

# Community Awards and Recognition Policy



## 1. RATIONALE

The purpose of this policy is to recognise how the City of Marion will celebrate the outstanding achievements and contributions that individuals, groups, organisations, and businesses make to enriching our community.

## 2. POLICY STATEMENT

This Policy will outline how City of Marion will formally acknowledge the outstanding role models in the community. The Policy will state how we publicly and formally celebrate achievements and contributions and why it's important for council to support such achievements. It will also articulate the Policy's relationship to building stronger, more engaged communities in alignment with the Strategic Direction of the City of Marion.

## 3. OBJECTIVES

The Policy aligns with Council's social objectives to ensure our community values, recognise achievement, and deliver our Community Vision – By 2040. The objective of this Policy as follows:

- Publicly and formally celebrate the outstanding achievements and contributions made by individuals, organisations, community groups, and businesses to the community.
- Foster pride in the achievements of those who have been nominated for recognition amongst the City of Marion community.
- Promote an engaged community that values local volunteering and actively encourages positive role models.
- Enable the City of Marion to thank recipients for their contribution on behalf of the City of Marion community.

## 4. POLICY SCOPE AND IMPLEMENTATION

### Scope

This Community and Award Recognition Policy applies to the City of Marion and comprises three awards including:

- **Australia Day Awards** – presented annually to recognise individuals and/or groups that have made an outstanding contribution to the City of Marion.
- **Community Excellence Awards** – presented at any time to individuals and/or groups to recognise excellence at state or national level in any field. A Community Excellence Award is presented at a civic ceremony. The award might include keys to the city, naming of Council facility or presentation of plaque or certificate.
- **Volunteer Recognition Awards** – presented to City of Marion volunteers to recognise significant lengths of service.

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Other formal award and recognition programs may be established provided they adhere to the principles of this Policy.

## **Implementation**

Each award will have its own selection criteria and nomination process which must be adhered to. As a general principle, recipients of a City of Marion award can be:

- Living or deceased.
- Residing, studying, training, or working in the City of Marion.
- Involved in an organisation that works predominately to benefit the City of Marion community.
- Staff employed by the City of Marion provided their involvement falls outside of their employee-related activities.
- An animal (living or deceased).

Council reserves the right not to make an award in any program where no suitable candidate has been nominated.

All nominations must adhere to the following principles:

- Nominations for all awards/recognition categories should be made by persons other than the nominee.
- Nominations should address the specific Award selection criteria.
- All nominations must be accompanied by the contact details of at least one referee who must be able to confirm the accuracy for the information provided by the nominator.
- Nominations, including the details of nominators and their referees, will be kept in the strictest confidence.

## **5. DEFINITIONS**

<i>Term</i>	<i>Definition</i>
<i>Award</i>	A prize or honour bestowed on an individual, organisations, community group, and business that is residing, studying, training, or working within the City of Marion.
<i>Community Awards &amp; Recognition Program</i>	An initiative of the City of Marion to celebrate the outstanding achievements and contributions of individuals, organisations, community groups, and businesses residing, studying, training, or working within the City of Marion.
<i>Formal Awards</i>	Formal awards are part of the Community Awards and Recognition Program. All other awards are non-formal.

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<i>Term</i>	<i>Definition</i>
<i>Recognition</i>	An acknowledgement bestowed on an individual, a group of people, either for outstanding achievement (of individual or group), or to recognise length of service.

## 6. ROLES AND RESPONSIBILITIES

<i>Role</i>	<i>Responsibility</i>
<i>Australia Day Awards Panel (includes Mayor of Marion)</i>	<ul style="list-style-type: none"><li>To compile all nominations received and assess against the guidelines provided in the Australia Day Council Citizen of the Year Guidance document. Recommendations will be presented to a panel of three for final approval.</li></ul>
<i>Unit Manager Engagement, Media, and Events</i>	<ul style="list-style-type: none"><li>To Implement of this Policy.</li></ul>

## 7. REFERENCES

### City of Marion

- *City of Marion Community Vision – Towards 2040.*

### Other

- *Australia Day Council – Citizen of the Year Guidance Document.*
- *Australia Day Council Awards Nomination Form.*
- *Road and Public Place Names Policy.*

## 8. REVIEW AND EVALUATION

This Policy will be reviewed once during every four-year term of Council. Review will be initiated by the Governance Unit in consultation with the Engagement, Media, and Events Unit.