

## 1 POLICY STATEMENT

The City of Marion is committed to celebrating the outstanding achievements and contributions individuals, organisations/groups and business make to enriching our community.

The Community Awards and Recognition Policy outlines how the City of Marion will formally acknowledge these outstanding role models whose contributions often go unrecognised. The policy explains the types of awards and recognition council offers, who is eligible and the role of Elected Members in supporting the program.

The policy should be read in conjunction with the Community Awards and Recognition Procedures, which detail how the program is administered.

## 2 DEFINITIONS

**Award** – A prize or honor bestowed on an individual, organisation/groups and business.

**Community Awards and Recognition Program** – The initiative of the City of Marion to celebrate the outstanding achievements and contributions of individuals, organisations/groups and businesses to the community.

**Formal awards** – Formal awards are part of the Community Awards and Recognition Program. All other awards are non-formal.

**Recognition** – An acknowledgement bestowed on an individual, group of people.

## 3 PRINCIPLES

The Community Awards and Recognition Program reflect the values in the *Community Plan – Towards 2040*. The objectives of the program are to:

- Publicly and formally celebrate the outstanding achievements and contributions made by individuals, organisations/groups and businesses to the community.
- Foster pride in the achievement of those who have been nominated for recognition among the wider community.
- Build a stronger, more engaged community that values the importance of volunteering and encourages positive role models.
- Enable the City of Marion to thank recipients for their contribution on behalf of the community.

## 4 COMMUNITY AWARD AND RECOGNITION PROGRAM

The City of Marion's Community Award and Recognition program comprises:

- 4.1 Australia Day Awards
- 4.2 Community Excellence Awards
- 4.3 Unsung Heroes Awards
- 4.4 Certificate of Appreciation
- 4.5 Marion Learning Festival Scholarship
- 4.6 Youth Recognition Awards

#### 4.7 Volunteer Recognition Awards

##### **Non-formal recognition and creating other awards**

Other formal award and recognition programs can be established provided they adhere to the principles of this policy (see the *Community Awards and Recognition Procedure*). The process for non-formal recognition of community members and accessing external awards are included in the procedures.

##### **Recipients**

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

- Living or deceased
- Reside, study or work 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 employee-related activities
- An animal

##### **Nominations**

All nominations must adhere to the following principles:

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

## **5 ROLE OF ELECTED MEMBERS**

The role of Elected Members in the Community Awards and Recognition Program is to:

- Promote individual awards to the community
- Nominate individuals and groups for awards
- Participate in the judging of awards as required
- Represent the community at award ceremonies

##### **Judging**

**Australia Day Awards** – A judging panel comprising the Mayor, Deputy Mayor, one other Elected Member and the previous year's winner of the Citizen of the Year will select the winner of the awards.

**Marion Learning Festival Scholarship** – The Mayor will select the scholarship winner from names forwarded by the Marion Learning Festival organising committee.

The other award categories do not require judging.

## **6 REVIEW DATE**

The Community Award and Recognition Policy was adopted by council on 26 November 2013 and will be reviewed in four years.

## **7 AUTHOR**

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## **8 REFERENCES**

Community Awards and Recognition Procedures  
2013-2016 Youth Plan  
Staff Memorial Policy