

POLICY DOCUMENT

2.63.5

Policy Name	AWARDS
Policy No	2.63.5
Reviewed By	Anna Bell Executive Assistant
CEO Authorisation	Rob Donaldson CEO
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1. INTRODUCTION

The City of Port Lincoln is committed to recognising significant service or achievements made by individuals or community groups and the purpose of this policy is to establish and provide clear and consistent advice for the administration of awards in recognition of such service or achievement to be presented by Council.

2. TYPE OF AWARDS

The Mayor or Chief Executive Officer will be responsible for determining the recipients of awards and the type of award presented. Examples include, but are not limited to, a civic reception held in honour, presentation of Council plaque or other City of Port Lincoln promotional material.

Awards may be presented at community or council sponsored events, ordinary council meetings or events associated with the recipient organisation.

2.1. *Australia Day Awards*

The following award categories will be open for nomination each year for presentation on Australia Day by the Mayor or his representative.

- Citizen of the Year Award
- Young Citizen of the Year Award
- Community Event of the Year Award
- Sports person of the Year Award

Administration of the awards will be facilitated by Council staff and the recipients determined by a panel made up of the Mayor and representatives from service groups within Port Lincoln. For the purpose of judging the awards, the Australia Day Council suggested criteria will be adopted. If nominees do not meet said criteria or no nominations are received the panel may determine a recipient from past year nominations or resolve that no award will be presented.

All recipients will be presented with a certificate from the Australia Day Council of South Australia. Individual Award Recipients will receive a City of Port Lincoln promotional item whilst community organisations will receive a Council Plaque.

2.2. *Award for Graduating Students*

Council will present an award to a graduating Year 12 Student from each of the secondary schools located within Port Lincoln who have shown outstanding leadership and service to the community.

The schools will be responsible for determining the recipient. The title of the award can be amended through mutual agreement by Council's Chief Executive Officer and the Principal of the school.

A plaque bearing the recipient's full name, the title of Award and the year received is to be presented along with a cheque for the value of \$100 at the School's Graduation Ceremony by the Mayor or nominee.

3. AWARDS REGISTER

A register recording all Awards presented shall be maintained and be made available to the public upon request.

4. REVIEW

This policy shall be reviewed by the City of Port Lincoln within twelve months after the conclusion of each periodic election, or on significant change to legislation or aspects included within this policy.

5. REFERENCES

2-38-T3 Australia Day Awards Nomination Form