



# Local Government Area Timeline

## Stage 1: Information and registration

OCTOBER 2023

The Australia Day Council of NSW (ADCNSW) distributes information and registration details for the Australia Day Ambassador Program and the NSW Local Citizen of the Year Awards Program. You will need to complete two forms:

### A. Complete online Stage One Registration Form – Your Ambassador requirements

- Duration your Ambassador is required and appropriate accommodation. Please consider events the day prior to Australia Day and available travel options (e.g. limited flights) which may impact how long your Ambassador should stay
- Recommended method of travel. If your recommended travel method is flying, please include any notes about recommended airport, flights or availability in the Travel Notes section of the form
- Summary of events and activities your Ambassador will participate in during their stay
- Traditional custodians of the land

### B. Order your certificates online for the NSW Local Citizen of the Year Awards Program

## Stage 2: Event details

NOVEMBER 2023

ADCNSW will create a program itinerary for your Ambassador's visit from the information you provide in the Stage 1 and Stage 2 Registration forms. In the Stage 2 form, please make sure you submit your **final program details**.

### C. Complete online Stage Two Registration Form – Detailed information for your Ambassador

- Ambassador Chaperone contact details, including the person collecting your Ambassador from the airport (if relevant)
- Confirmed accommodation details (if relevant)
- Event details for each activity including start and finish times, event venues and locations
- How your Ambassador will travel to events on the day
- Your Ambassador's role at each event and other possible activities you would like your Ambassador to be involved in
- Suggested speech topics and acknowledgments that you would like your Ambassador to make during their address (e.g. Acknowledgement of Country, VIPs present)

### D. ADCNSW will provide Local Government Areas (LGAs) and Australia Day Committees information about the 2024 Australia Day marketing campaigns, themes and key messaging through the ADCNSW LGA Portal.

- Submit your event details online for the Australia Day website



### Stage 3: Registration confirmation and notification

DECEMBER 2023

ADCNSW will commence confirmation of your 2024 Australia Day Ambassador.

Leading up to your Australia Day celebrations please advise of any changes to your program such as:

- Changes to venues, event times or Ambassador's role
- Changes to accommodation details
- Changes to final contact details

### Stage 4: Preparation and delivery

DECEMBER 2023 – JANUARY 2024

- ADCNSW will introduce you to your Ambassador via email and share with you their finalised travel arrangements and program itinerary based on the information provided by the LGA in Stages 1–3.
- The Australia Day Ambassador Lapel Pin will be sent to you in the mail
- ADCNSW will distribute hardcopy Local Citizen of the Year Award certificates. Electronic copies of the certificates will be available for download from the ADCNSW LGA Portal

### Stage 5: Evaluation

FEBRUARY 2024

- Complete online evaluation form to capture information, feedback and anecdotes
- Forward any photographs and media clippings from your Australia Day celebrations to the ADCNSW