



POLICY

COMMUNITY RELATIONS – Awards (Prizes) – Australia Day Awards

Date adopted by Council	29 April 2024
Minute number	24/076
Endorsed by	SMG on 22 April 2024
CM Ref	CD-8/23
Due for review	29 April 2028
Related documents	Nil
Responsible officer	Manager Community Services
Department/Section	Environmental & Community Services
Category	Community
Community Strategic Plan goal	Goal 8 Provide Community leadership
	CS32 Promote and celebrate the achievements of Council and the local Community.



Policy Statement

Council will make annual citizenship awards in the communities of Aberdeen, Merriwa Murrurundi and Scone. Shire citizenship awards will also be determined.

Objective

To select a citizen(s) from the Upper Hunter Shire local government area as its citizen(s) of the year. The person(s) elected to have given exceptional service to the community of the Shire, as stated in each award.

Scope

This policy applies to:

- All Councillors
- All Members of the Council Australia Day Sub Committees – all districts
- Council staff

Definitions

All terms used in this policy have the standard dictionary definition.

Procedure

1. Nominations to be submitted to the General Manager and may be proposed by any person or anybody being a club, sporting organization or individual.
2. Full details of the nomination to be supplied detailing nature, quality and period of service the nominee has given or other reasons that might qualify the nominee for nomination.
3. All nominations and supporting details received in the Council office to be submitted to the Council for consideration by the Australia Day Sub Committee from the relevant district. Recommendations will be made for consideration in a closed Ordinary Council meeting with the General Manager appointed as returning officer.
4. The Citizenship Awards are to be authorised by Council resolution.
5. Each nomination to state the district and category for nomination.
6. Presently serving Councillors of the Upper Hunter Shire Council are ineligible for nomination for the Award during their period of service as Councillors.
7. Nominations for the Award to be invited in the month of October in the year for which the award is to be issued and nominations to close on the first Friday of November.
8. Nominations to be considered at the Council's December Meeting.



9. Determination of the Award to be by Council at a duly convened meeting and such decision to be made by the majority of Council. In the event of voting for two or more candidates being tied then both candidates will receive an Award.
10. The Award to be presented at an Australia Day ceremony in the Shire in the year for which the award is made.
11. The Award may be presented to two persons conjointly provided the services given are considered equal by each of the persons and provided Council considers the service could not have been given by one of the persons without equal assistance by the other.
12. The decision of Council in relation to issue of the Award each year shall be final and no reason shall be given for not granting an award to unsuccessful nominees. Details of unsuccessful nominees and Councillor voting shall remain confidential.

Responsibilities

Councillors

Councillors will be responsible for the determination of the Award.

Director

The Director Environmental & Community Services will be responsible for overseeing the implementation of the Award nomination process.

Community Services Officers

The Community Services Officer will be responsible for the day-to-day activities associated with Award nomination process.

Australia Day Sub Committee Members

The members of the Australia Day Sub Committee will be responsible for making recommendations to Council of suitable recipients for each award category.

All Staff

All staff will have responsibility for understanding this policy.

References and Related Legislation

- Australia Day Nomination Guidelines 2017 (see Appendix 1)



Version History

Version No.	Date	CM Ref	Reason for Review
1.	25/06/2013	INT-5191/13	Timed review
2.	09/01/2017	INT-1610/17	Timed review
3.	14/12/2020	CD-204/20	Timed review
4.	29/04/2024	CD-8/23	Timed review



UPPER HUNTER SHIRE & DISTRICT AUSTRALIA DAY AWARD GUIDELINES 2017

These guidelines have been developed to assist Australia Day Committees in Upper Hunter Shire Council to follow consistent procedures across our Shire, whilst providing local enhancements particular to each area.

1. INTRODUCTION

Upper Hunter Shire Australia Day Awards recognise and celebrate those community members who have a consistent record of excellence, who have made outstanding achievements in their field, and have contributed in a significant way to the community.

2. AWARD CATEGORIES

The following core Awards will be considered by each Committee:

Citizen of the Year (1 per district being Aberdeen, Merriwa, Murrurundi and Scone) awarded to a resident, either individual or couple (husband and wife), who is an inspirational role model and have made a significant contribution to the community in either a paid or unpaid capacity.

Young Citizen of the Year (1 per district being Aberdeen, Merriwa, Murrurundi and Scone) awarded to a resident under the age of 25 (as at 26 January) who is an inspirational role model and has made a significant contribution to the community.

Local Champion (1 per district being Aberdeen, Merriwa, Murrurundi and Scone) awarded to a resident in each district who is an inspirational achiever in their chosen field such as sport, cultural, environmental, professional or other significant activity.

Sustainability & Environmental Achievement Award (Merriwa District only) awarded to an individual, group or business who is an inspirational role model in demonstrating best practice and protecting / enhancing the environment.

Upper Hunter Shire Citizen of the Year (selected by Councillors for whole LGA) awarded to a resident, either individual or couple (husband and wife), who is an inspirational role model and have made a significant contribution to the community in either a paid or unpaid capacity.

Upper Hunter Shire Young Citizen of the Year (selected by Councillors for whole LGA) awarded to a resident under the age of 25 (as at 26 January) who is an inspirational role model and has made a significant contribution to the community.

Table 1 below shows the awards and how they are applied to each district.



Award	Aberdeen	Merriwa	Murrurundi	Score
Citizen of the Year	✓	✓	✓	✓
Achiever of the Year	x	x	x	x
Young Citizen of the Year	✓	✓	✓	✓
Young Achiever of the Year	x	x	x	x
Community Group of the Year	x	x	x	x
Sustainability in Business & Environmental Achievement (Merriwa)				✓
Local Champion	✓	✓	✓	✓

Table 1 – Awards applicable to each district

3. OTHER AWARD CATEGORIES

3a. Advertised Categories

Community Group of the Year awarded to a group or team within each district that has made an outstanding beneficial contribution to the community. This may include staging a noteworthy event in the community, an outstanding sporting achievement by a team, or enhancing community spirit and pride through providing opportunities for participation and co-operation.

Sustainability in Business awarded to a business within the **Merriwa** district which is an inspirational role model in demonstrating best practice. This includes agricultural, manufacturing, financial, retail and all other types of business.

Environmental Achievement awarded to a resident/s within the **Merriwa** district who is an inspirational role model in protecting and enhancing the environment.

3b. Non Advertised “Special” Area Awards
Australia Day award certificates may also be presented according to an area of excellence identified on the nomination form, such as; Agriculture, Arts/Cultural/Entertainment, Business/Industry, Community, Education, Environment, Health & Wellbeing, Sports & Fitness or other significant area.

4. EVIDENCE TO SUPPORT NOMINATION

- All nomination information and material will become the property of the Upper Hunter Shire Council and will be protected in accordance with Council’s privacy policy.
- The Australia Day Committees will judge nominations based on the information that is provided on the form. There is a minimum limit of twenty five (25) words and a maximum limit of two (2) A4 pages. Information should include examples which support your statements.
- Staff will develop information for publicity, media and Australia Day Programs based on the information supplied by the Nominator. Where insufficient information is provided, Staff may contact the nominee or nominator to clarify or seek further information, once the Award decisions are made.



5. LACK OF NOMINATIONS

In the event of no nominations being received for an award, nominations from the previous year will be considered subject to approval of the nominees.

6. LATE NOMINATIONS

Late nominations will not be considered.

7. CLOSING DATE AND EXTENSIONS OF DATE

- a) The closing date and time will be set by the Scone/ Aberdeen Committee for all nominations, in line with the need to provide reports to the Upper Hunter Shire Council December meeting where recommendations are accepted from area Committees.
- b) The General Manager will make the final decision if the date for nominations is to be extended by one week, following a request from at least 2 committees/or Council Community Service Workers. Details of the extension timeframe will be placed on the Council website.

8. NOMINATIONS MAY BE VALID FOR 2 YEARS

At the discretion of the Australia Day Committees, a nomination will remain valid for a two (2) year period if age and information still meets the criteria for the award.

9. ELIGIBLE NOMINATIONS

- a) The Nominee must be a resident of the Upper Hunter Shire during the year preceding the Award.
- b) Nominations must be received by the due date advertised unless an extension of time has been advised on Council's website.
- c) Nominations will be signed by the nominator with their contact details completed.
- d) Nominees must be Australian citizens.
- e) Nominees achievements must relate to contributions to the Upper Hunter Shire.
- f) Groups of people are eligible to be nominated on the same nomination form, by attaching a list of the names of the persons in the group.
- g) Members of Parliament State or Federal and current Councillors are not eligible to be nominated.
- h) The awards are presented for the year in which the awards are made (eg for an award made in January 2016 the awardee will be known as the Citizen of the Year 2016).
- i) Anonymous nominations will not be accepted.
- j) Self-nominations will not be accepted.
- k) Nominations by close relatives eg Mother, Father, Grandparents, sisters and brothers of the recipient will not be accepted
- l) Nomination for a core award cannot be made posthumously.
- m) Nominee achievements and contributions to the community may be in a paid or unpaid capacity. In the instance of a paid role, the nominee must also demonstrate a high level of commitment to their community in a volunteer role.



- n) Nominations that contain less than 25 words of supporting information will not be accepted, as noted on the nomination form.

10. SELECTION OF OVERALL WINNERS

- a) Upper Hunter Shire Citizen of the Year and Young Citizen of the Year will be selected and awarded by Council from the winners of these categories for each district.
- b) District Australia Day committees will determine the district awards for recommendation to Council.
- c) The determinations of the district committees and Council for award recipients will be final, with no appeal provisions.
- d) The final decision for which category a nominee will be placed in, is the responsibility of the committee and Council. If the category is changed, the nominator will be informed as soon as practicable.
- e) A major award can be awarded to an individual or couple (husband and wife).
- f) Posthumous awards will not be permitted for the main award categories.

11. FORMAT OF NOMINATION FORM

- a) The nomination form will be a bi-fold page design, with the award categories on the front, nominee details in the centre and guidelines on the back page.
- b) A yes / no tick box will be included in the Young Endeavour nomination form, to give permission to include the nominee as an Australia Day award nominee.

12. NOTIFICATION

- a) Nominees will be notified of their nomination following the close of nominations.
- b) If a nominee's category for nomination has been changed the nominator will be informed.
- c) Where a nomination is disqualified the nominator will be informed in writing, indicating the reason after the judging has been completed.

13. NOTIFICATION OF AWARDS

- a) Award recipients will be announced at the appropriate Australia Day ceremony according to area.
- b) A strictly embargoed list of Award recipients and their information will be released to media before the Australia Day ceremony.
- c) Mrs Ursula McLoughlin will be provided with details of the Hunter McLoughlin Memorial Citizenship Award recipient, prior to Australia Day to allow her some background on the person.

14. DISTRIBUTION OF NOMINATION FORMS

The nomination forms will be included with rate notices where practical.

15. NOMINATORS

Nominations may be proposed by an individual person or a group being a club, sporting organisation, business, school or community group.



16. CONSENT OF NOMINEES

A yes / no tick box will be included in the Australia Day Nomination Form to indicate that the nominator has obtained the nominee's consent to lodge the nomination.

17. AWARDING OF THE SAME AWARD MORE THAN ONCE

No nominee will receive the same core award a second time, but can be nominated for and receive a different award.

18. COMMITTEE MEMBERSHIP

Past Citizen and Young Citizen Award winners will be invited to join the Australia Day Committee in their area.

19. AWARD CEREMONIES

- a) Nominees will be invited to and encouraged to attend their district Australia Day ceremonies in Aberdeen, Merriwa, Murrurundi or Scone where district awards will be presented. The Shire awards will be announced and/or presented at all ceremonies, where the timing is appropriate.
- b) Nominees can attend the Ceremony of their choice for the presentation of School achievement awards.

20. COMPLAINTS AND DISPUTES

All complaints or disputes should be directed to the General Manager, Upper Hunter Shire Council.

21. LODGING THE NOMINATION

Nominations should be submitted to any of Council's offices in Merriwa, Murrurundi or Scone, or posted to Upper Hunter Shire Council, PO Box 208, Scone NSW 2337, and clearly marked 'CONFIDENTIAL – Australia Day Award'.

Nominations will also be accepted online through Council's website.