

Australia Day Awards Policy

1. PURPOSE

The purpose of this Policy is to establish guidelines for the administration and conduct of the City of Tea Tree Gully Australia Day Awards.

2. POLICY

Each year, Council celebrates the achievements and contributions of outstanding community members and groups through the City of Tea Tree Gully Australia Day Awards program.

Council's Australia Day Awards program comprises two award categories:

- A. Outstanding Citizen of the Year
This is presented to someone making an extraordinary contribution to the community and may recognise outstanding service over a number of years.
- B. Outstanding Community Group of the Year
This is presented to a group or sporting club making an extraordinary contribution to the community and may recognise outstanding service over a number of years.

2.1 The Australia Day Awards process

- Council promotes the City of Tea Tree Gully Australia Day Awards program through their networks and seeks nominations for the Outstanding Citizen of the year and Outstanding Community Group of the Year.

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- Once nominations close, Council's Elected Members considers all eligible nominations and decides who the recipients are for the Outstanding Citizen of the year and Outstanding Community Group of the Year.
- Award recipients are announced at The City of Tea Tree Gully Australia Day Citizenship and Awards Ceremony. The date of the ceremony will take place on 26 of January.

2.2 Selection criteria

In choosing the recipient of the Outstanding Citizen of the Year and Outstanding Group of the Year awards, regard is given to the nominee's achievements in the year immediately prior to receiving the award, as well as their past achievements and ongoing contribution to the community.

An individual, group or sporting club need only be nominated once to be considered. The number of nominations received per nominee will bear no weight in their selection.

The selection criteria for Outstanding Citizen:

- Significant contribution to the community
- An inspirational role model for the Australian Community
- The scope and impact the individual's contribution has on the City of Tea Tree Gully.

The selection criteria for Outstanding Community Group:

- The group or sporting club has demonstrated leadership in and for the community
- The scope of impact the group or sporting club's work has on the local government area.
- The group or sporting club's contribution to the community

The Council will also consider the following in assessing and comparing nominations against the above criteria:

- Nature of activity or service
- Length of activity or service
- Personal, academic and professional achievements
- Contribution in the relevant field
- Demonstrated leadership, innovation and creativity
- Contribution to development of community and/or economy
- Future goals and likely impact
- Degree of difficulty of the achievement and sacrifices made

- Previous awards and recognition
- Voluntary work beyond paid employment
- Achievements as an individual or as part of a group or organisation

2.3 Eligibility criteria

- Nominees must be Australian Citizens
- Nominations will not be received posthumously (however awards may be granted posthumously)
- Self-nominations will not be accepted
- Retired politicians, elected members and vice-regal officers will be considered for work undertaken in addition to their official duties
- Unsuccessful nominees may be re-nominated in subsequent years
- Previous recipients of the Award may receive the award in the future, however the work that the individual made in receiving the original award may not be considered
- Council may choose to re-submit nominations that do not receive an award for future consideration in subsequent years of the program.

2.4 Ineligibility

Nominations that do not address the eligibility and selection criteria or are not received via Council's official electronic nomination form with the appropriate supporting information will not be considered.

Nominations received after the closing date will be carried forward to the next nomination period in the following year.

Sitting state and federal politicians, current vice-regal officers and current Elected members or staff of Council are not eligible (noting Council volunteers are eligible).

2.5 Nomination process

Anyone can submit a nomination for the City of Tea Tree Gully Australia Day Awards program.

Nominations must be submitted electronically via the official City of Tea Tree Gully Australia Day Awards form on Council's website (www.cttg.sa.gov.au)

While nominations may be submitted at any time throughout the year, a targeted marketing campaign will be conducted annually between September and November.

Nominations submitted via the Citizen of The Year website (www.citizenoftheyear.com.au) may be provided to Council for consideration as part of its awards program.

2.6 Selection process

Following the close of nominations, Council's Elected Members will consider all eligible nominees based on the selection criteria. They will shortlist nominees, and Council will select a single award recipient for each award category.

While there is a risk that the claims put forward may be overstated, misleading or untrue, the information contained in the submissions made by the nominators is not factually verified.

In the event that no nominations, or no suitable nominations, are received in any award categories, Council's Elected Members reserve the right to grant the award to a citizen or group of their choice.

The decision of Council's Elected Members is final and no additional correspondence will be entered in to.

Shortlisted nominees will be invited to attend City of Tea Tree Gully Australia Day Citizenship and Awards ceremony.

2.7 Award recipients

Award recipients must be kept confidential until the awards are presented at Council's Australia Day Citizenship and Awards ceremony.

A. Outstanding Citizen of the Year

Award recipient will receive a \$250 financial contribution in the form of a local gift voucher, certificate and medallion, and their name will be added to the Australia Day Awards honour board in the Civic Centre.

B. Outstanding Community Group of the Year

Award recipient will receive a \$500 financial contribution in the form of a donation to their community group, certificate and medallion, and their name will be added to the Australia Day Awards honour board in the Civic Centre.

Award recipients may also be included in Council's official invitation list to attend Civic functions, opening and recognition events through-out the year (at CEO's discretion) and will be invited to be part of the following years' Australia Day Citizenship and Awards ceremony.

2.8 Unsuccessful nominations

Council will write to all unsuccessful nominees and their nominators advising them of the outcome and inviting them to attend the City of Tea Tree Gully Australia Day Citizenship and Awards ceremony.

2.9 Removal of award

Council reserves the right to remove a recipient's award at any time, if:

- the recipient is found guilty of a crime or offence or has an adverse finding made against them.
- the recipient has behaved or acted in a manner that may bring disrepute on the awards program and/or Council.
- the information on which the recommendation to give the award was found to be false or misleading.

In the event that Council chooses to remove an award, the award recipient will be notified in writing of the proposed action and reason for the action.

The award recipient may lodge a formal objection in writing not more than 30 days after the date of the notice.

The Council will consider any formal objection in confidence prior to the removal of an award at the next possible Council meeting.

Should no formal objection be received, the award will be removed following the conclusion of the objection period.

3. DEFINITIONS

For the purposes of this policy the following definitions apply:

Nominee

Means a person, group or sporting club nominated for the City of Tea Tree Gully Australia Day Awards.

Nominator

Means the person nominating a person, group or sporting club for the City of Tea Tree Gully Australia Day Awards.

4. LEGISLATIVE FRAMEWORK

There is no legislative requirement for Council to have a policy relating to this area and there is no legislative requirement for Council to conduct an Australia Day Awards program.

4.1 Other references

This Policy is based on the Australia Day Council of SA Inc's Citizen of the Year Awards Guidance and Criteria for Local Government Authorities.

5. STRATEGIC PLAN/POLICY

5.1 Strategic Plan

The following strategic objectives in Council's Strategic Plan 2025 are the most relevant to this report:

Objective	Comments
Community	
<i>People feel a sense of belonging, inclusion and connection with the City and the community</i>	Council's Australia Day Awards program provide an opportunity to acknowledge and reward the remarkable service individuals, groups and sporting clubs make within our community.
<i>Diversity is welcomed and celebrated</i>	Council's Australia Day Awards provides an opportunity to acknowledge the diversity within our community.
<i>There are opportunities for people to volunteer, give back and share their skills with others</i>	Council's Australia Day Awards encourages volunteerism within our community.

5.2 Organisation Plan

Our Strategic Plan is supported by an Organisation Plan which focuses on four key themes of organisational excellence. The themes most relevant to this report are: Customer Care; Learning & Growth; Future Capability; Sustainable Operations.

6. POLICY IMPLEMENTATION

This Policy will be implemented by the Chief Executive Officer or relevant portfolio director and managed in accordance with Council's scheme of delegations.

Record number	D23/16145
Responsible Manager	Manager Customer and Communications
Other key internal stakeholders	General Manager Corporate Services
Last reviewed	28 February 2023
Adoption reference	Council
Resolution number	80
Previous review dates	NA
Legal requirement	NA
Due date next review	2027