

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

### **1. Policy purpose**

To provide a framework for the Shire of Harvey's community awards and Australia Day Awards.

### **2. Policy scope**

This policy applies to the Shire's annual Awards and Honours program, the Australia Day Awards and any other awards that the Shire may wish to bestow on individuals or community organisations.

### **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. Shire of Harvey Community Awards Program**

- The Shire's annual Community Awards Program aims to acknowledge and celebrate the significant contributions made by individual residents and community organisations to their communities.
- The Shire's Awards and Honours Advisory Group shall meet each year to assess nominations received for the community awards program.
- Community 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.

- **Community Spirit Award**

Celebrate groups, events, or individuals fostering community connection and inclusivity.

- **Sporting Excellence Award**

Celebrate individuals or teams contributing to the sports community.

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

- The Shire's Awards and Honours 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).
- The Shire will notify event organisers of award recipients but otherwise this information shall be embargoed until the presentation of the awards.
- Awards shall be presented at Australia Day functions held in the Shire's main towns by an Elected member or Chairs of the Town's Breakfast Organising Committee.

### 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 Shire of Harvey Community Awards Program or the Community Citizen of the Year Australia Day Awards.

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

### 3.5. Eligibility

- Nominees for selection must ordinarily be (living) 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.
- Current elected members or staff of State and Federal Government, and the Shire of Harvey are not eligible.
- Nominations must be apolitical in nature.
- Late entries will not be accepted.

### 3.6. Selection process

#### 3.6.1. Shire of Harvey Community Awards Program

- The nomination period for Shire of Harvey community awards is open for six weeks, from 1 March to 15 April.
- Nominations are sent to the Shire's Awards and Honours 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 award category.
- Nominations should be completed using the online nomination form.

#### 3.6.2. Community Citizen of the Year Australia Day Awards

- Nominations for Community Citizen of the Year Australia Day Awards are open year-round.
- The cutoff date for the following year is the 31 October. Nominations 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 Shire's Awards and Honours Advisory Group.
- Recommendations are presented as a Confidential item at the November Ordinary Council Meeting.


#### 3.6.3. All nominations

- The Shire's Awards and Honours Advisory Group will consider all nominations received and will allocate the most appropriate honour or award to the individual(s) or group(s), based on the nomination received and, in order to complete its evaluation may make confidential enquiries and seek further information about the nominee.
- Throughout the nomination process, including the deliberations of the Shire's Awards

and Honours 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:

	<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.
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#### 5. Definitions

Nil.

#### 6. Legislation

Nil.

#### 7. Related documents

Nil.

#### 8. Document control

Responsible officer	Director Community and Lifestyle	
Responsible team	Community Development	
Responsible area	Community Development	
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Version 1	24.03.2020	20/073
Version 2	13.06.2023	23/132
Version 3	27.07.2023	23/175
Version 4	25.03.2025	25/052