



Community Service Awards

1. Introduction

Annually, the Shire President calls for Community Service Award Nominations for Citizen of the Year, Young Citizen of the Year, Community Group of the Year and Community Event of the Year.

2. List of Materials and Resources

1. Confidentiality - 'CEO Operational Policy 3.3 – Community Service Awards' sets out the confidentiality requirements around the selection of these awards.

3. Procedure

1. 'CEO Operational Policy 3.3 – Community Service Awards' sets out the confidentiality requirements around the selection of these awards.
2. Commence advertising for nominations in first week of October. (on or as close to 1 October as possible)
3. Update opening/closing date on nomination form. Template Nomination Forms template can be found in Records/Documents/Community Relations/Awards and Prizes/Citizen of the Year. Save nomination form on cloud under appropriate year.
4. Forward pdf version of current year nomination form to Manager of Community Services along with request to upload to website and advertise on Social Media and Boomer.
5. CEO or his delegate to issue email to Administration and CRC staff that advertising has commenced and location of documents on website for emailing and printing as requested by public.
6. CEO or his delegate to ensure nominations received are to be placed in a sealed envelope and placed into safe until due date expires.
7. Online nominations via the portal are sent to shire@wongan.wa.gov.au. Check form submission list on website to make sure none have been received via junk/spam folder.
8. After the close of nominations, all nominations are to be handed to the Shire President.
9. The Shire President will advise the CEO of the winners of each category.



10. The CEO will instruct his delegate to print certificates (in confidence). Certificate Templates can be found on Cloud/Documents/Community Relations/Awards and Prizes/Citizen of the Year ready for presentations conducted on 26 January.

NOTE: The winners are not advised prior to 26 January.

11. Certificates to be provided and given to the Shire President for presentation at the Australia Day Breakfast.

12. After public presentation, Plaques are to be ordered or dinner. (Refer to that instruction for guidelines.)

4. Checklist

5. Document Control

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