



## **Policy 3.1.1 – Honours and Awards**

### **1. Policy purpose**

To provide a framework and guidelines for the Shire’s Honours and Awards and Australia Awards.

### **2. Policy scope**

This policy applies to the Shire’s annual Honours and Awards program, the Australia Day awards and any other awards that the Shire may wish to bestow on individual members of the community.

### **3. Policy**

#### **3.1 Freeman of the Shire**

- The title “Freeman of the Shire” is the highest honour that the Shire of Harvey can bestow on any person.
- This Honour is to recognise and acknowledge the exceptional contributions made by the individual to the community as a representative of Local Government and/or longstanding involvement in the community and/or community service organisations.
- The conferring of the title of “Freeman of the Shire” on a person does not grant that person any right or privilege other than that of:
  - Permitting that person to designate themselves by the title so conferred.
  - Being invited to attend appropriate Council functions.

#### **3.2 Honours and Awards Program**

- The Shire’s Annual Honours and Awards program aims to acknowledge and celebrate the significant contributions made by individual residents and community organisations to their communities.
- The Shire’s Awards, Honours and Prizes Advisory Group shall meet each year to assess nominations received under the Honours and Awards program.

- Awards shall be presented at an annual function to be held on a rotational basis in the Shire's main towns. Awards categories are as follows:

- **Meritorious Service Award**

This award is presented to a Shire of Harvey resident who has shown exemplary conduct and made an exceptional contribution to his/her community.

As a guide, Meritorious Service Awards may be considered for persons who have made an outstanding contribution to one or more community organisations for a minimum period of 10 years.

- **Appreciation Awards**

Appreciation Awards may be awarded to Shire of Harvey residents who have made a significant contribution to their local community for a minimum period of three years.

- **Youth Award**

The Youth Award is for young people between 12 and 25 years of age who live in the Shire and have provided outstanding service to their local community over several years.

- **Community Group Award**

The Community Group Award may be awarded to a community group or organisation based in the Shire of Harvey and has contributed significantly to the local community for a minimum of five years.

### 3.3 Community Citizen of the Year Australia Day Awards

- The Shire's Awards, Honours and Prizes Advisory Group shall meet each year to assess nominations received under the Community Citizen of the Year Australia Day Awards program.
- Nominations will be considered in the following categories:
  - Community Citizen of the Year Award
  - Senior Community Citizen of the Year Award
  - Young Community Citizen of the Year Award
  - Active Citizen of the Year Award (community group or event).
- All nominations received shall be kept confidential and the award recipients shall be embargoed until the presentation of the awards.
- Awards shall be presented at Australia Day functions held in the Shire's main towns.

### 3.4 Other Awards and Prizes

In special circumstances the Shire may recognise an outstanding contribution made by an individual member of the community that is separate from the annual Honours and Awards program or the Community Citizen of the Year Awards.

- The Shire's Awards, Honours and Prizes Advisory Group shall meet to consider any such proposals and make a recommendation to Council.

### 3.5 Eligibility

- Nominees for selection must ordinarily be residents of the Shire of Harvey and have given distinguished service to the community.
- A person must first be nominated to be considered for the awards. Self-nominations are not accepted. Council Members or Officers of State, Federal and Local Government are not eligible.
- Nominations must be apolitical in nature.
- Late entries will not be accepted.


### 3.6 Selection process

- The nomination period is open for three months during the year, from the beginning of February until the end April with nominations sent to the Honours and Awards Advisory Group for judging before being considered at the May Ordinary Council Meeting.
- Nominations must be made by someone other than the award nominee and should clearly stipulate the contributions the individual or group has made in the area of the award category.
- Nominations should be completed using the online nomination form with a supporting nomination letter addressed to the Chairperson of the Honours and Awards Advisory Group. For guidance on this process please contact a Community Development Officer.
- Nominations for Community Citizen of the Year Australia Day Awards open on 1 September and close on 31 October each year and must be submitted directly to Auspire – Australia Day Council WA. Auspire then provide nominations to the Shire of Harvey, with consideration and selection carried out by the Honours, Awards and Prizes Advisory Group. Recommendations are presented as a Confidential item at the November Ordinary Council Meeting. Auspire then makes arrangements for medallions and certificates based on Councils resolution.
- Honours and Awards Advisory Group will consider all nominations received and will allocate the most appropriate honour or award to the individual or group, based on the nomination received and, in order to complete its evaluation, may make such confidential enquiries and seek further information about the nominee, as the committee thinks fit.

- Throughout the nomination process, including the deliberations of the Honours and Awards Advisory Group, strict confidentiality will be observed and should also be observed by nominators alike.

## 4. Strategic objective

This policy aligns with the following strategic objective:

	<p><b>Connected communities</b> A connected community is resilient. People have opportunities to come together and celebrate success and to support one another in creating a sense of safety, well –being and belonging.</p>
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## 5. Definitions

- Nil

## 6. Legislation

- Nil

## 7. Related documents

- Former Council Policy Numbers 3.1.1 (Meritorious Service Award) and 3.1.5 (Freeman of the Shire)

## 8. Document control

Responsible officer	Director Community and Lifestyle	
Responsible team	Community Development	
Responsible area	Community Development	
Version control	Date	Resolution Number
Version 1	24.03.2020	20/073
Version 2	13.06.2023	23/132
Version 3	27.07.2023	23/175