

Australia Day Procedure

Effective Date	20 November 2013
Policy Owner	Communities Manager
Policy Type	Organisational Procedure
Link to Corporate Plan	<i>Strategic Priority: Vibrant Connected Communities</i> • We empower our communities to shape the region's future. • We provide social infrastructure and create opportunities for connection and shared experiences. • We promote intergenerational involvement and volunteering. • We are leaders in disaster preparedness, helping our communities stay safe and resilient. • We foster community spirit and pride in our people and their connections with the region.
Review Date	In line with Australia Day Policy
Related Legislation	
Related Documents	Australia Day Policy

Policy Version	Approval Date	Adopted/Approved
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
5	18 July 2024	Ordinary Meeting of Council
6	10 June 2026	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.**

Australia Day Procedure

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
- Mid-November - Nominations Close
- December - Australia Day Awards Assessment Panel meeting
- January - Announcement of successful nominees

3.2 Protocols:

a) Award Protocols:

- Nominations will be invited from August each year.
- The Australia Day Awards Assessment Panel will assess the nominations and their decision will be ratified by the General Manager (Communities and Liveability) or delegate, who is the chair of the Assessment Panel.
- 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
- Regional Creative Arts Award
- Regional Sports Award



Australia Day Procedure

b) Local Award Categories:

Categories for the Local Awards are:

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

Local Award Winners will be selected from:

- Chinchilla and District (including Brigalow and Kogan districts)
- Dalby and District (including Dalby town and surrounds)
- Jandowae and District (including Bell, Jimbour, Kaimkillenbun and Warra districts)
- Miles and District (including Condamine, Drillham and Dulacca districts)
- Tara and District (including Glenmorgan, Hannaford, Meandarra, Moonie and The Gums districts)
- Wandoan and District (including Grosmont and Guluguba districts)

3.4 Nomination Conditions:

- Nominees must be Australian Citizens.
- 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.
- 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.
- Where the Australia Day Assessment Panel determines that an award nomination does not meet the criteria for that category or demonstrates alignment with the criteria of an alternate category, the Panel reserves the right to:
 - Transfer the nomination to the correct or alternate category for consideration; or
 - Deem the nomination invalid for consideration.
- 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 Assessment Panel 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:

- Not have received the Regional Citizen of the Year Award in the previous 15 years.

Selection Criteria

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



Australia Day Procedure

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:

- 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 in the previous 15 years.

Selection Criteria

The Young 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 Creative Arts Award

4.3.1 Local Creative Arts Award:

Eligibility Criteria

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

- 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.

4.3.2 Regional Creative Arts Award

The Regional Creative Arts Award recognises the person or group showing outstanding achievement in the cultural community and will be selected from the successful nominees of the Local Creative Arts Award.

4.4 Sports Award

4.4.1 Local Sports Award - Junior



Australia Day Procedure

Eligibility Criteria

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

- Be 18 years or under as at 26 January of the year the award is given.
- Not have received the same award in the previous 5 years.
- Be competing in their chosen sport at a minimum level of selection in a State team or have won a State Title (or equivalent) in their chosen sport.

Selection Criteria

The Sports Award- Junior will be selected on the following criteria:

The nominee:

- Is an outstanding sportsperson with a noteworthy record of achievement in sport.
- Has represented their sport in a fair and positive manner.

4.4.2 Local Sports Award - Senior

Eligibility Criteria

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

- Be 19 years or over as at 26 January of the year the award is given.
- Not have received the same award in the previous 5 years.
- Be competing in their chosen sport at a minimum level of selection in a State team or have won a State Title (or equivalent) in their chosen sport.
- Where the nominee has had to leave the Western Downs Region in order to participate in their sport, an exemption to the residency stipulation of the policy can be granted.

Selection Criteria

The Sports Award- Senior 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.
- Has represented their sport in a fair and positive manner.

4.4.3 Regional Sports Award

The Regional Sports Award recognises the outstanding record of achievement in sport and will be selected from the successful nominees of the Local Sports Awards.

4.5 Volunteer of the Year

Eligibility Criteria

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

- 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



Australia Day Procedure

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.

4.6 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 for the same event/project/initiative.

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.

5. AUSTRALIA DAY AWARD CEREMONIES

An official Australia Day awards event will be held in each district to which all nominees will be invited.

All nominees will be presented with their nomination certificates at this event.

The successful nominees for each category will be announced at this event.

The event will be open to the community to attend.

The Award presentations will be conducted by Councillors with support from Communities Department staff.

A request for an Australia Day Ambassador to attend the events will be made to the Department of Premier and Cabinet.

6. BUDGET

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.

