

City of Onkaparinga Awards policy

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1 Preamble

The contents of and the commitments that council makes in this policy are not intended to be and should not be interpreted to be any more than a statement of the City of Onkaparinga's general position in relation to those matters, and to facilitate its aspirations wherever it is reasonable to do so.

2 Policy purpose

The purpose of this policy is to set out and define the awards that are presented by the City of Onkaparinga. The procedure addresses the type of award, timing, criteria, categories, nomination, assessment and presentation of each award.

It is acknowledged that any legislative requirement which affects Council will take precedence over Council's policies and procedures.

3 Policy principles

The City of Onkaparinga Awards Policy provides for the recognition of the outstanding achievements and contributions of many individuals and groups within our communities in a diverse range of endeavours that go above and beyond what could be reasonably expected.

We promote and recognise leadership, participation and service within our city.

4 Background information

The City of Onkaparinga Awards suite consists of:

- Key to the City
- Freedom of the City
- Excellence Awards
- Australia Day Awards
- Youth Recognition Awards
- Every Generation Onkaparinga Awards
- History and Heritage Awards
- Mayoral Civic Achievement Award
- Certificate of Appreciation

This policy excludes:

- This policy does not include ad-hoc organisational awards/competitions run in conjunction with community events (ie all those that fall outside of the City of Onkaparinga Awards Policy)

5 Strategic context

The City of Onkaparinga Awards service reflects the values in the *Community Plan – 2035*, a proud and positive city with people inspired to contribute and empowered to lead.

6 Awards

6.1 Key to the City

The Key to the City recognises exceptional, outstanding achievement and is Council's most prestigious award. The award acknowledges the outstanding contribution of an individual or organisation in furthering the ideals of the city or to recognise outstanding achievement. The granting of the Key to the City is a symbolic gesture with no formal entitlements.

Timing

There is no set timing for the nomination or presentation of this award; it is triggered by the achievement of an individual or group.

Criteria

There is no set criteria, however it requires the consideration of Council.

Nomination and assessment

Nomination, assessment and awarding of this award is by Elected Members to Council for approval. A report will be prepared and Council will assess and determine whether or not it wishes to present the award.

Presentation

Recipients are presented with an engraved framed key, certificate and Civic Achievement lapel badge at a presentation event hosted by the Mayor.

Recipients are recognised on an honour board, which is displayed in the Council Chamber.

6.2 Freedom of the City

The Freedom of the City is reserved for military units which have, through their command, a significant attachment to the City of Onkaparinga. Freedom of the City is the highest honour the City can confer on a military unit.

Timing

There is no set timing for the nomination or presentation of this award; it is triggered at the request or achievement of a military unit.

Criteria

The criteria considered for this award is the important role the unit plays in the community, by providing an example of leadership, encouraging skill development and/or providing a significant voluntary service to the community.

Nomination and assessment

Nominations can be made in writing by the military unit or by Elected Members. A report will be prepared and Council will assess and determine whether or not it wishes to grant the Freedom of the City.

Presentation

At the discretion of the Mayor, recipients will be recognised with a Freedom of the City certificate at a presentation event and/or parade hosted by the Mayor.

Recipients are recognised on an honour board, which is displayed in the Council Chamber.

6.3 Excellence Awards

The Excellence Award may be awarded to those who have made a significant contribution to, or brought additional benefit to, the City. Recipients may also have made a significant contribution outside of the City or have brought recognition to the City. This award is Council's second most prestigious award after the Key to the City and Freedom of the City.

Timing

There is no set timing for the nomination or presentation of this award; it is triggered by the achievement of an individual or group.

Criteria

The award can be given for any field of endeavour, ie business, community service, sports, arts or personal achievement to an individual or a group and recipients can be current or former residents.

Achievements can be at a city, state, national or international level. Any exemplary contribution, service or achievement may also be considered even if it is not at a city, state, national or international level, eg selfless act to ensure the safety/rescue of another.

Nomination and assessment

Nominations are made in writing to the Mayor and accepted throughout the year. There will not be a public call for nominations but the availability of the award will be publicised annually.

A report will be prepared and Council will assess and determine whether or not it wishes to present the award.

Presentation

The award will be presented at a civic function or an event held specifically for the purpose and hosted by the Mayor. Recipients will receive an engraved award, certificate and Civic Achievement lapel badge.

Recipients are recognised on an honour board, which is displayed in the Council Chamber.

6.4 Australia Day Awards

The Australia Day Awards are presented annually to local individuals or groups who have made outstanding contributions to the community. The awards are provided by the National Australia Day Council and administered at a local level by council. There are six categories to the awards, being:

- Australia Day Citizen of the Year
- Australia Day Young Citizen of the Year
- Sportsperson of the Year
- Little Hero of the Year (12 years or less)
- Community Event of the Year
- Active Citizenship

Timing

Nominations open September and close November each year with the awards being presented on Australia Day (26 January).

Criteria

The criteria for the Australia Day Awards is established by the Australia Day Council. The full criteria for each Australia Day Award category is available on the nomination form.

Nomination and Assessment

Nominations are submitted to council on the appropriate form which is available on council's website. A report on the nominations received is prepared for the Civic Awards Committee (Committee), who consider the nominations and determine the award recipients.

The Committee is established annually by Council and includes the Mayor, up to three Elected Members and up to three community members.

The Council will be notified of the Australia Day Award winners via the Mayor's report being presented to the next available Council meeting after the Australia Day Awards presentation event.

The media may be confidentially notified in advance of Australia Day to allow for timely media coverage.

Presentation

The presentation event will generally be held during the City of Onkaparinga Australia Day Celebrations on 26 January and be hosted by the Mayor.

The recipients will be presented with an official Australia Day Council framed certificate, engraved award and a Civic Achievement lapel badge.

Recipients are recognised on an honour board, which is displayed in the Council Chamber.

6.5 Youth Recognition Awards

The Youth Recognition Awards are an opportunity to acknowledge young people whose achievements and contributions are ordinarily not recognised. They will have made valuable contributions within the following categories:

- Personal achievement
- Contributions to the community
- Helping out family and/or friends
- Learning success
- Employment achievement

Timing

Promotion starts annually in October, nominations open in November and close in February with the awards being presented in March/April.

Criteria

These awards are open to young persons aged between 8-25 years.

Nomination and Assessment

Council's Onkaparinga Youth Committee considers the nominations and determines a primary recipient for each category. Every young person who is nominated receives an award.

Presentation

Presentations are made at our major Youth Week event which occurs in March/April. Each recipient receives a certificate.

6.6 Every Generation Onkaparinga Awards

The Every Generation Onkaparinga (EGO) 'Celebrating Positive Ageing' Awards celebrate and acknowledge the outstanding achievements and valuable contributions people of all ages, cultures and abilities make to positive ageing in our communities. There are three categories to the awards being:

- Individual
- Group
- Intergenerational

Timing

Promotion starts annually in May, nominations open in July and close mid August. The presentation event is held in October/November.

Criteria

Award categories are determined on an annual bases by the Every Generation Onkaparinga Volunteer Group.

Individual nominees must be aged 50 years or over and group nominations must have at least 75% of the members of the group aged 50 years or over.

The full criteria for the EGO awards can be found in the 'Guidelines' document which is available on council's website.

Nomination and assessment

Council's EGO Volunteer Group considers the nominations and determines the award recipients.

Presentation

The awards are presented at the annual EGO Awards Presentation event held in October/November. Recipients receive a framed certificate and other prizes determined by the EGO Volunteer Group.

6.7 History and Heritage Awards

The History and Heritage Awards recognise and promote innovation in building design, support heritage conservation and support contributions to our local history. Property owners, students, schools, community groups, volunteers, historical organisations or educational organisations are encouraged to enter. These awards consist of three categories, which are:

- Heritage Places – restoration and conservation
- Heritage Places – additions
- Heritage Places – adaptive reuse
- Traditional Building Skills

Timing

The nomination period opens biennially in February-March and the awards are presented biennially in May to coincide with South Australia History Festival.

Criteria

Detailed criteria for each award categories are available on council's website under the built heritage webpage.

Nomination and Assessment

A judging panel is appointed by the Strategic Directions Committee to consider and determine the awards.

Presentation

These awards are presented biennially at our major event held during South Australia's History Festival. The recipients receive a certificate, a small trophy and a \$1500 cheque.

6.8 Mayoral Civic Achievement Award

The Mayor may present awards to individuals or groups during the year to recognise significant achievements. The Mayor will consider recommendations by an Elected Member, the Chief Executive Officer, a Council Committee or a community group.

The Council will be advised of all recipients of the Mayoral Civic Achievement Award via council's Weekly News publication.

6.9 Certificate of Appreciation

The Mayor may present certificates to individuals or groups to recognise years of service or significant contribution to the community. The Mayor will consider recommendations by the Chief Executive Officer, an Elected Member, a Council Committee or community group.

These certificates will generally be presented in conjunction with major events during the year such as Every Generation Onkaparinga presentations, Volunteers Week, Civic Award Ceremonies or the Australia Day Event.

The Mayor or delegate will present the recipients with a signed certificate.

7 Advertising

Nominations for annual awards are open for approximately 6-8 weeks.

The opening of nominations is advertised through mediums including, but not limited to:

- on council's website
- social media
- community centres and libraries
- roadside banners
- local media (newspapers)
- Emails or letters are also sent to relevant community organisations, schools, emergency services, recreation groups, heritage listed groups etc within the City of Onkaparinga.

8 Award ceremonies and presentation events

Council staff responsible for co-ordinating award ceremonies and presentation events will confirm the Mayor's availability and provide invitations to all Elected Members.

Where possible, presentation events will be amalgamated with other appropriate events to ensure a more efficient use of resources and promotional opportunities.

All presentation events are to undertake a risk assessment to identify any pre-determined risks associated with the event and venue.

9 Promotion of recipients

The extent to which each award is promoted varies according to the award.

Award recipients are invited to a presentation event and are acknowledged on council's website.

Award recipients may be invited to attend council events or activities in an official capacity.

Award recipients will be considered for inclusion in council's 'Onkaparinga' Magazine or for a media release.

10 Award Certificates

Where a certificate is to be presented the official City of Onkaparinga certificate should be used.

11 Annulling Awards

In the rare event of a Council member believing that an Award has been brought into disrepute or that the reputation of the Council is damaged because of the actions of a recipient, Council has the right to vote to annul the awards and seek the return of the award. They may also vote to remove the recipient's details from the honour board.

12 Relevant legislation and references

Nil

13 Further information

This policy is available for inspection, during business hours at:
City of Onkaparinga, Ramsay Place, NOARLUNGA CENTRE SA 5168.

It is also available for inspection, downloading or printing from our website
www.onkaparingacity.com.

14 Document control

Author (to whom changes are to be recommended):			
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