

# Casey Australia Day Awards Program Policy

**Version:** 2.4

**Date updated:** 31 July 2017, updated 12 February 2019

**Responsible Department:** Active Communities

**Related policies:** Nil

## 1. Purpose

This policy outlines the necessary process in administering and delivering the Casey Australia Day Awards Program.

## 2. Definitions

<b>Council</b>	means Casey City Council, being a body corporate constituted as a municipal Council under the Local Government Act 1989
<b>Councillors</b>	means the individuals holding the office of a member of Casey City Council.
<b>Council officer</b>	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
<b>Community Group</b>	A not-for-profit body that is community based and managed. A group of two or more people who are connected in a self-defined way by a common interest and/or geographic location and/or identity. This acknowledges that the wider community comprises many varied communities.
<b>Award</b>	acknowledgement of contribution to the Casey community.
<b>Casey Australia Day Awards Selection Panel</b>	an Advisory Committee to Council comprised of community representatives and the Mayor of the day (or Mayor's delegate), assisted by Council officers to assess all Casey's Australia day Awards nominations. Recommendations for category award winners are made to Council by this Selection Panel.

## 3. Scope

This Policy solely applies to the delivery of the annual Casey Australia Day Awards Program.

The Policy covers eligibility for all categories of the program which includes:

- Casey Citizen of the Year
- Casey Young Citizen of the Year
- Casey Senior Citizen of the Year

*Council policy documents change from time to time and it is recommended that you consult the electronic reference copy on Councils' website to ensure that you have the current version. Alternatively you may contact Customer Service on 9705 5200.*

- Casey Community Group of the Year

#### 4. Context

The National Australia Day Council and the Australia Day Council (Victoria) facilitates Australia Day Awards at National and State levels. The awards recognise outstanding Australian citizens in the categories of Australian of the Year, Young Australian, Senior Australian and Australia's Local Hero.

Operating at local level are the Citizen of the Year awards, initiated through the Australia Day Council (Victoria). Each municipality in the State of Victoria is encouraged to adapt the awards to their municipality to reward community service at a local level.

The City of Casey has tailored these awards over the years to reflect the feedback from the Casey community and broaden the scope of awards. The Casey Australia Day Awards Program celebrates and recognises the valuable work of those remarkable and outstanding citizens who inspire and lead by example as well as community groups who have conducted an exceptional event; undertaken remarkable fundraising or provided exemplary service/support within the City of Casey.

Held annually on Australia Day, 6 January, the Casey Australia Day Awards pay tribute to these significant contributions which have greatly benefitted and enriched Casey community.

#### 5. Policy

##### 5.1. Nominations

All details of the eligibility and criteria for this awards program will be provided in the Casey Australia Day Awards Guidelines.

Any resident or ratepayer of the City of Casey, working professional (excluding Council staff) or group/organisation within or impacting on the City of Casey can make a nomination and all eligible nominees are acknowledged.

- Individual nominations

All nominees must be residents of the City of Casey and Australian Citizens. All nominees over 18 years of age must be willing to undergo a Victoria Police criminal records check.

- Casey Community Group of the Year Award nominations

The organisation/group nominated must be not-for-profit; community focussed and based in the City of Casey or provide services to people within the municipality. The event, activity, service or fundraising must have been held in the City of Casey, open and accessible to all residents of the City of Casey.

##### 5.2. Council's Decision-Making Process

All nominations are assessed by the Casey Australia Day Awards Selection Panel, a Council Advisory Committee comprising community representatives and the Mayor of the day (or a Mayor's delegate), assisted by Council officers. The Selection Panel reserves the right to transfer a nominee into another category if it so deems.

Council officers will support the Selection Panel in accordance with Council's Advisory Committee Policy.

Council officers will prepare a report of the recommendations of the Selection Panel which will be presented to Council at the next practicable meeting.

Adoption by Council is final, and no correspondence will be entered into.

### **5.3. Opportunities for Award Winners**

Casey Citizens of the Year (comprising Citizen, Young Citizen and Senior Citizen) are given a professional or personal development opportunity for funded attendance at one conference, seminar or forum (within Australia), that is deemed relevant to their role and takes place during their term as a Casey Citizen of the Year Council will cover travel, accommodation, meals and conference registration fees and materials within the allocated budget.

### **5.4. Announcement of Award Winners**

Category winners are announced and presented with their award at a Council function, held annually on Australia Day, 26 January.

## **6. Administrative Updates**

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

## **7. Review**

The next review of this document is scheduled for completion by 28 January 2023.