

**Australia Day Award Policy**

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**Policy Owner:** Communications and Events  
**Contact Person::** Manager Communications and Events  
**Date of Approval:** 5 April 2011 – CS05-04/11

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**OBJECTIVE**

The purpose of this policy is to provide for the recognition of individuals and organisations who have made significant contributions to the City of Wanneroo's community, through annual awards presented on Australia Day.

**STATEMENT**

The City of Wanneroo annually recognises individuals and organisations who have made a significant contribution to the City of Wanneroo's community by awarding three categories of awards every Australia Day. Only one award is presented in each of the following categories:

***City of Wanneroo Charles Searson Australia Day Youth Award***

Presented to an individual under 25 years of age who has made an outstanding contribution to the local community.

***City of Wanneroo Australia Day Award***

Presented to an individual over 25 years of age who has made an outstanding contribution to the local community.

***City of Wanneroo Australia Day Community Group or Event Award***

Presented to an outstanding local community group or event.

Details of Australia Day Award recipients are published in the first available edition of "What's Happening" following the Award ceremony.

An invitation to attend the next Australia Day Award ceremony is extended to the following:

- The recipient (and partner) of the City of Wanneroo Australia Day Award
- The recipient (and guardian or partner) of the City of Wanneroo Charles Searson Australia Day Youth Award
- The recipient (President/Chairperson and partner) of the City of Wanneroo Australia Day Community Group or Event Award

**SCOPE**

Award recipients must meet the following eligibility criteria:

- Recipients must be residents of the City of Wanneroo; or have coordinated a community event within the City of Wanneroo; or be members of a community group whose principal activities are conducted within the City of Wanneroo
- Awards cannot be granted posthumously
- A person cannot receive the same award twice
- Only one person (not a couple or group) may be nominated for individual award categories
- Local Government Councillors, State and Federal politicians are not eligible to receive an Award
- City of Wanneroo staff acting in their role or performing duties required by their employment with the City, are not eligible to receive an Award

## BACKGROUND

Awards are presented at the annual 'Australia Day Citizenship Ceremony' held 26 January. Award recipients are presented with a framed certificate and 'Australia Day Award Trophy', and are requested to participate in post-event publicity and promotion. Copies of photographs taken as a result of publicity are provided to Award recipients

## CONSULTATION WITH STAKEHOLDERS

As part of this policy, the following stakeholders need to be consulted:

- Schools in the City of Wanneroo;
- City of Wanneroo community groups; and
- Media organisations.

## IMPLICATIONS (FINANCIAL, HUMAN RESOURCES)

The financial implications for this policy include printing of application forms and flyers, trophies, certificates and framing.

These costs are included as part of the Communications and Events annual budget.

## IMPLEMENTATION

Nominations are invited via advertising and promotions preceding the annual 'Australia Day Citizenship Ceremony' held 26 January, but can be made at any time during the year. Anyone in the community can submit a nomination and these are made in writing using the official nomination form. Nomination forms can be obtained from the City of Wanneroo's website [www.wanneroo.wa.gov.au](http://www.wanneroo.wa.gov.au), Customer Service locations or by contacting Communications and Events.

In addition, students of schools within the City of Wanneroo who are awarded Student Citizenship Award in the 12 months preceding the Australia Day Awards, are automatically considered for the *City of Wanneroo Charles Searson Australia Day Youth Award*.

Nominations will be advertised from September each calendar year, with nominations closing 30 November. Judging will occur during December.

The September-November period will allow integration into existing promotional activities targeted at people/groups active within the community. These include but are not limited to:

October Community Funding round (nomination forms to be posted with application kits, and promoted at information sessions); Volunteer Appreciation Functions (nomination forms to be posted with invitations and promoted at the functions); Youth Services meetings and activities with schools.

Nominees for the City of Wanneroo Australia Day Awards will be assessed by a judging panel according to the following criteria:

- Have made a significant positive contribution to the local community
- Possess leadership qualities
- Active member of the local community
- Commitment to enhancing their local community

The judging panel: Mayor, Director Community Development, Manager Communications and Events and two community members (expressions of interest) then decide the winners.

## **ROLES AND RESPONSIBILITIES**

The City's Communications and Events team is responsible for implementation of all elements of this policy.

Roles and responsibilities include calling for nominations, promotion through the media, call for expressions of interest for the members of the judging panel, compiling nominations, scheduling judging panel meetings, organising awards and inviting nominees and nominators to the presentation event.

## **WHO NEEDS TO KNOW ABOUT THIS POLICY?**

- Mayor
- Director Community Development
- Manager Communications and Events
- Communications and Events service unit
- Schools
- Community groups

## **EVALUATION AND REVIEW PROVISIONS**

To measure and evaluate the effectiveness of this policy, the following key performance indicators will be used:

- Number of nominations received for each of the three categories.
- Quality of nominations.
- Media exposures.

## **DEFINITIONS**

There are no definitions for this policy.

## **REFERENCES**

Nil

**RESPONSIBILITY FOR IMPLEMENTATION**

Manager Communications and Events

<b>Reviewed</b>	<b>Next Review</b>	<b>Record No</b>
June 2006		
May 2010 – CS05-05/10	March 2012	888680 TRIM: 10/912
April 2011 – CS05-04/11	March 2012	11/27894