

ITEM 15 POLICY REVIEW - COMMUNITY RECOGNITION PROGRAM COUNCIL POLICY

Wollongong City Council has a number of programs which provide formal recognition for individuals, groups or organisations whose achievements or service has enriched the local community. This draft Community Recognition Council Policy (Policy) draws these programs together and details how they will be managed.

RECOMMENDATION

Council adopt the revised draft Community Recognition Program Council Policy.

REPORT AUTHORISATIONS

Report of: Sue Savage, Manager Community Culture + Engagement

Authorised by: Kerry Hunt, Director Community Services - Creative and Innovative City

ATTACHMENTS

- 1 Draft Community Recognition Program Council Policy

BACKGROUND

Wollongong City Council has a number of programs which provide formal recognition for individuals, groups and organisations who have provided high level service to the community or who have attained an outstanding achievement in their field of endeavour.

This report proposes updates to the previous Community Recognition Program Council Policy including:

- Item 2 – Formalising the renaming of the awards to City of Wollongong Awards from Australia Day Awards and including adjustments to the management and judging of the awards.
- Item 3 – Removal of specific reference to the Rise and Shine Awards with this recognition being managed via Item 4 Volunteer Recognition.
- Item 4 – Volunteer Recognition has been amended to remove reference to an annual Volunteer Reception which was previously coordinated by Volunteering Illawarra.
- Items 7 and 8 – Editing, as they are separate management policies; the detail of which does not need to be reiterated in this Council Policy.

PROPOSAL

The revised draft Policy be adopted by Council.

CONSULTATION AND COMMUNICATION

Library Services

Open Space + Environmental Services

Events Team

Community Support Services

City and Culture

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2032 Goal 3, 'Wollongong is a creative vibrant city'.

It specifically delivers on core business activities as detailed in the Engagement, Communications and Events service.

FINANCIAL IMPLICATIONS

These programs are delivered from existing operational budgets.

CONCLUSION

The proposed changes to the Community Recognition Program Council Policy represent amendments to bring the Policy into line with current practice and to streamline language.



COMMUNITY RECOGNITION PROGRAM COUNCIL POLICY

ADOPTED BY COUNCIL: [TO BE COMPLETED BY GOVERNANCE]

PURPOSE

This Policy has been developed 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.

POLICY INTENT

The main objectives of this policy are to:

1. Give formal recognition for individuals, groups or organisations whose outstanding service has enriched the community of Wollongong; OR
2. Who have attained outstanding achievements in their field of endeavour.

WOLLONGONG 2032 OBJECTIVES

This Policy delivers on Goal 3 of Council's strategic plan, 'Wollongong is a creative, vibrant city'. In particular, it responds to the action, 'Deliver civic activities which recognise and celebrate the city's people'.

POLICY

This Policy outlines the opportunities and programs through which Wollongong City Council acknowledges contributions of the community and the achievements of individuals, groups or organisations associated with the city.

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.

2 City of Wollongong Awards

The City of Wollongong Awards (previously known as the Australia Day Awards) are presented each year and include a variety of categories as agreed by the organising committee.

The management and judging of the awards are done by a Community Committee chaired by the Lord Mayor.

3 Volunteer Recognition

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. Certificates of service can be presented as outlined in Program 1, to mark 5, 10, 15 and 20 years of volunteer service, or for outstanding contributions.

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4 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 City of Wollongong 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.

5 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.

6 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.

7 Wollongong Botanic Garden Public Dedications

Wollongong City Council has the [Wollongong Botanic Garden Public Dedications](#) 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. Other associated policy documents: [Road Naming Council Policy](#).

LEGISLATIVE REQUIREMENTS

Nil.

REVIEW

This Policy will be reviewed every three years from the date of each adoption of the Policy, or more frequently as required.

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ROLES AND RESPONSIBILITIES

The Events Team is responsible for management of Certificates of Appreciation, Citizen of the Year Awards, Freedom of Entry Parades (once approved by Council), Keys to the City and Civic Receptions as required.

The Open Space + Environmental Services division are responsible for the Wollongong Botanic Garden Public Dedications.

Any area of Council that works with volunteers has responsibilities in the delivery of Volunteer Recognition.

The Sport and Recreation Team will have responsibilities in the Naming of Community Facilities and Parks.

RELATED STRATEGIES, POLICIES AND PROCEDURES

[Naming of Community Facilities and Parks \(including Sports Grounds and Natural Areas\) Management Policy](#)

[Wollongong Botanic Garden Public Dedications](#)

[Road Naming Council Policy](#)

APPROVAL AND REVIEW	
Responsible Division	Community Culture and Engagement
Date adopted by Council	[To be inserted by Corporate Governance]
Date/s of previous adoptions	[List previous adoption dates]
Date of next review	[Not more than two years from last adoption]