

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.

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.

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.

REVIEW

This Policy will be reviewed at least once each Term of Council, or more frequently as required.

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 and 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 Division 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 Management Policy
- Road Naming Council Policy

APPROVAL AND REVIEW	
Responsible Division	Community Culture and Engagement
Date adopted by Council	12 August 2024
Date/s of previous adoptions	13 August 2018, 13 October 2014, 29 March 2005
Date of next review	August 2027