



TATIARA DISTRICT COUNCIL

AUSTRALIA DAY AWARDS AND FUNCTION POLICY

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1.0 Purpose

- 1.1 This policy is intended to provide a consistency in the process used to determine the recipients of Australia Day Awards and to ensure recipients are objectively selected on merit and against the Award criteria.
- 1.2 The policy covers the advertising, selection process, and advice to the nominees of Council's decision with respect to these annual awards presented on Australia Day. It also covers the actual running of the Australia Day event.

2.0 Background

- 2.1 Australia Day Citizen Awards, Young Citizen Awards and Community Event of the Year Awards are presented annually to local citizens/groups who have made outstanding contributions to the community. The Awards are provided by the Australia Day Council of SA Incorporated and are administered by Tatiara Council. Council views the Australia Day Awards as an opportunity to honour individuals or groups who have made an outstanding contribution to the Tatiara district and its communities.

2.2 The Awards shall be presented at the Australia Day celebrations held on 26th January each year. The Awards are given to reward and recognise the nominee's achievements in the year immediately prior to receipt of the Awards, as well as their past achievements and/or their ongoing contribution.

3.0 Policy

3.1 The Council will endeavour to recognise citizenship contributions through the awarding annually of the following categories:

- Tatiara Australia Day Citizen of the Year
- Tatiara Australia Day Young Citizen of the Year
- Tatiara Community Event of the Year

3.2 The process to be used to determine the recipient(s) shall be as follows:-

(a) Nominations

- (i) Nominations are to be invited in October annually for a period of at least six weeks;
- (ii) Advertising of the invitation to nominate is to be published in the Border Chronicle newspaper on at least two separate occasions, in the Naracoorte Herald, on Council's web site and on Council's Facebook site.
- (iii) Nominations are to be submitted in writing using the Australia Day nomination form and are to be received by the advertised closing date. Closing date for nominations is late November (in time for December Council meeting). Selection period early December.

(b) Eligibility Criteria

- (i) A nominee must be an Australian citizen.
- (ii) Nominees for individual awards should live in the Tatiara District Council area, or have lived in the district for the period of time during which their contribution to the Tatiara community took place.
- (iii) Groups nominated for the Tatiara Community Event of the Year Award should be based or undertake their group activity in the Tatiara Council area in the year the event was conducted.
- (iv) Nominations made in previous years will not be considered unless they are re-nominated in the current year.
- (v) Nominees for the Young Citizen of the Year Award shall be 30 years of age or younger as at the 26th January in the year in which the award is made.
- (vi) Self nomination by individuals will not be considered by the Selection Panel.
- (vii) Nominations made by any member of the Selection Panel will not be considered by the Selection Panel
- (viii) Couples will not be eligible for the "Citizen of the Year" Award.

- (ix) Awards for Citizen of the Year and Young Citizen of the Year may be granted posthumously
- (x) Should no nominations be received the Selection Panel is to consider unsuccessful nominations from previous years and may also consider Tatiara Volunteer of the year award recipients. In the absence of any suitable nomination from members of the public, the selection panel may make its own nominations based on local knowledge and experience.
- (xi) Council is not bound to make awards should no suitable nominations be received.

(c) Selection Criteria

Australia Day Citizen Award

- A person must be 16 years or older on 26 January next and have made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years. A person must be an Australian Citizen, must reside, work or study in the Tatiara Council area.
- The selection panel shall give consideration to the following criteria in assessing and comparing nominations:
 - Demonstrated commitment to the betterment of the community
 - Undertaken activities which have short and long term benefits for others
 - Shows vision and leadership
 - Active in the community where the community benefits
 - Showed outstanding achievement in e.g. academic, sporting, cultural environment, civic responsibility
 - Impact of the activities of an individual or group on the Community whether it be immediate or lasting
 - Law abiding
 - A role model to others

Australia Day Young Citizen Award

- A person must be between 12 and 30 years of age as of 26 January of that year and have made a noteworthy contribution during the current year and/or given outstanding service to the Local Community over a number of years. A person must be an Australian citizen, must reside, work or study in the Tatiara council area.
- The selection panel shall give consideration to the following criteria in assessing and comparing nominations:
 - Demonstrated commitment to the betterment of the community
 - Undertaken activities which have short and long term benefits for others
 - Shows vision and leadership
 - Active in the community where the community benefits

- Showed outstanding achievement in e.g. academic, sporting, cultural environment, civic responsibility
- Law abiding
- A role model to others
- Active in youth issues

Community Event of the Year

- This award is given to an individual or organisation or community group who has staged an outstanding and noteworthy community event during the year. The event should have:
 - Engaged in community participation
 - Had a positive purpose, outcome and impact on the community
 - Shown vision and commitment
 - Demonstrated community values, broad community involvement and appeal, achieved community acceptance and support and participation
 - Been community focused, and not staged for personal or private reward or financial benefit.

(d) Selection Panel

- (i) A Selection Panel, comprising of the Mayor, Deputy Mayor and the Chief Executive Officer, are to assess the nominations received based on the selection criteria above and criteria endorsed by the Australia Day Council.
- (ii) The Selection Panel may determine from the nominations received one or more recipients in each Award category.
- (iii) A Selection Panel member shall declare an interest and stand aside from the Panel should they be related to a nominee, or consider that for any reason a conflict of interest may arise. Where a selection panel member is not available then another member of the Council Executive shall take their place.
- (iv) The decisions of the Selection Panel shall be by majority and shall be final.

(e) Announcement of Award(s)/Certificates

- (i) The winners of each Award shall remain confidential until the winners are notified of their success by the Mayor.
- (ii) Following the notification, the Mayor will issue a media release announcing the award winners in the lead-up to, and no less than a fortnight from Australia Day.
- (iii) The presentations to take place during the Tatiara Council Australia Day event.
- (iv) All successful nominees and nominators are to be invited to the Australia Day Awards ceremony.
- (v) Recipients are to be presented with a framed certificate.
- (vi) All unsuccessful nominees shall remain confidential.

4.0 Australia Day Event

- 4.1 The Australia Day Awards will be presented on Australia Day 26 January each year at the event organised by the Australia Day Working Group. Citizenship ceremonies may also be held and acknowledgement of any other significant or appropriate contribution(s) to the community.
- 4.2 The Australia Day Working Group consisting of the Mayor, Council staff and community representatives will organise the Australia Day event and decide what activities will occur on that date.
- 4.3 Council shall hold the Australia Day Ceremony on a system of rotation, on an alphabetical basis, between the principal Tatiara towns and communities of Bordertown, Keith, Mundulla, Padthaway, Willalooka and Wolseley.
- 4.4 The event will be held in the morning between the times of 7-30am to 10-45 am with breakfast to be provided by a local community group.
- 4.5 Council where possible will invite an Australia Day Ambassador to the event
- 4.6 Council will provide Financial Assistance annually in the budget for the Australia Day Celebrations to cover items such as hire of a marquee, accommodation for the Australia Day Ambassador, advertising, musical entertainment etc

5.0 Responsibility

- 5.1 The CEO and the Executive Assistant will be responsible for coordinating the procedures necessary to observe the Policy.

6.0 Review

- 6.1 This policy will be reviewed every four years after each general election.

7.0 Availability

- 7.1 This policy is available for inspection without charge at the following location during ordinary business hours:
 - Principal Office, 43 Woolshed Street Bordertown
 - Council's Website: www.tatiara.sa.gov.au
- 7.2 A copy of the policy may be purchased from the Principal Council Office upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.

8.0 Record of Amendments

DATE	REVISION NO:	REASON FOR AMENDMENT
3 rd March 2016	Rev: 00	Draft Policy prepared
12 th April 2016	Rev: 01	Policy adopted by Council
13 th March 2018	Rev: 02	Policy adopted by Council (Res #513)