

## 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
7	11/10/2022	22/257	11/10/2022

## 2 Policy Objectives

To manage and administer Griffith City Council’s annual Australia Day Awards and Griffith City Sports Council Awards program.

To establish the nomination process, eligibility and selection criteria, and assessment process for Council’s Australia Day Awards and Griffith City Sports Council Awards.

To establish the composition of the Australia Day Awards Community Selection Panel & Griffith City Sports Council Sports Awards.

## 3 Policy Statement

Griffith City Council holds an annual Australia Day Awards ceremony to honour individuals and groups who have made an outstanding contribution to the Griffith community.

The Australia Day Awards program includes a Citizenship Ceremony, Mayor’s Local Hero Award, Australia Day Awards and Griffith City Sports Council Sports Awards.

Australia Day Awards can include any or all of the following categories:

- Citizen of the Year;
- Young Citizen of the Year;
- Junior Citizen of the Year;
- Environmental Citizen of the Year;
- Young Environmental Citizen of the Year; and
- Community Project of the Year.

Griffith City Sports Council Sports Awards can include any or all of the following categories:

- 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.

Nominations for all Australia Day and Sports Awards are accepted via the Griffith City Council website online nomination portal.

The Australia Day Awards Community Selection Panel will select the winner of each category in the Australia Day Awards.

The Griffith City Sports Council will select the winner of each sporting category.

The Mayor presiding at the Australia Day Awards Ceremony will select the Mayor's Local Hero Award.

## 4 Selection & Eligibility Criteria

Australia Day Awards - 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, high calibre achievement in relation to community activities undertaken by the individual.</li> <li>▪ Supporting evidence and statements must be included for consideration.</li> <li>▪ Can be a previous unsuccessful Nominee.</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 not have received this Award previously for the same achievement/s.</li> <li>▪ Nominee must not be a current employee of Griffith City Council nominated for duties performed during paid employment.</li> <li>▪ Nominee must not be a current Councillor, or Federal or State politician.</li> <li>▪ Nominee must not be a current member of the Australia Day Awards Community Selection Panel or Griffith Sports Council.</li> <li>▪ Posthumous nominations will not be accepted.</li> </ul>

<p>Young Citizen of the Year</p>	<ul style="list-style-type: none"> <li>▪ The Award must be for outstanding high calibre achievement in relation to community activities undertaken by the individual.</li> <li>▪ Consideration will be given to school activities undertaken with community involvement.</li> <li>▪ Supporting evidence and statements must be included for consideration.</li> <li>▪ Can be a previous unsuccessful Nominee.</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 18 and 25 years and as at 26 January in the year the Award is presented if the Award is run in conjunction with the Junior Citizen of the Year.</li> <li>▪ If the Award is the only “Young” Award presented, the nominee must under 25 years as at 26 January in the year the Award is presented.</li> <li>▪ Nominee must not have received this Award previously for the same achievement/s.</li> <li>▪ Nominee must not be a current employee of Griffith City Council nominated for duties performed during paid employment.</li> <li>▪ Nominee must not be a current Councillor, or Federal or State politician.</li> <li>▪ Nominee must not be a current member of the Australia Day Awards Community Selection Panel or Griffith Sports Council.</li> <li>▪ Posthumous nominations will not be accepted.</li> </ul>
<p>Junior Citizen of the Year</p>	<ul style="list-style-type: none"> <li>▪ The Award must be for outstanding high calibre achievement in relation to community activities undertaken by the individual.</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> </ul>

	<ul style="list-style-type: none"> <li>▪ Nominee must be at or under the age of 17 as at 26 January in the year the Award is presented if the Award is run in conjunction with the Young Citizen of the Year.</li> <li>▪ Consideration will be given to school activities undertaken with community involvement.</li> <li>▪ Supporting evidence and statements must be included for consideration.</li> <li>▪ Can be a previous unsuccessful Nominee.</li> </ul>	<ul style="list-style-type: none"> <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 have received this Award previously for the same achievement/s.</li> <li>▪ Nominee must not be a current employee of Griffith City Council nominated for duties performed during paid employment.</li> <li>▪ Nominee must not be a current Councillor, or Federal or State politician.</li> <li>▪ Nominee must not be a current member of the Australia Day Awards Community Selection Panel or Griffith Sports Council.</li> <li>▪ Posthumous nominations will not be accepted.</li> </ul>
<p>Community Project of the Year</p>	<ul style="list-style-type: none"> <li>▪ The Award must be for a community project organised by four (4) or more volunteers. 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> </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> <li>▪ Nominated Projects must not be a current project of Griffith City Council nominated for projects performed during paid employment.</li> <li>▪ Nominated Projects must not be affiliated with a current Councillor, or Federal or State politician.</li> <li>▪ Nominated projects must not be affiliated with a current member of the Australia Day</li> </ul>

	<ul style="list-style-type: none"> <li>Supporting evidence and statements must be included for consideration.</li> </ul>	Awards Community Selection Panel or Griffith Sports Council.
Environmental Citizen of the Year	<ul style="list-style-type: none"> <li>The Award must be for outstanding high calibre achievement in relation to environmentally related community activities undertaken by the individual.</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 not have received this Award previously for the same achievement/s.</li> </ul>
Young Environmental Citizen of the Year	<ul style="list-style-type: none"> <li>The Award must be for outstanding high calibre achievement in relation to environmentally related community activities undertaken by the individual.</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 under 25 years as at 26 January in the year the Award is presented.</li> <li>Nominee must not have received this Award previously for the same achievement/s.</li> </ul>
<b>Sports Awards</b>		
<p>Junior Sportsperson of the Year</p> <p>Sportsperson of the Year</p> <p>Club Person of the Year</p> <p>Team of the Year</p> <p>Overall Sportsperson of the Year</p>	<ul style="list-style-type: none"> <li>The Award must be for outstanding high calibre achievement in relation to sporting achievement undertaken by the individual or team.</li> </ul>	<ul style="list-style-type: none"> <li>Nominees must be an Australian Citizen.</li> <li>Nominees must be a resident of the Griffith Local Government Area.</li> <li>Winners of Award categories in previous years are eligible for re-nomination in the same category.</li> </ul>

## 5 Award Winner Selection Panels

### Composition of the Australia Day Awards Community Selection Panel

An Australia Day Awards 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:

- a) The Mayor or their nominee.
- b) The Deputy Mayor or their nominee.
- c) One additional Councillor as resolved by Councillors.
- d) One representative from the local multicultural community.
- e) One representative from the local Wiradjuri community.
- f) One past Australia Day Awards winner (immediate past winner preferred).

### Community Selection Panel 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 nominee achieving the highest calculated score shall be the winner of the Award category. In the event of a tie, the Mayor and Deputy Mayor will determine the winner.

### Composition of Griffith City Sports Council Awards Selection Panel

Selection Panel members for all Sports Awards will be determined by the Executive of the Griffith City Sports Council.

### Confidentiality

Winners from each Award category (including of Sporting Awards) must be kept confidential until the Award is presented at the ceremony. All persons must adhere to Council's Code of Conduct regarding confidentiality.

## 6 Submission of Nominations

### Submission of Nominations

Nominations are typically called for in mid-October with a closing date to be nominated.



All nominations for all Awards (Australia Day and Sports Awards) must be lodged via the Griffith City Council online nomination portal by the advertised closing date. Advertising of 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 eligible nominees will be published on the Council's website and social media channels in January.

Name and contact details of nominators will be kept confidential.

### **Ineligible Nominations**

Nominations that do not meet the eligibility and selection criteria or not received via the online nomination portal with appropriate supporting information will not be considered.

## **7 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.

## **8 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

## **9 Directorate**

Economic and Organisational Development