



## AUSTRALIA DAY AWARDS AND EVENT POLICY

Responsible Officer: <b>Manager Arts Culture and Events</b>	Adoption Date:	June 2019
	Approved By:	Council
Authorising Officer: <b>Director Community Wellbeing</b>	Review Date:	June 2022
	Policy Type	Council Policy

### INTRODUCTION

The Wangaratta Australia Day Awards provides the opportunity to honour individuals and groups who have made an outstanding contribution to the Rural City of Wangaratta.

This policy describes the arrangements for the Awards and events for Australia Day by the Wangaratta Rural City Council.

### CONTEXT

The National Australia Day Council facilitates Australia Day Awards at National and State levels. Each Victorian municipality is encouraged to adapt the awards to reward community service at a local level.

The Rural City of Wangaratta will coordinate the public nomination of the Australia Day Awards in the following categories:

- Citizen of the Year.
- Young Citizen of the Year.
- Community Event of the Year.

The Rural City of Wangaratta celebrates Australia Day with one official Australia Day Event conducted in Wangaratta and 15 rural town events conducted by each Rural Australia Day Committee.

Local Achiever Awards may also be presented in each of the 15 rural communities at the discretion of each relevant Rural Australia Day Committee.

## SCOPE

This Policy applies to the delivery of the Rural City of Wangaratta Australia Day Awards program and Australia Day events held in Wangaratta and surrounding around the municipality.

This policy applies to all Councillors, Council employees and agents of Council.

Agents of Council extend to include contractors working in-house, staff on exchange, members of Special Committees, members of Advisory Committees, volunteers, work experience students or graduate placements, external suppliers, contractors and sub-contractors who perform work for Council.

## PURPOSE

The purpose of this policy is to;

- 1) Outline the eligibility criteria for each of the Australia Day Awards.
- 2) Outline the selection process for each of the Australia Day Awards.
- 3) Outline the duties of the Mayor, Councillors and Council officers in the delivery of the Australia Day Awards Program.
- 4) Outline the responsibilities, duties and timelines in the delivery of the Australia Day event in Wangaratta.
- 5) Outline the responsibilities, duties and timelines in the delivery of the Australia Day event in the fifteen rural locations; including the presentation of Local Achiever Awards.
- 6) Outline the Marmungun Rock Ceremony Details.

## POLICY

### 1. AWARD PROCESS

The selection and eligibility criteria for the Rural City of Wangaratta Australia Day Awards Program is supported by the criteria set out for the Australia Day Awards as facilitated by the National Australia Day Council (Victoria).

#### 1.1. Citizen of the Year

##### Eligibility Criteria

To be eligible for the Citizen of the Year Award, nominees must:

- Be an Australian Citizen;
- Be a resident of the Rural City of Wangaratta Council area (when nominations close).

- Be 25 years of age or older on 1st January of the year the award is given.
- Not have received the same award previously.
- Not be a current sitting Councillor, nor have been in the past two years.
- All applications must have a supporting referee.

#### Selection Criteria

When considering nominations for this award, the selection panel will consider the following criteria in no particular order:

- Has made an outstanding contribution to the community.
- Has been an inspiration / role model to the community.
- Has shown achievements in community activities, academic, sporting, personal, cultural, environmental and / or social responsibility.
- Has demonstrated a commitment to enhancing the welfare and wellbeing of the community which has benefits for others.

### **1.2. Young Citizen of the Year**

#### Eligibility Criteria

To be eligible for the Young Citizen of the Year Award, nominees must:

- Be an Australian Citizen.
- Be a resident of the Rural City of Wangaratta (when nominations close).
- Be under 25 years of age on the 1st January of the year the award is given.
- Not have received the same award previously.
- Not be a current sitting Councillor, nor have been in the past two years.
- All applications must have a supporting referee.

#### Selection Criteria

When considering nominations for this award, the selection panel will consider the following criteria in no particular order:

- Has made an outstanding contribution to the community.
- Has been an inspiration / role model to the community.
- Has shown achievements in community activities, academic, sporting, personal, cultural, environmental and / or social responsibility.
- Has demonstrated a commitment to enhancing the welfare and wellbeing of the community which has benefits for others.

### **1.3. Community Event/Project of the Year**

#### Eligibility Criteria

To be eligible for the Event/Project of the Year, the event must:

- Be a not-for-profit event or community project that provides opportunities for the community to participate and contribute to social, economic and cultural life.

- Bring recognition and credit to the community through a cultural, environmental or sporting event/project within the Rural City of Wangaratta.
- Have been completed (or the completion of a stage), or held in the year immediately before the award is given.
- Not have received the same award previously.
- Have a supporting referee.

### Selection Criteria

When considering nominations for this award, the selection panel will consider the following criteria in no particular order:

- The event's service and benefit to the community.
- The event's significant involvement of volunteers and empowerment of the community for successful delivery.
- The event's reflection on community values and contribution to the diversity of the community.

### **1.4. Nominations**

Nominations must be submitted via the official Rural City of Wangaratta Australia Day Awards Nomination form. Nominations open on the first week in August each year and close on the second week of November each year.

### **1.5. Selection Process**

Following the close of nominations, the Australia Day Awards Selection Panel will score nominations based on the Selection Criteria.

In the event that no nomination or no suitable nominations are received in any of the categories, the Australia Day Awards Selection Panel reserves the right to grant the award to a group, event or citizen of its choice. This would be selected from the unsuccessful nomination finalists from the previous three years. In the result of a tied vote, the Mayor will have the final decision.

The decision of the Australia Day Awards Selection Panel is final and no additional correspondence will be entered in to.

### **1.6. Selection Panel**

The selection panel is made up of the seven current sitting Councillors plus the "Citizen of the year" and "Youth Citizen of the year" from the previous year.

### **1.7. Award recipients**

Award recipients are announced publicly at the Wangaratta Australia Day Event. The RCoW Mayor will make the announcements and present the awards.

All award recipients are to be included on the Councils official invitation list to attend Civic functions, opening and receptions through-out the year (at the Councils discretion) and to be part of the following years Australia Day events.

The Citizen of the Year will have their achievements recognised in the Marmungun Rock Ceremony. Council will facilitate the relationship between the Citizen of the Year recipient and the Dirrawarra Indigenous Network (DIN) and will assist to deliver the ceremony.

The Marmungun Rock Ceremony is delivered in the spirit of reconciliation and honours the Citizen of the Year recipient by carving their handprint into the Marmungun Rock. The unveiling of the handprint and accompanying cultural ceremony is held during Reconciliation Week of the same year (or on a mutually agreed date). The Marmungun Rock is located in Apex Park, Wangaratta.

### **1.8. Responsibilities**

Councillors, Council employees and agents of Council are required to adhere to the guidelines and procedures as set out in the “2019-2021 Australia Day Awards and event procedure document”.

### **1.9. Reporting**

A confidential memo to the Mayor with contact details for recipients will be provided in early January each year. The Events team will make contact with all the nominees except for each of the award recipients. The Mayor will contact the Awards recipients directly.

A press release will be sent to the media on Australia Day by the Council Media and Communications team after the Award recipients are announced.

### **1.10. Management Framework**

Council Officers will:

- Prepare the nominations
- Provide any additional information
- Make contact with the nominee’s referees

The selection panel will:

- Decide on the Award recipients

## **2. AUSTRALIA DAY EVENT - WANGARATTA**

### **2.1 Event**

Council Officers will organise one official Australia Day event including, but not limited to the following details and inclusions:

- Conducted in Wangaratta

- Chief Executive Officer MCs the event
- Civic Address presented by the current Mayor
- Citizenship ceremony formally welcoming new citizens
- Optional Australia Day Address by the invited Australia Day ambassador
- Presentation of the Australia Day Awards for Citizen of the Year, Young Citizen of the Year and Community Event of the Year Awards
- Invite a suitable representative of the local Aboriginal community via the local Indigenous Network to speak in regards to the Marmungun Rock Ceremony.

## **2.2 Responsibilities**

Councillors and Council employees are required to adhere to the Australia Day Event procedures to ensure the Australia Day Event in Wangaratta is delivered seamlessly. The Australia Day Awards and Events Procedure document outlines these duties and timelines.

## **2.3 Commitment**

Council will recognise one official Australia Day event to be conducted in Wangaratta as its formal Australia Day ceremony. Council officers will assume responsibility for the management of this event.

## **3. AUSTRALIA DAY EVENT – RURAL COMMUNITIES**

### **3.1 Event Support**

Council will support 15 rural locations with a financial contribution towards the overall cost of their events. This is to ensure their event can be run at low or no cost to attendees. The following rural towns are included as sanctioned and financially supported events in the Australia Day program:

- Boorhaman
- Carboor
- Cheshunt
- Eldorado
- Everton
- Glenrowan
- Greta
- Hamilton Park
- Milawa/Oxley
- Moyhu
- Murrumbidgee
- Peechelba
- Springhurst
- Tarravine
- Whorouly

A Councillor (or Council representative) is offered to these locations to deliver the Civic Address and assist with Award presentations. The representative can be requested

through the “Australia Day Rural Event Planning Form” by the Rural Australia Day Committee.

### **3.2 Responsibilities**

Councillors, Council employees and agents of Council are required to adhere to the Australia Day Event – Rural Communities procedures to ensure the Australia Day Event in each community is delivered seamlessly. The Australia Day Awards and Events Procedure document outlines these duties and timelines.

### **3.3 Management Framework**

The Rural Australia Day Committee for each town is responsible for

- Completion of the “Australia Day Rural Events planning form”
- Coordination and advertising of the event
- Purchasing of merchandise and certificate frames
- Selecting the recipient of their Local Achiever of the Year Award(s) if required
- Communicating with the recipient and/or their families/friends
- Preparing and conducting the Local Achiever Speech(s)

The Council Events team is available for assistance with (if required);

- Production of Flyers/Posters
- Printing of Flyers/Posters to a maximum of 300 A4 per event
- Production and printing of Local Achiever certificates with the Mayors signature

The Council Media and Communications team is required to;

- Prepare Australia Day address speeches for each Council Representative where requested in the “Australia Day Rural Events planning form”.

### **3.4 Local Achiever Awards**

Each Australia Day Committee will choose to nominate how they run their own Local Achiever Awards process. A list of recipients and their contributions to community will need to be documented via the “Local Achiever Nomination Form” and submitted to the Events Team prior to the event.

It is recommended that Local Achiever Award recipients are chosen using the same eligibility criteria and selection criteria as the Citizen of the Year Awards.

### **3.5 Commitment**

- Fifteen (15) sanctioned and financially supported rural community events, hosted by local rural Australia Day Committees, will be held in conjunction with the Rural City of Wangaratta’s formal Australia Day proceedings.

- Councillors will attend as many Australia Day events as possible, and fulfil any outstanding duties with members of the Corporate Management Team (or their delegates).

### **3.5 Other Integration Arrangements**

Australia Day Awards & Events Procedure

Australia Day Award Nominations Form

Australia Day Rural Event Planning Form

Local Achiever Nomination Form

## **REFERENCES**

National Australia Day Council Awards Criteria

Council plan 2017-2021

Events & Attraction Strategy 2018 – 2023

## **REVIEW**

2022

Any change or update which materially impacts and alters this policy must be by CEO approval following review by the Corporate Management Team. This policy will be reviewed in 2022 or if there has been a material change to any relevant laws.