

Name:	Recognition of Service to the Community		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	General Manager People and Place		
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1 PURPOSE

To provide structure and consistency in recognising the contribution of community members and Council staff to the people of Palmerston.

2 PRINCIPLES

Palmerston is a “Place for People” and this is because of the contribution made by members of the community and Council’s workforce to making it a desirable place to live and work. Council will publicly recognise members of our community and workforce who display Council’s Municipal Plan values of commitment and teamwork. Members of the community who perform outstanding actions of selflessness, bravery and/or service either as part of a community organisation or individually will be recognised as will staff who have displayed loyalty and service to the City of Palmerston over an extended period.

3 DEFINITIONS

For the purposes of this Policy, the following definitions apply:

Term	Definition
Continuous service	Ongoing employment whereby the employee was never dismissed or stood down or terminated service for any reason for any period of time

4 POLICY STATEMENT

4.1 Recognising Members of the Community

4.1.1 Australia Day Awards

Council uses Australia Day as an opportunity to reward members of the community for making a valuable contribution to the City of Palmerston. The awards are provided by the Australia Day Council NT and are administered by Council. Council acknowledges people across 3 categories; Citizen of the Year, Young Citizen of the Year and Community Event of the Year.

4.1.1.1 To be eligible for Citizen of the Year the person must be an Australian citizen and 30 years or older on January 26 of the year they are proposed to be recognised.

4.1.1.2 To be eligible for Young Citizen of the Year, the person must be an Australian Citizen and between 14 years and 29 years on 26 January of the year they are proposed to be recognised.

4.1.1.3 Community Event of the Year is open to community groups of four (4) or more people who (i) perform a service to the community, (ii) raise funds for a community charity, event or project, (iii) conduct a successful project, event or activity; or (iv) bring credit or recognition to a community through a cultural, environmental or sporting achievement.

4.1.1.4 The Australia Day Awards nominations will be assessed by a judging panel consisting of the Mayor, one Elected Member and the previous year's Citizen of the Year recipient. Should the previous Citizen of the Year not be available, a Palmerston community member approved by the Chief Executive Officer will be selected.

4.1.1.5 Winners are publicly acknowledged at a ceremony held annually on Australia day and through Council's media communications.

4.1.2 Mayor's Commendation

The Mayor may at his/her discretion award an individual or a community organisation a Mayoral Commendation on behalf of the City of Palmerston. Actions or achievements that could be considered include:

- Acts of bravery regardless of whether recognised by an external agency.
- Selection in a national sporting team or significant sporting feat e.g. Olympic Games medallist
- Longstanding service to the community
- Protection of the environment
- Cultural excellence
- Significant academic or extra-curricular achievement
- Recognition of contribution or achievement through the receiving of external awards that benefit the image of Palmerston e.g. Good Sports Award, Young Achiever Award; or
- Any action or achievement that assists an individual or the broader community.

4.1.2.1 To be eligible for the Mayoral Commendation, the recipient or the act/achievement being recognised must have a demonstrated connection to the Palmerston community and bring credit to or raise the profile of Palmerston. This can include Council staff.

4.1.2.2 Any individual or organisation is eligible to make a nomination to Council and self-nominations will be accepted. The Mayor also reserves the right toward a Mayoral Commendation without nomination when Council becomes aware of significant actions or achievements.

4.1.2.3 The Mayor in conjunction with the Chief Executive Officer will assess applications, however the Mayor retains absolute discretion to award a Mayoral Commendation.

4.1.2.4 Recipients will be awarded a certificate by the Mayor or his/her delegate in a ceremony to be held at Civic Plaza.

4.2 Recognising Long Serving Council Staff

Council recognises that committed employees who work together as a team provide an efficient and effective service to the community and make a Council an attractive place for people to work. Demands placed on Council officers vary and can include working in hazardous conditions during cyclone response, assisting and providing support to members of the public and outdoor activities in the Top End's challenging climate. Continuous service is therefore significant and worthy of recognition.

4.2.1 All employees who reach service milestones in accordance with the schedule of employee milestones will be officially recognised and presented with their gift by the Chief Executive Officers or his/her delegate at the End of Year Celebration function.

Schedule of Employee Milestones	
Service	Gift
5 years	Certificate
10 years	Certificate and voucher to the value of \$100
15 years	Certificate and voucher to the value of \$150
20 years	Certificate and voucher to the value of \$200
25 years	Certificate and voucher to the value of \$250
30 years	Certificate and voucher to the value of \$300

4.3 Recognising Long Servicing Elected Members

Long serving Elected Members be recognised inline with the Local Government Association of the Northern Territory (LGANT) Elected Member Service Awards guidelines, presented by Council.

5 ASSOCIATED DOCUMENTS

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Local Government Elected Member Service Awards Guidelines