

<b>Policy Number:</b>	ADM 16
<b>Policy Type:</b>	Administration
<b>Policy Name:</b>	<b>Selecting and Presenting the -Australia Day Citizen of the Year Awards</b>
<b>Policy Owner:</b>	Chief Executive Officer
<b>Authority:</b>	Shire of Nannup

## **POLICY**

The Australia Day awards promote national pride, community responsibility and participation. The Australia Day Council of WA provides three awards each year for presentation in each local government area in the categories of:

- 1. Citizen of the Year**
- 2. Citizen of the Year – Youth Award (under 25 years of age)**
- 3. Citizen of the Year – Senior Award (over 65 years of age)**
- 4. Active Citizenship Award (Group or Event)**

The awards aim to recognise individuals and groups making a significant contribution to the community, demonstrating leadership on a community issue resulting in the enhancement of community life, undertaking a significant initiative which has brought about positive change and added value to community life, or inspiring qualities as a role model for the community.

Nominations for the awards open in September and close on a date to be determined by the Chief Executive Officer.

The awards are announced at the Australia Day breakfast held on 26 January each year.

Application forms are to be made available from the Shire of Nannup front office and the Community Resource Centre

Procedures:

1. The Economic and Community Development Officer shall ensure that the promotion of the Australia Day Citizen of the Year Awards is placed into local and regional newspapers and nomination forms are available at the Shire office and at the Nannup Community Resource Centre.
2. Advice about Citizenship Ceremony shall be promoted in local and regional newspapers.
3. A community breakfast shall be coordinated by the Economic and Community Development Officer.
4. The Shire President shall officiate at proceedings at the Australia Day breakfast.

5. Council will cover the costs of the breakfast.
6. The Australia Day Advisory Committee will select recipients of awards in each category with assistance from the Economic and Community Development Officer. The Australia Day Advisory Committee's decision on the successful recipients is final and the decisions will be kept in confidence until the Australia Day ceremony.
7. All nominees will be advised in writing of their nomination, along with details of the Australia Day breakfast ceremony.
8. There will be an embargo on announcing awardees until the Australia Day ceremony.
9. The Economic and Community Development Officer is to prepare a press release that is forwarded to media after the official presentation ceremony.
10. Awardees will be promoted on Shire website.
11. The Shire President will write to and congratulate each recipient on behalf of Council.

Related Policies	
Related Procedures/Documents	
Delegated Level	Economic and Community Development Officer
Adopted	OM 24 February 2011 #8562
Reviewed	<a href="#">OM 25 January 2018</a>