

# Australia Day - Organisational Procedure

<b>Effective Date</b>	20 November 2013
<b>Policy Owner</b>	Communities Manager
<b>Link to Corporate Plan</b>	<p><i>Active Vibrant Community</i></p> <p><i>We are a happy, inclusive community, proud of where we live.</i></p> <ul style="list-style-type: none"> <li>- <i>Our people of diverse backgrounds and ages are united by social, cultural and sporting activities.</i></li> <li>- <i>Our parks, open spaces and community facilities are alive with activities and connect our communities.</i></li> <li>- <i>We are a strong sustainable community supported by volunteers.</i></li> <li>- <i>We empower communities to develop local initiatives and events.</i></li> </ul>
<b>Review Date</b>	<i>In line with Australia Day - Council Policy</i>
<b>Related Legislation</b>	<p><i>Information Privacy Act 2009</i></p> <p><i>WDRC Local Law No. 1 (Administration) 2011</i></p> <p><i>WDRC Subordinate Local Law No. 1.14 (Undertaking- Regulated Activities on Local Government Controlled Areas and Roads 2011- Application required to be submitted for each Australia Day event where relevant</i></p>
<b>Related Documents</b>	<i>Australia Day - Council Policy</i>

<b>Policy Version</b>	<b>Approval Date</b>	<b>Adopted/Approved</b>
1	20 November 2013	Ordinary Meeting of Council
2	21 August 2019	Ordinary Meeting of Council
3	5 August 2022	General Manager
4	4 August 2023	A/General Manager

*This policy may not be current as Council regularly reviews and updates its policies. The latest controlled version can be found in the policies section of Council's intranet or Website. **A hard copy of this electronic document is uncontrolled.***

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## 1. PURPOSE

The purpose of this Organisational Procedure is to guide the Communities Department in its delivery of the Australia Day Awards process and the Australia Day Awards ceremonies across the Western Downs Region.

### Australia Day Awards Nominations

The Western Downs Regional Council Australia Day Awards are presented annually and recognise those outstanding persons or groups who make a real contribution and difference to the communities of the Western Downs. These prestigious awards are one of the highest honours a Council can bestow to publicly acknowledge those in the community who are making an outstanding contribution.

## 2. SCOPE

This Organisational Procedure applies to members of the Communities Department and other Western Downs Regional Council employees.

## 3. PROCEDURE

### Australia Day Awards Process

#### 3.1 Australia Day Awards Schedule:

- 1 August - Nominations Open
- 31 October - Nominations Close
- November - Steering Group Assessment Meeting
- December - Council meeting to resolve Award selection

#### 3.2 Protocols:

##### a) Award Protocols:

- Nominations will be invited from August each year.
- The recommendations from the Australia Day Steering Group will be made to the Council meeting to be held in December for a resolution.
- Nominations for each Award Category will be promoted to the public through a comprehensive media and marketing campaign utilising various communication channels.
- Council initiated events/projects/programs are not eligible for consideration for an Australia Day Award.

#### 3.3 Award Categories:

##### a) Regional Award Categories:

Regional Award Winners will be selected from nominations received across the Western Downs Regional Council area in the following categories:

- Citizen of the Year Award
- Young Citizen of the Year Award

##### b) Local Award Categories:



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Categories for the Local Awards are:

- Volunteer of the Year Award
- Community Organisation Achievement Award
- Creative Arts Award
- Sports Award

Local Award Winners will be awarded in each Local Award category from each of the following districts:

- Chinchilla and District
- Dalby and District
- Jandowae and District
- Miles and District
- Tara and District
- Wandoan and District

## 3.4 Nomination Conditions:

- Nominees must be Australian citizens.
- Council may not necessarily make an award in any of the categories in any given year if circumstances arise where granting of an award is not considered appropriate.
- If no nominations are received in any of the categories, the Australia Day Steering Group reserves the right to recommend a group or individual of its choice to receive an award.
- Individuals or groups can self-nominate.
- Councillors, Council Staff and State and Federal elected representatives are eligible for nomination.
- Nominees must reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.
- If a nomination is received in a category, the Australia Day Steering Group reserves the right to select the nominee in another category if it is deemed that the nomination meets the criteria for that category
- Nominations must be submitted in the correct category through the online application form which can be accessed via the Council website.

## 4. ELIGIBILITY AND SELECTION CRITERIA

The assessment of nominations is undertaken by the Australia Day Steering Group and is based on the following criteria:

### 4.1 Citizen of the Year

#### *Eligibility Criteria*

To be eligible for the Citizen of the Year Award, the nominee must:

- Reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.
- Not have received the Regional Citizen of the Year Award since 2009

#### *Selection Criteria*



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The Citizen of the Year will be selected on the following criteria:

The nominee:

- Has been an inspiration/positive role model for their peers/community/region.
- Has shown a significant and outstanding contribution to the community.
- Has demonstrated a high level of personal, academic or professional achievement with demonstrated benefits for others.
- Shows vision, leadership, innovation or creativity.

## 4.2 Young Citizen of the Year

### *Eligibility Criteria*

To be eligible for the Young Citizen of the Year Award, the nominee must:

- Reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.
- Be 16 to 30 years of age as at the 26 January of the year the award is given.
- Not have received the Regional Young Citizen of the Year Award since 2009.

### *Selection Criteria*

The Citizen of the Year will be selected on the following criteria:

The nominee:

- Has demonstrated leadership, innovation or creativity.
- Has shown outstanding achievement in their chosen field; e.g. academic, sporting, cultural, environment or civic responsibility.
- Is a role model that other young people can aspire to.
- Has shown a significant contribution to the community.

## 4.3 Volunteer of the Year

### *Eligibility Criteria*

To be eligible for the Local Volunteer of the Year Award, the nominee must:

- Reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.
- Not have received the same award in the previous 5 years.
- The act or service recognised must be voluntary in nature (i.e. not their paid profession).

### *Selection Criteria*

The Local Volunteer of the Year will be selected on the following criteria:

The nominee:

- Has made a significant contribution at community level through volunteering.
- Has shown a personal effort that has made a lasting and significant difference to the community.



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## 4.4 Community Organisation Achievement Award

### *Eligibility Criteria*

*Note: this category is not open to individuals or businesses*

To be eligible for the Local Community Organisation Award, the Community Organisation must:

- Be a local community group or organisation based within the Western Downs Regional Council Area or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.
- Not be a Council initiated event, project or program.
- Not have received the same award in the previous 5 years.

### *Selection Criteria*

To be eligible for the Local Community Organisation Award, the Community Organisation must demonstrate:

- The social, cultural and/or economic benefits the contribution has brought or will bring to individuals, community organisations or the community in general.
- Significant volunteer involvement.
- Excellence in their field or previous awards or recognition received.
- Brings recognition or credit to the community or region.

## 4.4 Creative Arts Award

### *Eligibility Criteria*

To be eligible for the Local Creative Arts Award, the nominee must:

- Reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.
- Not have received the same award in the previous 5 years.

### *Selection Criteria*

The Local Creative Arts Award will be selected on the following criteria:

The local person or group:

- Has provided outstanding contributions bringing long or short term- benefits to the arts and/or cultural community.
- Shows vision, leadership, innovation or creativity in the arts and/or cultural community.

## 4.5 Sports Award

### *Eligibility Criteria*

To be eligible for the Local Sports Award, the nominee must:

- Reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by



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the nominee to the Western Downs Regional Council community and that they are part of the community.

- Not have received the same award in the previous 5 years.

## *Selection Criteria*

The Local Sports Award will be selected on the following criteria:

The nominee:

- Is an outstanding sportsperson with a noteworthy record of achievement in sport.
- Is a role model that people can aspire to.

## **5. AUSTRALIA DAY AWARD CEREMONIES:**

### **5.1 Australia Day Events:**

- The award presentation is to involve at least one (1) Council Representative (i.e. Mayor, Councillor or Senior Staff).
- To be held on Australia Day, 26 January of each year.
- Announcements of award recipients will be made at official Australia Day events across the Western Downs Regional Council area to be held on 26 January each year.
- Events will be held in the following locations:-
  - Chinchilla
  - Dalby
  - Wandoan
  - Miles
  - Jandowae & District (locality as determined by Expressions of Interest)
  - Tara & District (locality as determined by Expressions of Interest)
- Only one official Australia Day event will be financially supported in each of the above locations.
- Events in the districts of Jandowae and Tara, and the towns of Chinchilla, Dalby, Miles and Wandoan shall participate in the Ambassador Program (while it continues) which has high achieving Australians delivering keynote addresses which capture the true spirit of being Australian.
- Where an Expression of Interest exists for the staging of official events, these will be assessed by the Communities Manager.

### **5.2 Official Ceremony Protocols:**

- At least one (1) Councillor will participate in each of the official Australia Day Awards ceremonies throughout the region, however, Councillors may attend other unofficial ceremonies if they choose.
- Council representative's speech will include acknowledgement of traditional owners and custodians of the land.
- Western Downs Regional Council shall participate in the Australia Day Ambassador Program and host an Ambassador (where available and allocated by the Department of the Premier and Cabinet) to attend and present the Australia Day Awards in conjunction with the Council representative.
- The Australia Day Affirmation will be read at each official Australia Day event. The format of the event is to include a flag raising.
- A celebration cake will be provided by Council to be cut at each official Australia Day event.

## **6. BUDGET:**



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The Australia Day Awards and related events have a set annual budget in the Community and Liveability Division, Communities Department budget. This budget is a regional budget and can cover the costs of catering, entertainment, administrative support to the program, advertising and promotion, and other relevant event costs.

