



## AUSTRALIA DAY AWARDS & CITIZENSHIP CEREMONIES

### Summary:

The purpose of this policy is to provide clear direction to the giving of Australia Day Awards to nominated members of the Tenterfield Shire Community.

<b>Policy Number</b>	1.016
<b>File Number</b>	N/A
<b>Document version</b>	Version 4.0
<b>Adoption Date</b>	26 February 2020
<b>Approved By</b>	Council
<b>Minute Number</b>	XX/22
<b>Consultation Period</b>	N/A
<b>Review Due Date</b>	October 2024 – 2 years
<b>Department</b>	Civic Office
<b>Policy Custodian</b>	Chief Executive
<b>Superseded Documents</b>	Australia Day Awards Protocol 18/15 – 25.2.2015 Australia Day Awards 40/18 – 28.3.2018
<b>Related Legislation</b>	Australian Citizenship Ceremonies Code (2019) Australian Citizenship Act 2007 Australian Citizenship Regulation 2016.
<b>Delegations of Authority</b>	Chief Executive

### 1. Overview

The intention of this policy is clarify arrangements for Tenterfield Shire Council's Australia Day celebrations, particularly regarding the protocol of the Tenterfield Shire Australia Day Awards.

In addition, the Federal Government (Department of Home Affairs) have issued an Australian Citizenship Code which states: "*Local Government Councils must hold a citizenship ceremony on 26 January as part of their Australia Day celebrations. Councils that conferred citizenship on less than 20 people in the previous year are exempt from this requirement*".

### 2. Policy Principles

Activities of the Council's Australia Day celebrations will be inclusive of all residents of the Tenterfield Shire Local Government area. Activities must be secular, non-discriminatory and embrace all members of our community. The Australia Day

celebrations will include a non-denominational prayer/blessing by a person of the Mayor's choosing.

Council will hold a citizenship ceremony where possible on Australia Day, although conferral of citizenship for any 12 month period is generally less than 20 people.

### **3. Policy Objectives**

The giving of annual Australia Day Awards celebrates and acknowledges community, sporting and cultural contributions within Tenterfield Shire.

Holding a citizenship ceremony on Australia Day provides the opportunity for all Australians, by birth or by pledge, to reflect on the common bond of citizenship in our diverse society. It provides an opportunity to celebrate our democratic values, equality and respect for each other, and think about what unites us as Australians.

### **4. Policy Statement**

The following Australia Day Awards will be advertised and awarded at each Australia Day Celebration:

- Citizen of the Year;
- Young Citizen of the Year;
- Sportsperson of the Year (any age);
- Emergency Services Volunteer of the Year or Group, and
- Community Event of the Year.

### **5. Scope**

The following general eligibility criteria will apply for nominations to all Award categories:

- Nominees must be Australian citizens at the time of nomination;
- Nominees may be residents in Tenterfield Shire Local Government Area or non-residents involved with a Tenterfield Shire based organisation, or individual endeavour within Tenterfield Shire, at the time of nomination;
- Unsuccessful nominees may be re-nominated in subsequent years;
- Self-nominations will not be accepted;
- Awards will not be granted retrospectively, and
- Sitting State and Federal politicians and current Vice-Regal Officers are not eligible. Consideration of retired politicians and officers would be for work in addition to their official duties.

### **Nominations**

Nominations must be completed on the Council Nomination Form which is available from Council's Administration Office or on the Council website. Nominations open at the beginning of November and close mid-December each year. Advertisements calling for nominations will be placed in the local media (Tenterfield Star Newspaper), Council's fortnightly publication (Your Local News), on Council's website & social media and Tenterfield in Touch Newsletter.

On receipt of the nomination, nominators will be advised by letter that the nomination has been received and that they will be contacted confidentially closer to Australia Day if the person/organisation they have nominated has been selected to receive an Award.

## **Award Criteria**

### ***Citizen of the Year***

Aims to recognise outstanding achievement during the past year and/or contribution to the local community over a number of years. To be eligible, the person must be 26 years or older on 26 January of the relevant year.

### ***Young Citizen of the Year***

Aims to recognise outstanding achievement during the past year and/or contribution to the local community over a number of years. To be eligible, the person must be under 26 years of age on 26 January of the relevant year.

### ***Sportsperson of the Year***

For contribution to sport in the local area. The nominee's approach and efforts to advance in their chosen activity and their performance over the past year are considered.

### ***Emergency Services Volunteer of the Year or Group***

Aims to recognise outstanding services of volunteers involved in emergency situations. Not necessarily a volunteer for an emergency service organisations such as State Emergency Services or Rural Fire Service. No age criteria applicable.

### ***Community Event of the Year Award***

Presented to the person/group/organisation who has staged the most outstanding community event during the past year. Community groups who raise funds are eligible.

## **6. Accountability, Roles & Responsibility**

### **Elected Council**

Council will nominate a Selection Panel comprising:

- the Mayor;
- three (3) Councillors, and
- one (1) Councillor as reserve in the event that a member of the Panel is unavailable on the date selected for judging of the Awards.

The Selection Panel will meet in the first working week of January. Copies of all nominations which meet the criteria will be provided to members of the Selection Panel as soon as practicable.

In assessing the nominations, the Selection Panel may consider:

- The benefit to the community from the nominee's service or contribution;
- Other outstanding achievements by the nominee;
- Other recognition of the nominee's contribution or work, including publicity;

- Whether the nominee worked as part of a team and their role within the team;
- Whether the nominee has had assistance from Council, Government or other grants;
- Whether the nominee has had to overcome any particular difficulties or disability, and
- Who has benefited most from the work of the nominee.

The selection of recipients will reflect the nominations received and information available to the Selection Panel at the time.

### **Presentation of Awards**

The Awards will be presented on Australia Day, 26 January, each year at the Tenterfield Shire Council Australia Day Ceremony.

Invitations will be forwarded to the recipients of all categories for the previous year.

Invitations will be issued to all nominees and nominators prior to Australia Day. At the Awards Ceremony, the recipient of each category will then be announced.

Awards for each category will be as follows:

- **Citizen of the Year** – Framed Official Australia Day Certificate and Citizen of the Year Lapel Pin;
- **Young Citizen of the Year** – Framed Official Australia Day Certificate and Young Citizen of the Year Lapel Pin;
- **Sportsperson of the Year** – Engraved Medallion with Presentation Case and Australia Day Lapel Pin;
- **Emergency Services Volunteer of the Year** – Framed Official Australia Day Certificate and Australia Day Lapel Pin;
- **Community Event of the Year** – Framed Official Australia Day Certificate.

### **Withdrawal of Award**

Tenterfield Shire Council reserves the right to withdraw an Award if further information or the recipient's conduct draws the Citizen of the Year or Young Citizen of the Year Awards into disrepute.

## **7. Australian Citizenship Ceremony**

Ceremonies to be conducted as per the Australian Government Australian Citizenship Ceremonies Code 2019 which follows the *Australian Citizenship Act 2007* and *Australian Citizenship Regulation 2016*.

Tenterfield Shire Local Government area generally does not have more than 20 conferrals of Australian Citizenship in any 12 month period. Therefore, in addition to the required ceremony on Australia Day – 26 January, a citizenship ceremony should be conducted on Australian Citizenship Day – 17 September, if there are any candidates.

Other citizenship ceremonies will be held in Tenterfield Shire Local Government area as follows:

- 9.00 am at an Ordinary Council Meeting (preferred)

- Private ceremonies where the requirement for Australian Citizenship is urgent.

### **Legal Requirement**

There are 3 legal requirements under the Citizenship Act that must be strictly adhered to when conducting citizenship ceremonies:

- An Authorised presiding officer (Mayor and Chief Executive) – this role cannot be delegated.
- Reading the preamble
- The Pledge of Commitment

### **Dress Code**

Conferees to be instructed to adhere to Council's dress code as required by the Australian Government (Department of Home Affairs):

- Smart casual;
- National/cultural dress welcomed.

### **8. Definitions**

Nil.

### **9. Related Documents, Standards & Guidelines**

Nil.

### **10. Version Control & Change History**

<b>Version</b>	<b>Date</b>	<b>Modified by</b>	<b>Details</b>
V1.0	25/02/15	Council	Adoption of Original Policy (Res No. 18/15)
V2.0	22/12/16	Council	Revised Policy Adopted (Res No. 320/16)
V3.0	28/03/18	Council	Revised Policy Adopted (Res No. 40/18)
V4.0	26/02/20	Council	Revised Policy Adopted (Res No. 3/20)
V5.0	26/10/22	Council	Revised Policy Adopted (Res No. XX/22)