



Shire of Harvey's Honours and Awards 2019

Award Guidelines

Hosting Town – Brunswick Junction

Nominations close Thursday 11th April 2019



Award Guidelines

About the Awards

Every year in June, the Shire of Harvey holds a special dinner to celebrate the achievements of our local communities. During this event, a number of awards are presented to Shire residents who have made an exceptional contribution to their community. Do you know someone who deserves to be recognised? If so, please nominate them!

All nominees will be assessed by a Council Committee during a special meeting. The awards to be received are decided by the Committee depending on how the selection criteria have been addressed.

The award categories are as follows:

- Meritorious Service Award (Adult aged 26 years plus)
- Certificate of Appreciation (Adult aged 26 years plus)
- Shire of Harvey Youth Award (Youth aged 12 - 25 years)

Nominating and Addressing the Selection Criteria

If you wish to nominate someone, you must complete the Nomination Form. There are two nomination forms, one is for the Youth Award (12-25 years) and the other is for the Adult Award (Meritorious Service Award and Certificate of Appreciation). The forms will ask you to address the selection criteria which are detailed on the next page.

We would prefer it if you kept your nomination confidential to allow the award winners to enjoy the surprise. You will be advised of the outcome of your nomination by letter. Due to the confidential nature of the awards, we will be unable to notify you until close to the date of the dinner, which is held in early June.

Nominations may be submitted via any of the following methods:

- Emailed: attach to an email and send to shire@harvey.wa.gov.au
- Posted: Chief Executive Officer, Shire of Harvey, PO Box 500, Harvey WA 6220
- Submitted in Person: 102 Uduc Road, Harvey or 7 Mulgara Street, Australind

If you are posting or delivering a nomination, it should be contained in a sealed envelope clearly marked "Honours and Awards".

If you have any questions, please contact the Shire's Community Development Officer – Stella Johnson on 9729 0308 or email stellaj@harvey.wa.gov.au.

Nominations close 4pm Thursday 11 April 2019

Honours and Awards Selection Criteria

Adult Award (Aged 26 years or over on 1st April 2019)

Residency

- Must be a current resident of the Shire of Harvey (minimum of three years).

Community Service

- Must have served a minimum of three years in a volunteer capacity with a group or organisation in the Shire of Harvey.
- Name of organisation(s) served
- Nature of service provided by the organisation(s)
- Years of service
- Positions held

Achievements

- Briefly describe any important achievements that the nominee has been responsible for or made a significant contribution to whilst serving the community.

Contributions and benefits to the community

- Describe how the nominee's contribution has benefitted the local and /or wider community.

Any previous honours / awards

- Include samples of press articles, awards, certificates etc.

Youth Award (Aged 12 - 25 years at 30th March 2019)**Residency**

- Must be a current resident of the Shire of Harvey.

Community Service

- Name of organisation(s) served
- Nature of service provided by the organisation(s)
- Years of service
- Positions held
- Involvement in events

Contributions and benefits to the community during the past year or a number of years.**Involvement in the wider community**

- For example: Sports, school, the arts, clubs etc.

Leadership

- Leadership / mentoring roles
- Role model for peers
- Encourages participation of peers

Any previous honours / awards

- Include samples of press articles, awards, certificates etc.