



Association Honourable Service Award

Honourable adj. adhering to principle; honour; dignity; upright; distinguished
Service n. to provide an helpful
Award v. bestow in honour of; n. a thing that is given as a reward or in recognition of a service; a thing that is given to be merited/deserved

Honourable Service Award

Terms of Reference

Background / Rationale

The LGWA WA Inc Awards Panel was established to provide a fair, unbiased and depoliticised process for the Administration of the LGWA WA's Association Honourable Service Award.

The purpose of the Awards Panel includes:

- Overseeing LGWA's annual Association Honourable Service Award during the entire process
- Adjudicating in the selection of recipients
- Recommending, where appropriate, the conferral of alternative Awards where it is concluded that a nominated candidate is better suited to a different award category than the one for which they were originally nominated
- Encouraging, educating, promoting and raising the profile of the Awards to those associated within the Local Government sector

The Awards Panel is made up of:

- The President of the LGWA WA Inc
- 2 Executive Committee Members
- 1 Life Members of the LGWA

Terms of Reference

The Panel acknowledges that whilst it has delegated authority to undertake the special function of Awards and all that it implies, it is a Committee responsible to the Members of the LGWA WA Inc.

The President of the Association has the final and ultimate authority.

The term of panel membership will generally be two years with the expirations being staggered to ensure continuity of knowledge in the Awards process.

The Panel will have the freedom and flexibility to meet as many times as considered necessary, however, it will ensure that it meets not less than two times per annum.

The Panel acknowledges its obligation to consider the eligibility of nominations in a fair and unbiased manner, ensuring that confidentiality of members' personal information is maintained.



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The Panel will ensure that adequate administrative resources are provided to enable the carrying out of the function.

The Panel will seek nominations from worthy individuals for various awards as follows by seeking names from members of LGWA WA Inc.

Operational Procedures

The Panel will review the eligibility of nominations received for the various Awards and undertake to adjudicate in the selection of recipients.

The Chairman will endeavour to meet requests for referee's reports by generally seeking at least two referees to support a nomination.

The Chairman will ensure that minutes are kept of the Panel's deliberations and decisions and that these minutes are made available on request.

The Panel will oversee the annual Awards processes, to ensure that the deadlines and timelines set by the Association are met.

The Panel will provide a central point and act as a 'go-between' in linking worthy candidates for various Awards and those wishing to nominate these individuals.

Further Enquiries

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Nomination forms can be downloaded from the LGWA WA Inc's website by visiting:
<http://www.lgwa.com.au/awards>