordination of the Australia Day celebrations and facilitates the Australia Day Awards selection process in accordance with this policy.

Policy Statement

The Australia Day celebrations are held annually on the 26 January.

The Australia Day celebrations consist of two community events:

- Free breakfast celebrations for the local community, and
- The main Australia Day celebrations held in Glen Innes, incorporating an Australian Citizenship ceremony (if applicable) and the Australia Day Awards presentation.

Australia Day Celebrations

The Committee, in conjunction with local community organisations, will coordinate free breakfast celebrations (subject to available funding) for the local community and these are held on a system of rotation each year, between villages/hamlets within the LGA, including the Glen Innes township.

The Australia Day event is largely organised by the Committee, with event schedule oversight by Council. The event is held in Glen Innes and includes free morning tea, entertainment, award presentations and citizenship ceremony for the local community to participate.

Council will provide approved funding for the Australia Day celebrations; however, the Committee will apply for grant funding (if applicable) each year from the National Australia Day Council to assist in covering additional costs.

Australia Day Awards

Award Categories and Criteria

The following Australia Day Awards will be advertised and presented at the Australia Day celebrations held on the 26 January. These categories are subject to change each year:

Category	Criteria
Citizen of the Year	Recognises individuals for their outstanding contribution, for their personal endeavours, achievements and service to the community.
Young Citizen of the Year	Recognises young individuals for their outstanding contribution, for their personal endeavours, achievements and service to the community. <i>To be eligible must be aged 26 years or under as at 26 January of the year award presented.</i>
Community Event of the Year	This is presented to the person/group who has staged the most outstanding community event during the past year.
Volunteer Community Organisation of the Year	This is presented to a local community group that has made an outstanding voluntary contribution to the community of Glen Innes Severn LGA.

Emergency Services Volunteer of the Year	This is presented to the person/group who has provided outstanding contribution and commitment.
Senior Sportsperson of the Year and contribution to sport	Recognises individuals for their sporting achievements, their actions which inspire, enrich and encourage others and who have made significant contribution.
Junior Sportsperson of the Year	Recognises young individuals for their sporting achievements, their actions which inspire, enrich and encourage others and who have made significant contribution. <i>To be eligible must be aged 15 years or under as at 26 January of the year award presented.</i>

Nomination Requirements

The following general eligibility criteria will apply for nominations to all award categories:

- Nominees must be Australian citizens at the time of nomination;
- Nominees must be residents of the Glen Innes Severn LGA, or non-residents involved with a Glen Innes Severn based organisation, or an individual that has made a significant contribution within Glen Innes Severn LGA, at the time of nomination;
- An individual or group can be nominated for more than one category;
- Self-nominations will not be accepted;
- Both individuals and organisations can be considered for the Community Event of the Year as this recognises the organising body or committee responsible for the event;
- Previous recipients of award categories may receive an award in the future; however, the work that this person or organisation made in receiving the original award may not be reconsidered;
- Nominations made by any member of the Australia Day Committee will not be considered;
- A nominee must not be a sitting state or federal politician, current vice regal or current Council member; and
- Unsuccessful nominees may be re-nominated in subsequent years.

Nominations open in October and close second Tuesday of December each year. Advertisements calling for all nominations will be advertised using various media including local media, radio announcements, website and social media.

Only nominations received prior to the close of the nomination period will be considered; however, in the event no nominations are received at the close of the nomination period, Council reserves the right to extend the nomination period.

Following the close of the nomination period, all nominees will be advised in writing that they have been nominated for an award and invited to attend the Australia Day Awards presentation.

Selection Procedure

Selection Panel

The Selection Panel is the Australia Day Committee.

The Committee invites member nominations annually at their Annual General Meeting and the Committee comprises of volunteer community representatives and two elected Councillors.

The Committee acts in accordance with the Community Committees of Council Manual, which provides comprehensive guidelines on the committee's responsibilities, functions and operations. Committee members are required to adhere to the Manual, along with the Code of Conduct for Council Committee Members, Delegates and Advisers.

Governance staff aid and support to the Committee as required.

Selection Criteria

The Committee will meet in early January of each year to assess award nominations and will take into consideration the following criteria in no particular order:

- The outstanding voluntary contribution and service to the Glen Innes Severn community;
- The impact of the nominee's contribution to a particular field, group, community or humanity at large;
- Organisation/community activities the nominee volunteers and/or assists with;
- The nature and length of activity or service committed by the nominee;
- Demonstrated leadership, innovation and creativity; and
- Any other significant attributes.

Selection Process

Points will be awarded to each valid nominee (per award category) from each member of the Committee.

No weight is given to the number of times a person or organisation is nominated.

If no nomination, or no suitable nominations are received in any of the categories, the Committee reserves the right to grant the award to a group, event or citizen/s of its choice. This could be selected from the unsuccessful nominations from the previous three years. In the event of a tied vote, the Committee's Chairperson shall have the final decision.

The Committee's decision is final, and no correspondence will be entered into about their decision.

Australia Day Citizenship Ceremony

The Executive Assistant (Mayor and General Manager) will be responsible for the coordination of any Citizenship ceremony (included in the Australia Day celebrations) in accordance with the Australian Citizenship Ceremonies Code.

Other Activities Conducted by the Australia Day Committee

The Committee also undertakes other planning preparations to ensure all Australia Day necessities are met, subject to budget allocation by Council and grant funding provided by the National Australia Day Council (NADC), such as, but not limited to:

- Organises additional special Australia Day activities such as dinner celebrations for previous year winners, current year nominees and dignitaries.
- Coordinate catering requirements for all Australia Day activities, such as breakfast, dinners and morning tea including Australia Day cake.
- Promote and arrange advertising Australia Day events to the community.
- Arrange live streaming of the Australia Day celebrations to ensure the community can partake in the ceremony if unable to attend in person. Book professional photographer to capture festivities and celebrations.
- Apply for grant funding from the NADC and if successful meet reporting requirements outlined by the NADC.
- Purchase necessary Australia Day merchandise, in accordance with the NADC requirements to promote Australia Day celebrations within the community.
- Register for the Australia Day Ambassador Program and arrange to host the selected Ambassador and make necessary arrangements for accommodation, travel, event itinerary and thank you gift for Ambassador.
- Arrange and book event venues, along with sourcing local entertainment, official speaker duties and other performers.
- Arrange for trophies, certificates and other compliments for presentation to Australia Day Award winners.

Privacy

Council acknowledges and respects the privacy of individuals.

All information on nomination forms will be managed and stored according to the *Privacy and Personal Information Protection Act 1998*.

Personal information about the nominations collected by Council for Australia Day Awards will be published in local newspapers, on Council's website and social media pages, radio and public event announcements.

Participants in the Australia Day ceremony may have their image recorded for the use in various forms of media, reports and/or presentations, for which there will be no form of compensation.

Legislation And Supporting Documents

Relevant Legislation, Regulations and Industry Standards include:

- Australian Citizenship Ceremonies Code
- *Local Government Act 1993*
- *Privacy and Personal Information Protection Act 1998*

Relevant Council Policies and Procedures include:

- Community Committees of Council Manual
- Code of Conduct for Council Committee Members, Delegates and Advisers

Variation And Review

The Australia Day Policy will be reviewed every Council term (four years), or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

Appendix A

Document Control/Authorisation

Responsible Officer:		Governance Officer (GO)			
Reviewed By:		Manager Governance, Management Executive Team (Manex), EA(Mayor and GM) and Australia Day Committee			
Review Due Date:		July 2028			
Version Number:		5			
Versions:	Date:	Resolution No:	Description of Amendments:	Author / Editor:	Approved / Adopted By:
5	24/10/2024	17.10/24	Update to new policy template, new information in policy to include Award Categories, Nomination Requirements, Selection Procedure, Other Activities undertaken by AD Committee and Privacy clause.	GO	Council
4	25/02/2021	10.02/21		EA (Mayor and General Manager	Council
3	23/02/2017	9.02/17		EA (Mayor and General Manager	Council
2	28/02/2013	4.02/13		PA (Mayor and General Manager	Council
1	24/03/2011	6.03/11		PA (Mayor and General Manager	Council