



POLICY

TITLE:	AUSTRALIA DAY CITIZENSHIP AWARDS	CODE:	CM170
PURPOSE or OBJECTIVE:	To define the criteria and establish the procedure for making award presentations to persons, and/or a community group, or event, at a function celebrating Australia Day		
REFERENCE DOCUMENTS:	Dept of Local Government (Australia Day Council of WA) brochure: <i>Premier's Australia Day Active Citizenship Awards</i> and Nomination Form		

POLICY STATEMENT

The City of Canning annually makes available citizenship awards to publically recognise individuals, groups or an event that have made a significant contribution to community life and active citizenship in the City.

Awards will be available in the following categories and is generally limited to residents of the City - or an event held in the City - except where a nominee resident elsewhere has made a significant and outstanding contribution for the benefit of the City and the wider community:

- **City of Canning Citizen Award – for a person age 25 years or more;**
- **City of Canning Young Citizen Award – for a person under age 25;**
- **City of Canning Senior Citizen Award – for a person age 60 years or more;**
- **City of Canning Community Group (or event) Award**

Awards will be presented at a City function celebrating Australia Day, preferably on Australia Day, 26 January.

1. Scope

This policy applies to:

- all persons who wish to nominate an individual, group or event for an award; and
- members and employees of the City of Canning involved in processing and judging nominations received.

2. Definitions

member a person elected and holding valid office under the *Local Government Act 1995* as a member of the council of the City of Canning.

judging panel a panel of not less than three(3) members and/or employees and/or community representatives appointed by the CEO.

3. Individual Citizen Awards –Selection Criteria and Eligibility

- A nominee for a Citizen Award must or will have:
 - provided a significant contribution to the City of Canning over the preceding year or a number of years; and/or
 - demonstrated leadership resulting in the enhancement of community life; and/or
 - been responsible for providing a significant initiative which has brought about positive change and added value to community life; and/or
 - demonstrated qualities that were inspirational as a role model for the community.
- Preference is to be given to nominees who are residents of - or work principally in - the City of Canning, or who were residents during the period the contribution was provided.
- Only one(1) award in each category will be made in any one year. In exceptional circumstances the judging panel may approve the issue of more than one award.
- Awards may be granted posthumously in recognition of recent achievements.
- A person may receive an award on more than one occasion in recognition of a particularly outstanding community contribution or involvement in an alternative initiative.
- Unsuccessful nominees may be nominated in future years.

- (7) Sitting members of State, Federal and Local Government are not eligible to be nominated.

4. Community Group (or Event) Awards –Selection Criteria and Eligibility

- (1) A community group (or event) Award must or will have:
 - (a) provided a significant contribution to the City of Canning during the preceding year; and/or
 - (b) demonstrated leadership resulting in the enhancement of community life; and/or
 - (c) been responsible for providing a significant initiative which has brought about positive change and added value to community life; and/or
 - (d) demonstrated qualities that were inspirational as a role model for the community.
- (2) Preference is to be given to community organisations from, or events held within, the City of Canning.
- (3) Only one(1) award for a community group or event will be made in any one year. In exceptional circumstances the judging panel may approve the issue of more than one award in the community groups category.
- (4) An award will only be made to a *bona fide* community organisation; not to any individual of that organisation or to a commercial organisation.

5. Nominations

- (1) Nominations will be invited by way of advertisement(s) and/or circular to City of Canning residents and community organisations.
- (2) Nominations close in November and must be invited in sufficient time to allow invitees at least three(3) weeks' notice.
- (3) Nominations are to be in writing detailing:
 - (a) the name and address of the person or community organisation nominated; and
 - (b) the contribution made by the nominee to the community; and
 - (c) the period (i.e. dates) during which the contribution was made; and
 - (d) whether the nominee's contribution (or event) has been recognised previously, either by the City of Canning or elsewhere; and
 - (e) the nominator's address and contact details and the names, addresses and contact details of other persons (if any) that support the nomination.
- (4) Nominations for an individual award submitted by an organisation must be accompanied by certification – on letterhead and signed by an office-bearer of the organisation – that the nominator was authorised to make the nomination on its behalf.
- (5) A community organisation may nominate itself for an award.

6. Judging Panel – Duties and Responsibilities

- (1) The judging panel will receive nominations, evaluate and decide (under delegation) on the awardees of a citizenship award.
- (2) The judging panel will acknowledge, in writing, receipt of all nominations received by the due date and completed in accordance with clause 5.
- (3) The judging panel is authorised to contact a nominator in order to clarify his or her submission or to request further information about the nominee, or to contact any other referee or persons that supported the nomination in order to establish its veracity.
- (4) The deliberations of the judging panel will be confidential and announcement on the success (or otherwise) of nominations evaluated kept confidential until the presentations have been made.
- (5) The judging panel must make its decision in time for arrangements for certificates and plaques to be made ready by the presentation date.
- (6) The judging panel is not obliged to select an awardee in any category where it believes there are insufficient nominees or the nominees, in the opinion of the panel, are insufficiently meritorious to receive an award.

7. Presentation of Awards

- (1) Awards will be presented at a suitable function on, or as close as possible to, 26 January each year.
- (2) Awards will consist of a framed certificate and/or plaque that identifies (i) the nature of the award, (ii) the recipient and (iii) the date of the award.
- (3) The awards may be presented in conjunction with or using any material that may be made available by the Australia Day Council of Western Australia.

GOVERNANCE REFERENCES

Statutory Compliance	
Process Links	N/A

POLICY ADMINISTRATION

Directorate	Officer Title	Authority to Approve	
Office of the CEO	Chief Executive Officer	Council	
Version	Decision Reference	Synopsis	Delegation No. 516
1	27/11/2014	Previous policy CM170 (Adopted 12.5.2009) redrafted.	
1	OCM 16/12/2014 (CR-081-14)	Adopted	