

## 1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	26/03/2008	347	26/03/2008
2	11/05/2010	0142	11/05/2010
3	08/03/2011	0063	08/03/2011
4	11/11/2014	0390	11/11/2014
5	08/09/2015	15/276	22/09/2015
6	11/09/2018	18/284	12/10/2018
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## 2 Policy Objective

- 2.1 To establish a model for the management and administration of Griffith City Council's annual Australia Day Awards and Griffith City Sports Council Awards program.
- 2.2 To establish principles that will guide both the calling for the nominations and the determination of the recipients of Council's annual Citizen of the Year, Young Citizen of the Year, Junior Citizen of the Year and Community Project of the Year Awards.
- 2.3 To establish the eligibility and selection criteria that govern Council's Australia Day Awards. To establish the protocols for accepting and assessing nominations for Council's Australia Day Awards and establish the composition of the Community Selection Panel.

## 3 Policy Statement

Griffith City Council holds an annual Australia Day function each year.

The Australia Day Awards is an opportunity to honour individuals and groups who have made an outstanding contribution to the Griffith community. Included in the program is a Citizenship Ceremony, Mayor's Local Hero Award and presentation of the annual Australia Day Awards which includes Citizen of the Year, Young Citizen of the Year, Junior Citizen of the Year and Community Project of the Year.

The annual Griffith City Sports Council Sports Awards are included in the Australia Day Awards program which includes: Sportsperson of the Year, Young Sportsperson of the Year, Sports Team of the Year, Club Person of the Year, and Overall Sportsperson of the Year. Griffith City Council will only accept all nominations via the official online nomination portal. The Griffith City Sports Council will select the winner of each sporting category.

All practices are to be conducted in accordance with Griffith City Council's Code of Conduct Policy (Council Reference: GOV-CP-404).

### 3.1 Eligibility and Assessment Criteria

The criteria used to assess nominations is documented below:

Award	Selection Criteria	Eligibility Criteria
Citizen of the Year	<ul style="list-style-type: none"> <li>The Award must be for outstanding achievement in relation to community activities and work undertaken in the time preceding the nomination.</li> <li>The nominee's community activities and work must be of a high calibre.</li> <li>Supporting statements must be included for consideration.</li> </ul>	<ul style="list-style-type: none"> <li>Nominee must be an Australian Citizen.</li> <li>Nominee must be a resident of Griffith Local Government Area.</li> <li>Nominee must not have received this Award previously.</li> <li>Nominee must not fall within any of the ineligibility categories as stated in Clause 3.</li> </ul>
Young Citizen of the Year	<ul style="list-style-type: none"> <li>The Award must be for outstanding achievement in relation to community activities and work undertaken in the time preceding the nomination.</li> <li>The nominee must be held in high regard in the community.</li> <li>The nominee's community activities and work must be of a high calibre.</li> <li>Particular consideration will be given to school activities and community involvement.</li> <li>Supporting statements must be included for consideration.</li> </ul>	<ul style="list-style-type: none"> <li>Nominee must be an Australian Citizen.</li> <li>Nominee must be a resident of the Griffith Local Government Area.</li> <li>Nominee must be between the ages of 17 and 24 years. Nominees must be under 25 years as at 26 January in the year the Award is presented.</li> <li>Nominee must not have received this Award previously.</li> <li>Nominee must not fall within any of the ineligibility categories as stated in Clause 3.</li> </ul>
Junior Citizen of the Year	<ul style="list-style-type: none"> <li>The Award must be for outstanding achievement in relation to community activities and work undertaken in the time preceding the nomination.</li> <li>The nominee must be held in high regard in the community.</li> <li>The nominee's community activities and work must be of a high calibre.</li> <li>Particular consideration will be given to school activities and community involvement.</li> <li>Supporting statements must be included for consideration.</li> </ul>	<ul style="list-style-type: none"> <li>Nominee must be an Australian Citizen.</li> <li>Nominee must be a resident of the Griffith Local Government Area.</li> <li>Nominees must be under 17 years as at 26 January in the year the Award is presented.</li> <li>Nominee must not have received this Award previously.</li> <li>Nominee must not fall within any of the ineligibility categories as stated in Clause 3.</li> </ul>
Community Project of the Year	<ul style="list-style-type: none"> <li>The Award must be for a community project organised by four (4) or more volunteers undertaken in the 12 months prior to the nomination.</li> </ul>	<ul style="list-style-type: none"> <li>Nominated Projects must be conducted within the Griffith Local Government Area.</li> <li>Nominated Projects must not have received this Award previously.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ The Project may provide a service to the community by: <ul style="list-style-type: none"> <li>- raising funds for a community charity, event or project;</li> <li>- conducting a successful project, event or activity; or</li> <li>- bringing recognition and credit to the community through a cultural, environmental or sporting event.</li> </ul> </li> <li>▪ Supporting statements must be included for consideration.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Nominated Projects must not fall within any of the ineligibility categories as stated in Clause 3.</li> </ul>
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## 3.2 Sports Awards

There are five (5) Sports Awards included in the nominations for the Australia Day Awards. The Sports Awards include Junior Sportsperson of the Year, Sportsperson of the Year, Club Person of the Year, Team of the Year, and Overall Sportsperson of the Year.

The Griffith City Sports Council determine the winners for each category.

- 3.2.1 All nominations must be officially submitted via the online nomination portal, by the nomination closing date.
- 3.2.2 Winners, as determined by the Griffith City Sports Council must be provided to Council by midnight on the second Friday in December of that year.
- 3.2.3 If the names of the winners of each sporting category are not received by said date, the Australia Day Selection Panel (Point 4) will determine winners.
- 3.2.4 Winners of Award categories in previous years are ineligible for re-nomination in the same category.
- 3.2.5 Only one (1) Award is permitted to be given for each Award category in accordance with Clause 2.

## 3.3 Number of Awards Permitted in Each Category

Only one (1) Award is permitted to be given for each category.

## 3.4 Ineligible Persons

The following people cannot be considered for Council's annual Citizen of the Year, Young Citizen of the Year, Junior Citizen of the Year, and Community Project of the Year Awards:

- 3.4.1 All current employees of Griffith City Council will not be considered for duties performed during paid employment.
- 3.4.2 Current Councillors, Federal or State politicians.
- 3.4.3 Current members of the Australia Day Community Selection Panel and the Australia Day Working Party Members.
- 3.4.4 Previous winners of Australia Day Awards will not be eligible for nomination for the same category. Nominees that do not win an Award category may be nominated in another year.
- 3.4.5 Nominations will not be accepted posthumously.

### **3.5 Composition of Community Selection Panel**

A Community Selection Panel will be established to assess nominations received for the Australia Day Awards. Each representative will vote on each Award. The composition of the Selection Panel will be as stated below:

- 3.5.1 Mayor or nominee.
- 3.5.2 General Manager or nominee.
- 3.5.3 Chairperson of the Australia Day Working Party.
- 3.5.4 Australia Day Working Party member.
- 3.5.5 One (1) local representatives from a culturally and linguistically diverse (CALD) group in our community rotated annually between CALD groups.
- 3.5.6 One (1) local representative from the Wiradjuri people.
- 3.5.7 A past winner of the Australia Day Awards.

The Selection Panel is to be determined by the Australia Day Working Party.

### **3.6 Community Selection Panel Practices**

#### **3.6.1 Voting Practices**

All members of the Selection Panel are required to anonymously vote in each Award category utilising Council's Voting Form template (Council Reference CM: 15/47093). The entire nomination process is to be finalised by midnight of the second Friday of December.

The nominee achieving the highest calculated score shall be the winner of the Award category. In the event of a tie, the Mayor, General Manager and Australia Day Working Party Chair will determine the winner.

### 3.6.2 Confidentiality

Winners from each Award category inclusive of Sporting Awards must be kept confidential until the award is presented at the ceremony.

The following persons are permitted to be notified of the winners: the Mayor, General Manager, Australia Day Working Party Chair, designated Council staff and the trophy engraver.

The winners of the Sports Award categories are to be known by the Griffith City Sports Council panel, the Australia Day Working Party Chair by designated Council staff and the trophy engraver. All persons must adhere to the Council's Code of Conduct protocols.

## 3.7 Submission of Nominations

Nominations from the public are called for in mid-October. The closing date for nominations is 4.00pm on the first Friday in December.

All nominations for all Awards must be lodged via the official online nomination portal by the advertised closing date. Advertising the online nomination portal is to be made known in The Area News and on Council's website.

All sections of the nomination form are to be completed for the nomination to be eligible. Information detailing the achievements and work of the nominee must be submitted with the nomination form.

No late nominations will be accepted.

A list of all nominees will be published in The Area News and on Council's website in mid- January. If any nominator fails to see their nominated party on the list they are to contact Council immediately.

All nominators name and contact details will be kept confidential by the Australia Day judges and designated Council staff.

## 3.8 Ineligible Nominations

Nominations that do not meet the eligibility and selection criteria (in accordance with Clauses 1 and 3) or are not submitted via the official online nomination portal with appropriate supporting information (in accordance with Clause 6) will not be considered.

## 3.9 Breaches of the Policy

All breaches of this policy should be reported to the General Manager in writing. Breaches of this policy will be investigated and dealt with by the General Manager and may involve referral to Council's Code of Conduct committee.

## 4 Definitions

None.

## 5 Exceptions

None.

## 6 Legislation

None.

## 7 Related Documents

Policy: GOV-CP-404 – Code of Conduct

Policy: COMM-CP-401 – Statements to the Media

15/47093     - Voting Matrix  
                 - Awards Administration Checklist  
                 - Voting Guidelines  
                 - Voting Form

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## 8 Directorate

Economic and Organisational Development

## 9 Addendum to Policy

### **Council Meeting Resolution – 25 November 2014**

Business Arising - Adoption of Policy GC-CP-401 Australia Day Awards

0402

**RESOLVED** on the motion of Councillors Zappacosta and Croce that any Australia Day nominations received in relation to Council related events held in 2014 be accepted for the Australia Day 2014 Awards.