

AWARDS POLICY

Responsible Directorate:	<i>Community and Place</i>
Responsible Service Unit:	<i>Place Management</i>
Date of Approval:	<i>18 August 2025</i>
Policy Review Committee Item No:	<i>Policy Review Committee 4.12</i>

1. POLICY STATEMENT

The City of Wanneroo (City) recognises and celebrates individuals, organisations and students who have made outstanding contributions to the community. This recognition is provided through annual awards which acknowledge outstanding service and contributions made during the current year. This includes those presented at the Australia Day Citizenship Ceremony, as well as Student Citizenship Awards presented to students attending primary and secondary schools within the City, in recognition of their positive contributions to their school and the wider community.

2. PURPOSE

To recognise and celebrate outstanding contributions to the City's community.

3. KEY DEFINITIONS

Auspire is the official State-based partner of the National Australia Day Council (NADC), delivering the Citizen of the Year Awards in collaboration with local governments.

Outstanding Contributions and Service 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.

4. SCOPE

This Policy applies to all official awards bestowed by the City that recognise individuals and community groups that have made significant contributions to the City of Wanneroo. In addition, the Policy provides for the recognition of young people who demonstrate dedication to their education, personal development and contribution as active citizens improving their local community, through the Student Citizenship Awards.

The City participates in the Auspire Citizen of the Year Awards program, which recognises outstanding contributions by individual residents and community groups who demonstrate active citizenship and community leadership. Nominations received under the Auspire Awards framework are assessed annually by the City's Festivals, Awards & Cultural Events Advisory Group in accordance with the eligibility and selection criteria provided by Auspire, and are presented annually at the City's Australia Day Citizenship Ceremony.

Citizen of the Year Australia Day Award categories are as follows:

- a) Community Citizen of the Year Award;
- b) Young Community Citizen of the Year Award (16 – 30 years of age);
- c) Senior Community Citizen of the Year Award (over 65 years of age); and
- d) Active Citizen of the Year Award (Community Group or Event).

5. IMPLICATIONS

Costs related to the implementation of this Policy will be included in the operating budget of Place Management.

6. IMPLEMENTATION

This section outlines the nomination, eligibility, assessment and presentation processes for the City of Wanneroo's Australia Day Awards and Student Citizenship Awards.

6.1 Nominations

Nominations for the *Australia Day Awards* will be subject to the following:

- a) Nominations open each year and are invited through advertising and promotion preceding the annual Australia Day Citizenship Ceremony;
- b) A person must first be nominated to be considered for the awards. Self-nominations are not accepted;
- c) Nominations are submitted directly through Auspire's online platform. Once the nomination period closes, Auspire forwards all relevant submissions to the City for assessment in accordance with criteria and selection processes.
- d) Nominations received after the closing date will be ineligible.
- e) Promotion of the Australia Day Awards will target individuals and groups active within the community.

Nominations for the *Student Citizenship Awards* will be subject to the following:

- a) Each year, all primary and secondary schools within the City of Wanneroo (both government and non-government) are invited to nominate winning students.
- b) Nominations must be made using the official nomination form available on the City's website.
- c) Schools may nominate students currently enrolled in:
 - i. the final year of primary school (typically Year 6), and
 - ii. the final year of secondary school (typically Year 12).
- d) A maximum of two students per school may be awarded in each of these year groups.

6.2 Eligibility Criteria

Nominees for the *Australia Day Awards* must meet the following eligibility requirements:

- a) Be residents of the City; or
- b) Have coordinated a community event within the City; or
- c) Be members of a community group whose principal activities are conducted within the City.
- d) Additional conditions:
 - i. A person cannot receive the same award more than once.

- ii. Only one person (not a couple or group) may be nominated for individual award categories.
- iii. Local Government Councillors, State and Federal politicians are not eligible to receive an award.
- iv. City staff acting in their role or performing duties required by their employment with the City are not eligible.

Nominations for the *Student Citizenship Awards* must be from students currently enrolled in the final year of primary school and the final year of secondary school, at a school within the City.

City of Wanneroo Student Citizenship Award winners aged 16 and above who are deemed to best meet the assessment criteria will be entered into consideration for the Young Community Citizen of the Year Award.

6.3 Assessment Criteria

Nominations will be assessed on the following:

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

All nominations are subject to an assessment process to ensure there is no conflict of interest or risk to the City's reputation or probity.

6.4 Presentation

Australia Day Award recipients are presented with a framed certificate and an engraved award at the annual Australia Day Citizenship Ceremony.

Student Citizenship Awards are presented at the school's graduation ceremony or end-of-year assembly (as applicable) by a Council Member or their nominee. Recipients may also be invited to participate in publicity and promotions for the City.

7. ROLES AND RESPONSIBILITIES

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

8. DISPUTE RESOLUTION

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:

- a) Number of nominations received for each of the categories;
- b) Quality of nominations; and
- c) Media exposure.

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

10. RELATED DOCUMENTS

Nil

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 CS05/10	March 2012	888680 CM 10/912
April 2011 CS05-04/11	March 2012	11/27894
April 2012 CS05-08/12	December 2014	14/372609
March 2015 CD03-0315	March 2017	14/372609
September 2017 CE01-09/17	September 2020	14/372609[v2]
September 2020 CE02-09/20	September 2022	14/372609[v3]
September 2022 CE02-09/22	September 2025	14/372609[v4]
July 2025	August 2028	14/372609[v5]