



NAME OF POLICY: Civic Recognition Policy

POLICY MANUAL: Governance

INTRODUCTION

The Council's Civic Recognition Program recognizes outstanding achievements, voluntary contributions and significant milestones of members of the community, local groups and/or organisations and businesses.

The Civic Recognition Policy sets out the forms of Civic Recognition which are provided by the Council and enable the Council to make open and transparent decisions about how Civic Recognition is determined and provided to the community.

SCOPE

For the purpose of this Policy, Civic Recognition is how the Council acknowledges those community members, groups and/or organisations and businesses who:

- are high achievers in their relevant fields;
- have provided an ongoing and significant service to the community;
- have a long history with the City; and/or
- are celebrating significant milestones.

Civic Recognition is provided in various ways including the following:

- *Freedom of the City Award*;
- Australia Day Awards;
- Civic Receptions;
- Years of Service Awards for Elected Members;
- Years of Service Awards for Volunteers; and
- Mayor's Business Commendation Awards.

This Policy does not apply to the recognition of a person, organisation or event or group in a physical manner (ie memorial, plaque or monument), as this is determined in accordance with the Council's *Plaques, Monuments & Memorials Policy*.

This Policy does not apply to the naming of roads and Council land (ie parks and reserves), as this is determined in accordance with the Council's *Naming of Roads and Public Places Policy*.

Freedom of the City Award

The *Freedom of the City Award* is an award usually made by local government bodies to esteemed members of the community. The "Freedom" status dates back to medieval times when city and town charters drew a distinction between free men and vassals of a feudal Lord. Early Freedom of the City ceremonies had great importance in affirming that the recipient enjoyed privileges such as the right to earn money, own land and enjoy protection within the town.

In contemporary society, the award of *Honorary Freedom of the City* tends to be entirely ceremonial, recognising those members of the community who have given outstanding and dedicated service to the community over a significant period.

The *Freedom of the City Award* is recognised as the highest award to be bestowed upon a recipient and is used by a number of local government bodies throughout the world to recognise worthy recipients.

The conferring of such an award is not restricted to specified timeframes.

1. The following criteria applies to eligible nominations for the *Freedom of the City Award*:

- the person shall have made a significant and conspicuous contribution to the development of the local community either as a citizen or as an Elected Member or as a Volunteer (not necessarily as a resident of the City);
- the period of service must be at least twenty five (25) years, either continuously or cumulatively; and
- the service is to be of an outstanding and special quality that has benefited the welfare of the local and wider community.

2. The process for the Nomination and Determination of the Award is as follows:

- nominations may be made by an Elected Member at any time, however only a maximum of one (1) Award will be conferred in each 12 month period;
- nominations of suitable persons must be in writing and forwarded to the Chief Executive Officer;
- nominations must include a profile of the person and their relevant activities, along with the reasons for the nomination and include three (3) referees;
- the Chief Executive Officer (or nominee) will ensure the nomination is placed before the Council at the next Council meeting for consideration;
- the nomination and all supporting details will be kept confidential and will be considered by the Council in confidence until an Award (if applicable) is made; and
- the Council will only confer the *Freedom of the City Award* upon a recipient where there is a unanimous decision of the Council.

3. Presentation of the Award

Once an Award has been conferred:

- a civic reception will be held at which time the Mayor will present the recipient with a framed certificate commensurate with the Award;
- the certificate is to contain the common seal of the organisation and is to signed by the Mayor and Chief Executive Officer;
- an invitation will be extended to the recipient's family, friends, peers and other special guests to attend the reception;
- the names of all recipients of the Honorary Freedom of the City award will be inscribed in an official book to be known as the *City of Norwood Payneham & St Peters Honorary Freedom of the City Awards Register*.

Australia Day Awards

The Australia Day Awards are presented annually to local citizens who are considered by the Council to have made outstanding contributions to the community.

The Australia Day Awards provide recognition to citizens and groups who have given freely of their time, efforts and abilities to promote the wellbeing of the community. The Awards also provide a means of celebration of the achievements of the successful recipients of the Awards.

The Council, in association with the Australia Day Council of South Australia, invites nominations from the community for the Local Australia Day Citizen, the Young Citizen and the Community Event of the Year Awards.

Award Criteria

The selection criteria for the Citizen of the Year Award and the Young Citizen of the Year Award to be taken into account when considering an application is as follows:

- the significance of the contribution to the community;
- an inspirational role model for the Australian community; and
- the scope of impact the individual's contribution has on the local government area.

Other factors to be considered include:

- personal, academic and professional achievements;
- demonstrated leadership, innovation and creativity;
- degree of difficulty and sacrifices made; and
- nature and length of activity or service.

The criteria when taking into account the Community Event of the Year Award is as follows:

- Who was the event for and what was its objective?
- Did the event achieve these objectives?
- How many people attended or benefited from the community event?
- What impact did it have on the group/audience for whom it was held?
- Did the event have any other positive impacts for the community that it did not necessarily aim to achieve?
- Did the event receive any positive commendations from members of the community or beyond?
- Was there an environmental advantage?
- How was the event funded? Was it a not-for-profit event or was it planned to have a financial advantage?
- Did the organiser or organising body, work alone or as a team?
- Did the event involve broad community participation?

There is however, no requirement for the Council to confer an Award if nominations are not worthy of an Award.

The Awards are conferred at the Council's Australia Day event which is held on the official date designated for Australia Day, (ie, 26 January each year).

Nominations for the Australia Day Awards open each year in October.

Further information regarding the Australia Day Awards is available via the Australia Day Council's website: <https://www.australiaday.org.au/about-australia-day/awards/>

Civic Receptions

Civic Receptions are hosted by the Mayor from time-to-time to recognise significant milestones of community groups and community organisations which are located within the City and to acknowledge their significant contribution to the City.

Civic Receptions will be held to recognise the following anniversary milestones of community groups and community organisations within the City of Norwood Payneham & St Peters:

- 10 Years;
- 15 Years;
- 20 Years;
- 25 Years;
- 50 Years;
- 75 Years;
- 100 Years;
- 125 Years; and
- 150+ Years.

Civic Receptions may also be held to acknowledge historical milestones and to welcome international or eminent visitors to the City.

Civic Receptions are held at the discretion of the Mayor and can be in response to requests from members of the public or can be initiated by Elected Members and/or the Mayor.

Civic Receptions may be held at the Norwood Town Hall or at another Council facility (ie the Norwood Concert Hall, St Peters Banquet Hall).

Attendances at Civic Receptions is via an invitation from the Mayor.

Years of Service Awards for Elected Members

The Council is committed to recognising the valuable contributions which Elected Members make to our community.

Years of Service Awards are presented to Elected Members at a civic reception in recognition of the following Years of Service:

- 10 Years;
- 15 Years;
- 20 Years;
- 25 Years;
- 30 Years;
- 35 Years; and
- 40+ Years.

Appreciation for Services to the Community Certificates are presented at a civic reception to those Elected Members who do not continue in their role as an Elected Member at the expiry of the term of the Council.

Civic receptions for Elected Member Years of Service Awards and Appreciation for Services to the Community Awards are held in the Mayor's Parlour at the Norwood Townhall or at a location determined by the Mayor.

Years of Service Awards for Volunteers

The Council is committed to recognising the valuable contribution which Volunteers make to our community.

Years of Services Awards are presented to Council Volunteers at the annual Volunteer's Christmas Dinner.

The Council's *Volunteer Management Policy* sets out the process associated with Years of Service Awards for Volunteers.

Mayor's Business Commendation Awards

Small business is an important element to the City's economic prosperity and liveability and the City of Norwood Payneham & St Peters is home to many small business success stories.

The Council is committed to recognising those small businesses who have and continue to contribute to the City's unique cosmopolitan lifestyle and sense of place.

A Civic Reception will be held annually to recognise those businesses who have reached the following milestones in the City of Norwood Payneham & St Peters:

- 50+ years Gold Commendation
- 25+ years Silver Commendation
- 10+ years Bronze Commendation
- 3+ generations Generational Family Business Commendation.

Applications are open to:

- current proprietors of independent small businesses (fewer than 20 employees equivalent full-time*) that have operated continuously within the City of Norwood Payneham & St Peters for at least 10 years; and
- generational family businesses of any size where the business has been operated by the same family within the City of Norwood Payneham & St Peters for three (3) or more generations in succession. A minimum qualifying period of 10 years* for the current proprietor applies.

*The Australian Bureau of Statistics defines a small business as one that employs fewer than 20 people.

The qualifying period for applicants commences from the year the applicant became a financial partner or proprietor in the business.

The decision to grant a Commendation is at the Mayor's absolute discretion.

Annulment of Civic Recognition

In the rare event that a Civic Award has been brought into disrepute or the reputation of the City of Norwood Payneham & St Peters more generally is impugned due to the actions of the recipient, the Council has the right to annul the Award and to seek its return.

The annulment of an Award may be considered in the following circumstances:

- the recipient has a criminal conviction or is found guilty of an offence in a court of law anywhere in the world.
- a group has been brought into disrepute.
- verifiable evidence indicates that the Award was made on the basis of false information provided to the Council.

The decision to revoke a Civic Recognition Award will be considered by the Council at a Council meeting in accordance with Section 90(3) of the *Local Government Act 1999*.

REVIEW PROCESS

The Council will review this Policy and Procedure within three (3) years.

INFORMATION

The contact officer for further information at the City of Norwood Payneham & St Peters is the Council's General Manager, Governance & Civic Affairs, telephone 8366 4549.

ADOPTION OF THE POLICY

This Policy was adopted by Council on 2 September 2019.

This Policy was reviewed and adopted by the Council on 4 October 2022.

TO BE REVIEWED

October 2025