

AUSTRALIA DAY AWARDS POLICY

Responsible Directorate:	<i>Community and Place</i>
Responsible Service Unit:	<i>Place Management</i>
Contact Person:	<i>Manager Place Management</i>
Date of Approval:	<i>13 September 2022</i>
Council Resolution No:	<i>CE02-09/22</i>

1. POLICY STATEMENT

The City of Wanneroo (City) recognises and celebrates individuals and organisations who have made **outstanding contributions** during the current year, and/or those who have given **outstanding service** over a number of years to the City's community, through annual awards presented at the Australia Day Citizenship ceremony.

2. OBJECTIVE AND PURPOSE

To recognise outstanding contributions to the City's community by awarding four categories of awards every Australia Day.

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 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 Senior Award

Presented to an individual over 65 years of age who has made outstanding contributions and/or has made a longstanding commitment to the local community.

City of Wanneroo Australia Day Community Group or Event Award

Presented to an outstanding local community group or event.

Only one award is presented in each of the categories:

3. KEY DEFINITIONS

The definitions for this policy.

<i>DEFINITIONS: Any definitions listed in the following table apply to this document only.</i>	
<i>Outstanding contributions and service</i>	<i>Includes areas such as; education, health, fund-raising, charitable and voluntary services, business, sport, arts, the environment or any other area that contributes to the advancement and wellbeing of the City of Wanneroo community.</i>

4. SCOPE

Nominations are invited via advertising and promotions preceding the annual Australia Day Citizenship ceremony. Anyone in the community can submit a nomination.

Award recipients must meet the following eligibility criteria:

- Recipients must be residents of the City; or have coordinated a community event within the City; or be members of a community group whose principal activities are conducted within the City;
- 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; and
- City staff acting in their role or performing duties required by their employment with the City, are not eligible to receive an Award.

Students who are awarded the City of Wanneroo 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*.

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

- Made significant positive contribution to the local community.
- Demonstrated leadership and inspiring qualities as a role model for the community.
- Active member of the local community which has brought about positive change and improvements in their local community.
- Committed to enhancing their local community.

All award nominees will be subject to an assessment process to ensure there is neither conflict of interest nor negative impact on the City's reputation or probity.

Awards are presented at the annual Australia Day Citizenship Ceremony.

5. IMPLICATIONS

Costs related to coordinating the functions in this policy will be included in the operating budget of Place Management.

6. IMPLEMENTATION

Promotion of the City's Australia Day Awards will be targeted at people/groups active within the community.

Nominations are made using the official nomination process. Nominations are submitted via an online form on the City's website or using forms provided by the City. Nominations received after the closing date will be ineligible.

Nominees for the City's Australia Day Awards will be assessed by a judging panel according to the specified criteria. The judging panel determines the Award recipients.

Award recipients are presented with a framed certificate and an engraved award.

7. ROLES AND RESPONSIBILITIES

The City's Place Management team is responsible for implementation of all elements of this policy.

8. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director Community and Place in the first instance. In the event that an agreement cannot be reached, the matter will be referred to the CEO for a ruling.

9. EVALUATION AND REVIEW

The effectiveness of this policy can be measured and evaluated using the following key performance indicators:

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

This policy shall be reviewed every three (3) years.

10. RELATED DOCUMENTS

- Student Citizenship Award Policy.

11. REFERENCES

Nil.

12. RESPONSIBILITY FOR IMPLEMENTATION

The Manager Place Management is responsible for the publication, implementation, enforcement and compliance of the policy.

REVISION HISTORY

Version	Next Review	Record No.
May 2010 – CS05-05/10	March 2012	888680 TRIM: 10/912
April 2011 – CS05-04/11	March 2012	11/27894
CS05-08/12	December 2014	14/372609
31 March 2015 – CD03-03/15	March 2017	14/372609
19 September 2017 – CE01-09/17	September 2020	14/372609v2
22 September 2020 – CE02-09/20	September 2022	14/372609v3
13 September 2022 – CE02-09/22	September 2025	14/372609v4