

Policy Name	Community Awards and Recognition
Policy Number	CD38
Responsible Section	Community Development
Responsible Department	Community Development
Date Last Adopted	13 July 2021
Date of Next Review	July 2024
Applicable Legislation	Local Government Act 1999
Related Governance Documents	Memorial Policy Naming Parks and Reserves Policy Corporate Hospitality and Catering Expenditure Policy Street Naming Policy ATSI Awards Guidelines Australia Day Awards Guidelines Volunteer Recognition Guidelines
City Plan Theme	Community Leadership

1. PURPOSE/OBJECTIVE

The objectives are to:

- Publicly and formally recognise outstanding achievements, voluntary contributions and significant milestones of members of the community and local groups, organisations and businesses;
- Foster pride in the achievements and contribution of those who have been nominated for recognition among the wider community;
- Foster a strong, engaged and inclusive community that values the importance of volunteering and encourages positive role models;
- Enable the City of Port Adelaide Enfield to thank nominees and recipients for their contribution on behalf of the community;
- Enable open and transparent decisions to be made about how awards and recognition are determined and provided to the community.

2. SCOPE

This policy applies to the City of Port Adelaide Enfield.

This policy excludes:

- Competitions run by the City of Port Adelaide Enfield in conjunction with community events, to encourage participation in a survey or similar;
- The naming of streets, parks and reserves in recognition of an individual, group or organisation; and
- Memorialising of individuals, groups or significant events.

3. POLICY

This policy outlines how the City of Port Adelaide Enfield will formally recognise and acknowledge the contributions, years of service and outstanding role models whose efforts may otherwise go unrecognised.

Community Award and Recognition Program and Principles

The following awards constitute the City of Port Adelaide Enfield's Community Award and Recognition program:

- ATSI Awards – presented annually to recognise and celebrate the important contribution and achievements of the City of Port Adelaide Enfield's Aboriginal and Torres Strait Islander community and organisations;
- Australia Day Awards - presented annually to recognise individuals, groups, events and businesses who have made an outstanding contribution to the City of Port Adelaide Enfield;
- Volunteer Recognition Awards – presented to City of Port Adelaide Enfield volunteers to recognise significant lengths of service.

Guidelines will be established for all award and recognition programs. Copies of guidelines must be available on Council's website and reviewed periodically or as required.

Non-formal Recognition and Creating Other Awards

Other formal and non-formal award and recognition programs can be established as part of the City of Port Adelaide Enfield's Community Award and Recognition Program provided they adhere to the content of this policy.

Non-formal recognition programs may include competitions, certificates or letters of appreciation.

Certificates or Letters of Achievement or Appreciation

The Mayor may present certificates or letters to individuals or groups in appreciation of their contribution or to mark an achievement, milestone or event. The Mayor will consider recommendations from Elected Members, staff of the City of Port Adelaide Enfield, a Council Committee or community group.

Certificates, letters or other forms of recognition will generally be presented in conjunction with an event or other community activity and will be presented by the Mayor or their delegate.



Competitions

From time to time the City of Port Adelaide Enfield may run competitions which encourage individuals to show their appreciation for the contribution of others (for example, Appreciate a Neighbour competition, Mother's Day competition, etc). Competitions of this type must adhere to this policy. Terms and conditions of any competition must be made available via Council's website or other suitable means.

Competition prizes must be in keeping with community expectations, Council's Corporate Hospitality and Catering Expenditure Policy, and provided within existing Council budgets.

Recipients

As a general principle, recipients of a City of Port Adelaide Enfield award or non-formal recognition can be:

- Living or deceased;
- An individual, group or organisation (depending on the relevant guidelines);
- Have lived, worked, studied, volunteered or otherwise made a significant contribution to or within the City of Port Adelaide Enfield;
- Involved in an organisation or event that significantly benefits the City of Port Adelaide Enfield;
- An animal.

Staff and Elected Members of the City of Port Adelaide Enfield are ineligible to receive formal or non-formal community awards.

Council reserves the right to not make an award in any program if no suitable candidate is nominated.

Nominations

All nominations, unless otherwise stated in an award's Guidelines, must adhere to the following principles:

- Nominations should be made by persons other than the nominee themselves and should address the specific selection criteria;
- Nominations must include the contact details of the nominator and at least one referee able to confirm the accuracy of the information provided by the nominator;
- Details of nominators and referees will be kept in confidence.

Judging and Selection

The judging and selection process for awards must be:

- Assessed by a panel/group of people;
- Have predetermined assessment criteria;
- Free from bias or conflict;
- Managed under the principles of fairness and equity.

While there is no obligation to do so, those responsible for the judging and selection of an award or non-formal recognition may make enquiries of any person or group as to the nominee's eligibility or suitability for the award which they have been nominated. All such enquiries will be treated in confidence.



Annulment of an Award

In the rare event that an Award has been brought into disrepute or the reputation of the City of Port Adelaide Enfield more generally is impugned due to the actions of a recipient, the Council has the right to annul the Award and to seek its return.

The annulment of an Award may be considered in the following circumstances:

- The recipient has a criminal conviction or is found guilty of an offence in a court of law;
- The group, organisation or event has been brought into disrepute;
- Verifiable evidence indicates that the Award was made on the basis of false information provided to the Council.

The decision to revoke an Award will be considered by Council at a Council meeting. Council should give consideration as to the confidentiality of such matters.

Civic Receptions or Events as Community Recognition

To fulfil its civic objectives the City of Port Adelaide Enfield may conduct civic receptions and events from time to time.

A civic reception or event may be held for reasons including but not limited to the following:

- Community acknowledgement – for exceptional services by individuals and/or groups
- Recognition – of community services throughout the year or outstanding achievements/effort in a special circumstance;
- Commemorative – to recognise a significant anniversary or occasion of a community group or organisation;
- Celebratory – for exceptional achievements in sports, the arts, fundraising, or signing of a significant agreement or accord with a State or Federal Government or other organisation, city or entity;
- Official delegations – for interstate delegations or international relations;
- Elected Member relations – to build relationships between Elected Members and with staff of the City of Port Adelaide Enfield.

The date and time of civic receptions or events shall be determined by the Mayor in conjunction with the Chief Executive Officer.

Council will avoid hosting any Civic Receptions or Events during the pre-Election caretaker period other than those routinely scheduled.

The Mayor will host all Civic Receptions and Events on behalf of the City of Port Adelaide Enfield. In the absence of the Mayor, the Deputy Mayor will fulfil the Mayor's commitments to hosting any Civic Event. If the Deputy Mayor is unavailable, the Mayor will nominate another Elected Member.

Funding for civic receptions and events will generally be from within existing budgets. As these budgets are limited, the hosting of receptions and events should be carefully considered.

4. ROLES AND RESPONSIBILITIES

Unless otherwise stated in an awards Guidelines the Community Development Section will coordinate and manage all duties related to the preparation of nomination packages, the collation of nominations, the selection and judging process and the presentation of awards.



The Community Development Section will maintain an official record of all award recipients which describes the achievement, the award given and the date of the award. This information will be made available on Council's website and may be published in other Council publications from time to time.

Acceptance of an Award either in person or via mail will be taken to constitute that the individual, group, organisation or business is agreeing to their details being published. Recipients may elect in writing to refuse their name, photograph or other identifying information being published.

The Community Development Manager is responsible for the oversight and review of this Policy.

5. DEFINITIONS

Award – An honour or prize bestowed on an individual, organisation, group or business.

Awards and Recognition Program – The initiative of the City of Port Adelaide Enfield to celebrate the outstanding achievements, contributions and years of service of individuals, organisations, groups and businesses.

Civic Reception or Event – a formal event to receive, acknowledge and/or celebrate individuals or groups hosted by and held on behalf of Council. Such events would usually include refreshments and food appropriate to the time of day and occasion.

Formal awards – Formal awards are part of the Awards and Recognition Program and generally endure over a period of multiple years. All other awards are non-formal.

Guidelines – A published document setting out the type of award/s, timing, categories, nomination process, selection criteria, assessment process, composition of the judging panel and judging process, and the presentation of awards.

Recognition – an acknowledgement bestowed on an individual, group of people or business for outstanding service or contribution or to recognise length of service.

