

	AUSTRALIA DAY AWARDS DELIBERATIONS POLICY	
	CATEGORY:	COMMUNITY
	LG ACT 2019 REF:	None
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

This policy outlines the procedure for choosing Wagait Shire Council's Australia Day Awards recipients.

2. SCOPE

This policy applies Councillors and the Chief Executive Officer.

3. DEFINITIONS

Conflict of interest	<p>For the purpose of this policy, a member has a conflict of interest if they:</p> <ul style="list-style-type: none"> • have a close family relationship with the nominee; or • is in a business relationship with the nominee; or • are the nominee.
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4. POLICY

- 4.1 Each year, Council will invite nominations for person(s) / group(s) who have made outstanding contributions to the community for:
 - Community event, organisation or group of the year;
 - Young citizen of the year (person must be under 30 years of age on 26 January of the relevant year);
 - Citizen of the year; and
 - Senior Citizen of the year.
- 4.2 Nominations should be submitted to council administration on a valid Australia Day Nomination Form by the nominated due date.
- 4.3 Nominations can be submitted by email, post or in person at the council office.
- 4.4 Following the closure of nominations, The Chief Executive Officer will collate and distribute nominations received prior to the cut-off date to councillors with pro-forma scoring tables.
- 4.5 Deliberations of nominations will occur in a closed session at Council's January meeting.
- 4.6 Should councillors require further information with respect to any of the nominations, questions are to be put to the Chief Executive Officer prior to the January meeting who will then make relevant enquiries and circulate response/s.
- 4.7 The successful nominee/s will be confirmed by way of a decision of council.
- 4.8 All nominees will be advised of their nomination prior to Australia Day and be invited to attend the Australia Day awards proceedings on 26 January.

4.9 During the proceedings, the names of the nominees for each category will be read out and the winner announced.

5. ASSOCIATED DOCUMENTS

None.

6. REFERENCES AND LEGISLATION

P04 Council Member Code of Conduct

7. REVIEW HISTORY

Date Approved: 19/02/2019	Approved By Council: Moved: Vice President Tom Dyer Seconded: Cr Graham Drake Vote: AIF	Resolution No: 2019/327	Date for review: 19/02/2022
Date Approved: 19/04/2022	Approved By Council: Moved: Cr Peter Clee Seconded: President Neil White Vote: AIF	Resolution No: 2022/072	Date for review: Next Term of Council