

Responsible Department:	Office of the CEO
Responsible Business Unit:	Executive Assistant
Date of Review:	15 April 2026
Council Resolution:	120426

1. OBJECTIVE

The objective of this Policy is to provide a clear and consistent framework for the administration and delivery of the Shire of Chittering's Australia Day Awards, ensuring community contributions are recognised in a fair, transparent and coordinated manner.

2. SCOPE

This Policy applies to the Shire of Chittering's administration and delivery of the Australia Day Awards within the district.

External program requirements, including award categories, eligibility criteria and selection processes, are governed by the Australia Day WA program (Auspire) and applied by the Shire in accordance with that program.

3. DEFINITIONS

Auspire means the Australia Day Council of Western Australia, which administers the Australia Day WA Citizen of the Year Awards program.

Australia Day Awards means the awards presented as part of the Australia Day WA Citizen of the Year Awards program.

Chief Executive Officer (CEO) means the Chief Executive Officer of the Shire of Chittering.

Council means the Council of the Shire of Chittering.

Shire means the Shire of Chittering.

4. POLICY STATEMENT

The Shire of Chittering recognises the importance of acknowledging and celebrating individuals, community groups and initiatives that contribute positively to the local community.

The Shire participates in the Australia Day WA Citizen of the Year Awards program, administered by Auspire, and facilitates the presentation of awards within the district in accordance with that program.

SHIRE POLICY 5.1

Australia Day Awards

The Shire is committed to ensuring the awards program is administered in a manner that is fair, transparent and consistent with community expectations.

The Shire coordinates and delivers an annual Australia Day Awards ceremony to recognise award recipients and celebrate community contributions.

The Australia Day Awards ceremony is held on a rotational basis across the localities of Bindoon, Muchea, Lower Chittering and Wannamal, as determined by the Shire.

The CEO ensures that appropriate administrative procedures are established and maintained to support the effective delivery of the awards program and associated events.

The Shire supports the recognition of School Citizenship Awards in collaboration with local schools.

5. ROLES AND RESPONSIBILITIES

Council will:

- Endorse recipients of the Australia Day Awards, where required.
- Provide strategic oversight of the Shire’s participation in the Australia Day Awards program.

Chief Executive Officer will:

- Ensure the effective administration and delivery of the Australia Day Awards program.
- Establish and maintain appropriate procedures to support the implementation of this Policy.
- Ensure alignment with the Australia Day WA program requirements (Auspire).

Administration will:

- Coordinate the nomination process, assessment and event delivery in accordance with established procedures and Auspire guidelines.
- Facilitate communication, promotion and community engagement associated with the Australia Day Awards.
- Provide administrative support for the delivery of the awards program and ceremony.

6. COMPLIANCE

Legislation	<i>Local Government Act 1995 (WA)</i>
Industry	Australia Day WA Citizen of the Year Awards Program Guidelines (Auspire)
Organisational Documents	Shire of Chittering Code of Conduct Shire of Chittering Council Plan Shire of Chittering Corporate Business Plan
Strategic Alignment	Connected Communities

7. ADMINISTRATION

Review Cycle	Every 3 years	Next Review Due	April 2028
Policy Owner	Executive Assistant		
Version	Decision Ref	Date	Change
1.0	Unknown	00/11/2005	Initial adoption
2.0	Nil	17/06/2015	Review
3.0	090317	15/03/2017	Amendment
4.0	121120	12/11/2020	Amendment
5.0	120426	15/04/2026	Amendment