

CD003	COMMUNITY AWARDS		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually - December
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:	Delegation 1038 - Awards Committee – Nomination of Persons and Organisations for Awards and Honours		
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
August 2022	Council	Nil	FC 7/8/22
13/12/2022	Council	Nil	FC 4/12/22
28/05/2024	Council	Major Changes: Refer to Council Minutes	OCM 12/05/24

CD003 Australia Day awards

OBJECTIVES

The purpose of this policy is to establish a structured framework for evaluating nominations for Awards programs initiated by the Shire of Carnarvon, as well as for submitting nominations for Award programs provided by external agencies. The primary objective is to promote fairness, transparency, and consistency in recognising and celebrating exceptional contributions and accomplishments within the community. This policy endeavours to cultivate a culture of appreciation and acknowledgment.

POLICY STATEMENT/S

1. Scope

This policy applies to all Awards programs developed, sponsored, or endorsed by the Shire of Carnarvon for the purpose of recognising and honouring individuals or groups within the community.

2. Awards Committee

The Chief Executive Officer and the Executive Leadership Team are responsible for ensuring this policy is understood and adhered to by Council staff. The Awards Committee consisting of Elected Members are responsible for evaluating applications and Council staff is responsible for preparing recommendations for Council approval.

3. Guidelines and Criteria

For Awards programs with predefined guidelines and criteria, the Awards Committee shall adhere to the specified requirements during the nomination assessment process. In cases where programs are developed by the Shire, shire staff to draft appropriate guidelines and criteria tailored to the specific objectives of the Awards and present to the Committee for consideration.



4. Assessment Process

The assessment of nominations shall be conducted objectively, ensuring fairness, impartiality, and confidentiality throughout the process. The Awards Committee shall consider factors such as the impact of the nominee's contributions, the duration of their involvement, and their dedication to enhancing community well-being as set out in the guidelines and criteria.

5. Publicity and Promotion

The Shire of Carnarvon shall actively promote and publicise Awards programs to encourage community participation and nominations. Public awareness campaigns, media releases, and community outreach initiatives shall be utilised to raise awareness of the importance of community recognition and encourage nominations.

6. Award Presentation

Recipients of community recognition Awards shall be formally acknowledged and honoured through an official award presentation ceremony. The ceremony shall provide an opportunity to celebrate the achievements of recipients and showcase their contributions to the community.