

# NOMINATIONS FOR HONOURS AND AWARDS

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Previous policy number: 4.1.11

## Policy Statement

The community service rendered by elected members may be recognized through nomination to the Western Australian Local Government Association (WALGA) for Member Service Awards and through nomination to State and National honours and awards.

## Policy Details

To provide guidance on the circumstances and process for nominations for Western Australian Local Government Association (WALGA) Members Service Awards and State or Commonwealth Government honours and awards.

### Selection Criteria

Honours and awards are available for all applicable elected members where, during their term of office, they have not:

- a) Committed a serious breach under the Local Government Act 1995;
- b) Committed serious misconduct under the Corruption, Crime and Misconduct Act 2003; or
- c) Committed a crime under the Criminal Code Act Compilation 1913.

Selection criterion for the tenure length based WALGA Member Service Awards is based on tenure length specified in the Award.

Selection criteria for the merit based WALGA Member Service Awards are detailed in each specific award.

Other selection criteria for a State or National honour or award are as detailed in each specific honour or award.

### Policy Guidance

#### Nominations

The Chief Executive Officer (CEO) is authorised to request the issue of WALGA Member Service Awards following the completion of qualifying periods, where the award is for length of service.

Where a WALGA Member Service Award is merit based the CEO shall review the eligibility of the elected members at or near the end of their term. The CEO shall then advise the elected members of the available awards. Merit based nominations are to be dealt with as follows:

Nominations for honours and awards, except those for WALGA Member Service Awards following the completion of qualifying periods, are to be dealt with as follows:

- a) A nomination must be made by an elected member and supported in writing by at least one other elected member.
- b) A nomination must be in writing and must address the selection criteria.
- c) Nominations are to be submitted to the CEO.
- d) The CEO will confer with the nominee to confirm that the nominee is willing to accept the nomination.
- e) A recommendation to support or not support the nomination will be put forward by the Chief Executive Officer in the form of a confidential report to a Meeting of Council.

#### Presentations

The honour or award is to be appropriately framed for presentation.

The presentation of the honour or award will be at a function to be determined by the Chief Executive Officer in consultation with the Mayor (or Deputy Mayor where the Mayor is the recipient).

#### Definitions

**Members Service Awards:** means the various awards available to elected members through WALGA. The two award categories include tenure length and merit based outstanding service.

**State and National Honours and Awards:** mean the various honours and awards available to elected members through either the State or Commonwealth Government.

#### Governance References

Statutory Compliance	<i>Local Government Act 1995</i> <i>Corruption, Crime and Misconduct Act 2003</i> <i>Criminal Code Act Compilation 1913</i>
Organisational Compliance	Nil.

#### Policy Administration

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Executive Services		Chief Executive Officer
Next Review		Review Cycle
August 2022		4 year
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1	23 March 2010	OCM-072-2010
2	28 August 2018	OCM-151-2018
3		