



POLICY

COMMUNITY RELATIONS – Awards (Prizes) – Citizen and Young Citizen Awards

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| Date adopted by Council | 14 December 2020 |
| Minute number | H.12.4 |
| Endorsed by | Council |
| CM Ref | CD-204/20 |
| Due for review | January 2023 |
| 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 Committees – all districts
- Council staff

Definitions

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

Policy Details

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 meeting for voting and such voting to be secret ballot 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 category for nomination, ie. service to the community, service to sport, service to the aged, service to children, service to tourism etc.
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.

All Staff

All staff will have responsibility for understanding this policy.

References and Related Legislation

- Australia Day Nomination Guidelines 2017 (TRIM document INT-27637/17)

Version History

| Version No. | Date | Reason for Review |
|-------------|---------------|-------------------|
| 1 | June 2013 | New Policy |
| 2 | December 2016 | Policy Review |