

BACKGROUND

This policy has been developed in order to provide formal recognition for individuals, groups or organisations whose outstanding service has enriched the community of Wollongong, or who have attained outstanding achievement in their field of endeavour.

OBJECTIVE

The main objective of this policy is to give formal recognition for individuals, groups or organisations whose outstanding service has enriched the community of Wollongong, or who have attained outstanding achievement in their field of endeavour.

POLICY STATEMENT

This policy aims to outline the available opportunities and programs through Wollongong City Council's Community Recognition Program to acknowledge contributions to the community and the achievements of individuals, groups or organisations associated with the City.

POLICY REVIEW AND VARIATION

- 1 Council is to have opportunity to review and adopt, at least once during its Term, each Council policy.
- 2 A resolution of Council is required to adopt any variations to this policy, with the exception of minor administrative changes, such as updates to legislative references, which may be endorsed by the Executive Management Committee (EMC). Endorsement of administrative changes made to this policy by EMC does not alter the requirement for it to be reviewed and adopted by each Term of Council.

STATEMENT OF PROCEDURES

At an organisation-wide level, recognition will be acknowledged through the following categories. A number of other awards are presented throughout the year attached to specific projects.

1 Certificates of Appreciation/Certificates of Achievement

In cases where a living individual, group or organisation has given outstanding service to the community, or has attained an outstanding achievement in a field of endeavour including but not limited to; sport, the arts, the environment, community projects, academia, the Council may elect to present a Certificate of Appreciation or Certificate of Achievement.

Certificates will be issued through Council's Public Relations Unit to ensure consistency.

2 Citizen of the Year Awards

The Australia Day Citizen of the Year Awards are the City of Wollongong's primary mechanism for recognising outstanding community contribution.

The awards are presented each Australia Day and include the categories of but not limited to Citizen of the Year, Senior Citizen of the Year, Young Citizen of the Year, Arts and Cultural Award, Sports Award, Innovation Achievement and Community Group of the Year.

Nominations are received each year and judged by the City of Wollongong Australia Day Committee.

Council's role is to actively encourage nominations for the Awards and ensure the recipients are given due recognition through public acknowledgment at official functions throughout the year.

3 Rise and Shine Awards

Rise and Shine Awards are presented each December. Awards are given to the person, persons, group and/or organisation considered to have made the most outstanding contribution to environmental improvements within the City either over past years or within the past 12 months. The Rise and Shine Awards are coordinated by Council's City Strategy Division.

4 Volunteer Recognition

An annual Volunteer Recognition event is held in National Volunteer Week, to acknowledge the contribution of volunteers across the organisation. This event is coordinated by Library and Community Services Division.

Each Division of Council that works with volunteers delivers recognition programs and events at specific times during the year, often at an end of year 'thank you' function. Some Divisions also present certificates of service at these functions, to mark 5, 10, 15 and 20 years of volunteer service.

5 Major Achievement or Lifetime Contribution Award

In the case of individuals who have given a particularly high level of long-term service and contribution to the community of Wollongong over and above the criteria outlined for the Australia Day Citizen Awards, Council may bestow particular recognition. This may take the form of –

- Key to the City of Wollongong – issued by way of Mayoral Minute in accordance with Council's resolution of 28 May 2012 (Minute 131 – Item 12).
- Civic Reception.
- Other recognition as deemed appropriate.

6 Freedom of Entry

From time to time Council may grant Freedom of Entry to the City to a military unit. Freedom of Entry to the City of Wollongong should be restricted to Australian Military and civilian units which have an attachment to the City of Wollongong.

Approval to grant Freedom of Entry is by resolution of Council.

7 Naming of Community Facilities and Parks

Wollongong City Council has an agreed Naming of Community Facilities and Parks (including Sports Grounds and Natural Areas) Management Policy which is adhered to and outlines the available opportunities to

acknowledge significant contributions to the community and the achievements of individuals or groups associated with the city.

An application for the naming of a park, sportsground or natural area in a person's name will only be considered posthumously and not prior to two (2) years of the person's passing.

In addition, Wollongong City Council will only permit commemorative recognition installations:

- At Wollongong Botanic Garden in accordance with the Wollongong Botanic Garden Public Dedications Management Policy (fees and charges are applicable);
- In accordance with the Naming of Community Facilities and Parks Management Policy; and/or
- As a memorial wall installation at a Wollongong City managed cemetery or memorial garden (fees and charges are applicable).

Please note that Wollongong City Council does NOT PERMIT the spreading of ashes, or placement of personal items as a dedication at any of its parks, sportsgrounds and natural areas.

Associated Document: Naming of Community Facilities and Parks (including Sports Grounds and Natural Areas) Management Policy.

8 Wollongong Botanic Garden Public Dedications

Wollongong City Council has an agreed Management Policy which aims to guide the management of public dedications at Wollongong Botanic Garden in a clear and consistent manner to ensure staff can effectively manage the different and often emotive reasons for these dedications.

Public dedication requests have associated fees and charges which are reviewed annually and form part of Wollongong City Council Fees and Charges register which can be found on Wollongong City Council's Website.

Associated Document: Wollongong Botanic Garden Public Dedications Management Policy.

Other associated policy documents: Road Naming Council Policy.

SUMMARY SHEET

Responsible Division	Community Cultural and Economic Development
Date adopted by Council	13 August 2018
Date of previous adoptions	13 October 2014; 29 March 2005
Date of next review	August 2022
Responsible Manager	Public Relations Manager
Authorised by	Manager Community Cultural and Economic Development