



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.
- The conferral of the title of Freeman of the Shire will be marked by a formal civic ceremony. The ceremony will be designed to appropriately recognise the recipient's distinguished service and contribution to the community at a time and location chosen by the Chief Executive Officer.

3.2. 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.

3.3. 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.

3.4. 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.

3.5. Selection process

3.5.1 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.

3.5.2 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:

	People A safe, accessible and connected community where everyone has the opportunity to contribute and belong.
	Performance A representative leadership that is future thinking, transparent and accountable.

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

Version control	Date	Resolution Number
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Version 1	24.03.2020	20/073
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Version 2	13.06.2023	23/132
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Version 3	27.07.2023	23/175
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Version 4	25.03.2025	25/052
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Version 5	23.06.2026	26/125
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