



Cassowary Coast
REGIONAL COUNCIL

Cassowary Coast Regional Council

Australia Day Awards Guidelines

Report Name

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Acknowledgement of Country

Cassowary Coast Regional Council acknowledges the Traditional Custodians of the land and sea on which we operate, the Mamu, Djiru, Girramay, Gulngay, Warrgamay, Jirrbal and Bandjin Peoples. We wish to acknowledge our respect for their current and emerging leaders and those in the dreaming. We thank all First Nations people for the contributions they make in building this community.

AUSTRALIA DAY AWARDS GUIDELINES

OBJECTIVES

The Cassowary Coast Australia Day Awards provide the opportunity to publicly celebrate, acknowledge and honour the outstanding contributions of individuals and groups working tirelessly to improve the Cassowary Coast community by promoting the social, cultural, economic and environmental prosperity of our region through personal accomplishments, inspirational behaviours and/or successful completion of projects, initiatives or events.

Cassowary Coast Regional Council celebrates Australia Day with an official Australia Day Awards Ceremony or Ceremonies conducted in a location or locations decided by Council.

This event aligns with the Council's Visions - ***Our community is enjoying enhanced liveability with a strong sense of pride, belonging and connection, with improved access to quality health and wellbeing and community services.***

Australia Day Awards

The National Australia Day Council facilitates and promotes Australia Day to all Australians to inspire national pride and increase participation and engagement across all sectors of the community¹.

Cassowary Coast Regional Council delivers the Australia Day Awards at a local level.

Cassowary Coast Regional Council will co-ordinate the public nomination and disbursement for the Australia Day Awards in the following categories:

- Citizen of the Year
- Young Citizen of the Year
- Lifetime Contribution
- Community Event / Project of the Year
- Community Group Award
- Sports Person of the Year
- Young Sports Person of the Year
- Service to Sports Award
- Arts and Culture Award
- Young Arts and Culture Award
- Sustainable Environment Award
- Young Sustainable Environment Award
- Achievement Award
- Science Technology Engineering and Mathematics (STEM) in Education Award
- Young Entrepreneur/s Award
- First Nations' Fire Award
- Excellence and Innovation Award

AWARD PROCESS

¹ www.australiaday.org.au

The Selection and eligibility criteria for the Cassowary Coast Regional Council Australia Day Awards Program is supported by the criteria set out for the Australia Day Awards.

All nominations must be Australia Citizens, law abiding and be seen as a community role model. Nominations will not be accepted if this baseline criteria is not met. Nominations will not be accepted posthumously.

AWARD CATEGORIES

CITIZEN OF THE YEAR

Eligibility Criteria

To be eligible for citizen of the Year award, nominees must

- Be an Australian Citizen
- Be a resident of the Cassowary Coast Local Government Area (when nominations close)
- Be 25 years of age or older on the 1st of January of the year when nominations close
- Not have received the same award within the past five years
- 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 nomination for this award, the selection panel will consider the following in no particular order:

- Outstanding achievement and leadership in the local community
- Has been a role model / inspiration for community members.
- Has shown achievements in community activities, academic, sporting, personal, cultural, environment and / or social responsibility.
- Demonstrated selfless commitment, application and dedication, involvement in activities that promote the welfare and wellbeing in the community over the previous 12 months and/or over a number of years.
- Has provided the contribution on a voluntary basis or exceeded the normal requirements of the nominee's paid work.

YOUNG CITIZEN OF THE YEAR

Eligibility Criteria

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

- Be an Australian Citizen
- Be a resident of the Cassowary Coast Local Government Area (when nominations close)
- Be under the age of 25 years on the first day of January of the year when nominations close
- Not have received the same award within the past five years
- 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 nomination for this aware, the selection panel will consider the following in no particular order:

- Outstanding achievement and leadership in the local community.
- Has been a role model / inspiration that other young people can aspire to.

- Has shown achievements in community activities, academic, sporting, personal, cultural, environment and / or social responsibility.
- Demonstrated selfless commitment, application and dedication, involvement in activities that promote the welfare and wellbeing in the community over the previous 12 months or over a number of years.
- Has provided the contribution on a voluntary basis or exceeded the normal requirements of the nominee's paid work.

LIFETIME CONTRIBUTION AWARD

Eligibility Criteria

To be eligible for Lifetime Contribution Award, nominees must

- Be an Australian Citizen
- Be a resident of the Cassowary Coast Local Government Area (when nominations close)
- 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 nomination for this award, the selection panel will consider the following in no particular order:

- Outstanding achievement and leadership in the local community
- Has been a role model / inspiration to the community.
- Selfless commitment, application and dedication, involvement in activities that promote the welfare and wellbeing of the community over an extended period of time in excess of twenty (20) years.
- Has provided the contribution on a voluntary basis or exceeded the normal requirements of the nominee's paid work.

COMMUNITY EVENT / PROJECT OF THE YEAR

Eligibility Criteria

To be eligible for Community Event / Project of the Year, nominees must

- Be a community event of project that provides opportunities for the community to participate and contribute to social, economic and cultural life
- Be a community event that is community focused, not stated for personal, private reward or financial benefit
- Bring recognition and credit to the community through a cultural, environmental or sporting event / project within the Cassowary Coast Local Government Area
- 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 in the last five years
- Have a supporting referee

Selection Criteria

When considering nomination for this award, the selection panel will consider the following 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.
- Significantly benefiting the community's wellbeing or financial sustainability.

SPORTS PERSON OF THE YEAR

Eligibility Criteria

To be eligible for Sports Person of the Year, nominees must

- Be an Australian Citizen
- Be a resident of the Cassowary Coast Regional Local Government Area (when nominations close)
- Be 25 years of age or older on the first of January of the year when nominations close
- Not have received the same award previously, in the last five years
- 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 nomination for this award, the selection panel will consider the following:

- Showed an outstanding achievement in sport, been a positive role model in sport in a non-professional sporting field.

YOUNG SPORTS PERSON OF THE YEAR

Eligibility Criteria

To be eligible for Young Sports Person of the Year, nominees must

- Be an Australian Citizen
- Be a resident of the Cassowary Coast Local Government Area (when nominations close)
- Be under the age of 25 years on the first day of January of the year when nominations close
- Not have received the same award in the past 5 years
- 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 nomination for this award, the selection panel will consider the following:

- Showed an outstanding achievement in sport, been a positive role model in sport in a non-professional sporting field.

SERVICE TO SPORT AWARD

Eligibility Criteria

To be eligible for Service to Sport Award, nominees must

- Be an Australian Citizen
- Be a resident of the Cassowary Coast Local Government Area (when nominations close)
- Not have received the same award in the past five years
- 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 nomination for this award, the selection panel will consider the following in no particular order:

- Demonstrated significant contribution to sport and/or the community as a Coach, Official or Administrator in a voluntary capacity and as a positive role model.

ARTS & CULTURE AWARD

Eligibility Criteria

To be eligible for Cultural Award, nominees must

- Be an Australian Citizen
- Be a resident of the Cassowary Coast Local Government Area (when nominations close)
- Be 25 years of age or older on the first day January of the year when nominations close
- Not have received the same award previously, in the last five years
- 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 nomination for this award, the selection panel will consider the following in no particular order:

- Demonstrated outstanding contribution to, and / or an outstanding achievement in, the arts and cultural life of the community through actions which encourage, enrich and inspire others over the past 12 months and/or over a number of years.
- Has provided the contribution on a voluntary basis or exceeded the normal requirements of the nominee's paid work.

YOUNG ARTS & CULTURE AWARD

Eligibility Criteria

To be eligible for Young Cultural Award, nominees must

- Be an Australian Citizen
- Be a resident of the Cassowary Coast Local Government Area (when nominations close)
- Be under the age of 25 years on the first day of January of the year when nominations close
- Not have received the same award in the past five years
- 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 nomination for this award, the selection panel will consider the following in no particular order:

- Demonstrated outstanding contribution to, and / or an outstanding achievement in, the arts and cultural life of the community through actions which encourage, enrich and inspire others over the past 12 months and/or over a number of years.
- Has provided the contribution on a voluntary basis or exceeded the normal requirements of the nominee's paid work.



SUSTAINABLE ENVIRONMENT AWARD

Eligibility Criteria

To be eligible for Sustainable Environment Award, nominees must

- Be an Australian Citizen, individual or group
- Be a resident of the Cassowary Coast Local Government Area (when nominations close)
- Be 25 years of age or older on the first day of January of the year when nominations close
- Not have received the same award previously, in the last five years
- 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 nomination for this award, the selection panel will consider the following in no particular order:

- Demonstrated outstanding contribution to, and / or an outstanding achievement in, the advocacy, innovation or development of projects associated with maintaining a sustainable local environment.
- Has provided the contribution on a voluntary basis or exceeded the normal requirements of the nominee's paid work.

YOUNG SUSTAINABLE ENVIRONMENT AWARD

Eligibility Criteria

To be eligible for Sustainable Environment Award, nominees must

- Be an Australian Citizen, Individual or Group
- Be a resident of the Cassowary Coast Local Government Area (when nominations close).
- Be under the age of 25 years on the first of January of the year when nominations close
- Not have received the same award previously, in the last five years
- 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 nomination for this award, the selection panel will consider the following in no particular order:

- Demonstrated outstanding contribution to, and / or an outstanding achievement in, the advocacy, innovation or development of projects associated with maintaining a sustainable local environment.
- Has provided the contribution on a voluntary basis or exceeded the normal requirements of the nominee's paid work.

ACHIEVEMENT AWARD

Eligibility Criteria

To be eligible for Achievement Award, nominees must

- Be an Australian Citizen
- Be a resident of the Cassowary Coast Local Government Area, or have a long history with the region (e.g. completed most of schooling in the region)
- Not have received the same award in the last five years
- 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 nomination for this award, the selection panel will consider the following in no particular order:

- Demonstrated significant achievement and / or noteworthy contribution to the community within other areas not covered by the above categories within the last two years.
- Has provided the contribution on a voluntary basis or exceeded the normal requirements of the nominee's paid work/profession.

COMMUNITY GROUP AWARD

Eligibility Criteria

To be eligible for Achievement Award, nominees must

- Be an Australian Citizen
- Be a resident of the Cassowary Coast Local Government Area (when nominations close)
- Not have received the same award previously, in the last five years
- Not be a current sitting Councillor, nor have been in the past two years
- All applications must have a supporting referee
- Open to community groups, organisations or not for profit organisations

Selection Criteria

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

- Demonstrated significant achievement and / or noteworthy contribution to the community as part of a group.
- Demonstrated outstanding contribution to the community by promoting the social, cultural, economic and environmental prosperity of the region.

SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM) AWARD IN EDUCATION

Eligibility Criteria

To be eligible for STEM Award in Education, nominees must

- Be an Australian Citizen, Individual or Group
- Be a resident of the Cassowary Coast Local Government area (when nominations close).
- Not have received the same award previously, in the last five years
- 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 nomination for this award, the selection panel will consider the following in no particular order:

- A Student, Teacher, Support Staff Member, education partner, School or organisation who have demonstrated an outstanding and innovative contribution to STEM education in the region.
- This can be through achievement, support, project or inspiring the community to further their own education in the area of STEM.

YOUNG ENTREPRENEUR/ S AWARD

Eligibility Criteria

To be eligible for Young Entrepreneur/s Award, nominees must

- Have founded a business, or expanded an existing business, in the three years prior to be nominated
- Be an Australian Citizen, Individual or Group
- Be a resident of the Cassowary Coast Local Government area (when nominations close).
- Be under the age of 25 years on the first of January of the year when nominations close
- Not have received the same award previously, in the last five years
- 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 nomination for this award, the selection panel will consider the following in no particular order:

- Demonstrated success in a business or social enterprise.
- With demonstrated consideration for sustainability, organisational growth, design and technology, innovation or creativity or entrepreneurship.

FIRST NATIONS FIRE AWARD

Eligibility Criteria

To be eligible for First Nations Fire Award, nominees must

- Be an Australian Citizen, Individual or Group that identifies as Australian First Nations
- Be a resident of the Cassowary Coast Local Government Area (when nominations close)
- Be under the age of 25 years on the first of January of the year when nominations close
- Not have received the same award previously, in the last five years
- 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 nomination for this award, the selection panel will consider the following in no particular order:

- Demonstrated the passion and drive to blow on the embers within the community that will light the fire for generations to come.
- Inspiring others with their success in career, academia, business, sport or community work.
- Showing pride in their first nations heritage, be going above and beyond to pass the firestick around the community to build up spirit.
- Mentoring and supporting others in the community to encourage personal achievement.

INNOVATION AND EXCELLENCE AWARD

Eligibility Criteria

To be eligible for Excellence and Innovation Award nominees must

- Be an Australian Citizen, or Australian Owned Business with an Australian Business Number (ABN)
- Be a resident or have the head office, or have the majority of operations in the Cassowary Coast Local Government Area (when nominations close)
- Not have received the same award previously, in the last five years
- Not be a current sitting Councillor, nor have been in the past two years
- All applications must have a supporting referee, Businesses must have a letter of endorsement from the CEO / Manager

Selection Criteria

When considering nomination for this award, the selection panel will consider the following:

- Demonstrated significant achievement and / or noteworthy contribution to the community, economy or industry through -
 - Excellence in service delivery through demonstrated service to customers, community or industry.
 - Product/Business innovation that is a new or improved product or process (or combination thereof) that differs significantly from the unit's previous products or processes and that has been made available to potential users (product) or brought into use by the unit (process)².

NOMINATIONS

Nominations must be submitted online via Council's online application portal. Nominations open in October and close in December every year unless otherwise decided by Council.

Nomination forms must be fully completed with sufficient detail to enable the assessment panel to make a fully-informed decision.

Requested supporting materials must be attached to the nomination application.

² OECD Definition referenced

SELECTION PROCESS

Selection Panel

The Selection Panel comprises the Mayor, the portfolio Councillor and three community members and Council officer/s as ex-officio members. Council will invite nominations to sit on the Australia Day Awards assessment panel. The position of the assessment panel will be voluntary, with members to meet their own travel expenses to attend meetings. Assessment Panel Meetings may be conducted by electronic means.

Scoring Assessment

Up to a value of ten points will be awarded to each valid nomination from each member of the assessment panel.

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 could be selected from the unsuccessful nomination finalists from the previous three years. In the event of a tied point tally for any of the award categories, the Mayor will have the final decision.

If the panel agrees in general consensus, having just cause and reason, that the nomination would be better suited to an alternative award category, the panel may move that nomination in the spirit of the celebration of the day.

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

AWARD RECIPIENTS

Eligible Nominees will be notified by early January to allow for RSVP. Should any nominees withdraw from the application process, this should be noted prior to the selection panel meeting to avoid retractions after winners are determined.

AWARD CEREMONY

Awards Ceremony or Ceremonies will be held at a location/s and date/s determined by Council.



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