

NEIGHBOURHOOD WATCH SA

AWARDS AND RECOGNITION POLICY



1. Policy statement

Neighbourhood Watch SA (NHW) is a South Australia Police (SAPOL) program with the objective of assisting towns and suburbs to become safer and more connected through local crime prevention initiatives and messaging. The program is provided in partnership with the NHW Volunteers Association of South Australia Inc (VASA).

The NHW Awards and Recognition Program formally acknowledges outstanding service and contributions to community safety, crime prevention and developing community connections by NHW volunteers, NHW Areas, SAPOL members and NHW SAPOL staff.

1.1 Purpose

This policy provides clear guidance on eligibility, nominations, assessment and governance, to ensure a fair, consistent, and transparent recognition process.

1.2 Scope

This policy applies to:

- NHW volunteers
- NHW Areas
- NHW SAPOL staff
- Sworn SAPOL members involved with the NHW program
- VASA Board of Management members.

2. The NHW Awards and Recognition Program aims to:

- recognise contributions to crime prevention and the development of community connections
- encourage positive community safety outcomes
- promote excellence and innovation
- strengthen collaboration between NHW, SAPOL and communities
- uphold the credibility and integrity of the NHW program.

3. Awards

3.1. President's Award

The recipient is a NHW volunteer selected by the VASA President who has demonstrated **exemplary** service to the program. This may include consideration of the following:

- Initiates and leads innovative NHW crime prevention and/or community connection initiatives.
- Has provided clear positive outcomes for the NHW program.
- Inspires others through actions and mentorship.
- Tangibly contributes to a contemporary and inclusive local NHW environment.

3.2. NHW Volunteer of the Year Award

Awarded to a NHW volunteer who has demonstrated exemplary service to the program.

This may include consideration of the following:

- Initiates and leads innovative NHW crime prevention and/or community connection initiatives.
- Has provided clear positive outcomes for the NHW program.

- Inspires others through actions and mentorship.
- Tangibly contributes to a contemporary and inclusive local NHW environment.

3.3 NHW Award of Merit

Awarded to NHW volunteers and NHW Areas who/that have demonstrated **superior** service to the program. This may include consideration of the following:

- Takes an active role in innovative NHW crime prevention and/or community connection initiatives.
- Contributes to positive NHW program outcomes beyond basic expectations.
- Promotes a contemporary and inclusive local NHW environment.

3.4 NHW Certificate of Commendation

Awarded to NHW volunteers, NHW Areas and police officers who have demonstrated **significant** service to the program. This may include consideration of the following:

- Participates in innovative NHW crime prevention and/or community connection initiatives.
- Contributes to positive NHW program outcomes.
- Supports a contemporary and inclusive local NHW environment.

3.5 SAPOL Award of Dedication

Awarded to SAPOL employees, both sworn and unsworn, who have facilitated the work of NHW through partnerships, innovation or community engagement beyond regular duties. This may include the following considerations:

- Produces meaningful outcomes for NHW beyond normal role expectations.
- Takes an active role in innovative NHW crime prevention and/or community connection initiatives beyond regular duties.
- Contributes to positive NHW program outcomes beyond basic expectations.

4. Award principles

4.1. Merit-based assessment

Awards are based on contribution and impact, not length of service, popularity, or seniority.

4.2. Consistent and documented process

All nominations are assessed using a structured process, with decisions based on documented information and clear evidence.

4.3. Equitable consideration

All nominations receive equal consideration and are assessed against agreed expectations, regardless of the nominee's position or seniority.

4.4. Evidence-based decisions

Panel decisions are based on consideration of how the nominee has contributed to NHW.

4.5. Transparency and fairness safeguards

Transparency and fairness are ensured through:

- using a standard nomination form
- asking panel members to declare any conflicts of interest
- following a structured assessment process and making decisions together
- keeping records of assessment outcomes.

5. Nominators

The following people can nominate:

- NHW volunteers
- SAPOL police officers
- NHW SAPOL staff
- Members of the community.

Nominations must be made by an individual; not a NHW Area, SAPOL District or Region, or an organisation.

SAPOL staff may nominate colleagues.

6. Eligibility, verification and probity

6.1 Eligible nominees

- NHW volunteers
- NHW Areas
- SAPOL police officers
- NHW SAPOL staff.

6.2. Pre-panel suitability review

Nominees must meet applicable NHW suitability standards.

For NHW volunteer and NHW Area nominations, suitability is confirmed through the relevant SAPOL NHW Police Coordinator and/or District Community Engagement Section / Crime Prevention Section.

For SAPOL employee nominations, the nominee's endorsing supervisor or manager is to consider any relevant performance management or workplace conduct matters and address those matters in the endorsement accompanying the nomination.

The purpose of the endorsement process is to ensure that any relevant suitability concerns are identified and appropriately addressed before nominations proceed for assessment.

6.3. Probity checks

Probity checks apply only to SAPOL employee nominees, including sworn and unsworn employees.

Any probity issue relevant to a SAPOL employee nomination is to be considered separately from the general panel assessment process and managed only by appropriate SAPOL representatives with a legitimate need to know. Non-SAPOL members of the Awards Panel are not to be provided with SAPOL probity information. Where a probity issue is identified, the Awards Panel will only be informed of the outcome relevant to eligibility for the award process.

7. Posthumous awards

Awards may be granted posthumously if the individual's contribution occurred during the previous 12 months.

8. Nomination requirements

All nominations should include:

- a clear description of the nominee's actions and contributions
- examples of the impact of the nominee's actions.

9. Nomination submission

Nominations must be submitted on the NHW Awards nomination form by the advertised closing date.

Submission methods:

Email: SAPOL.NeighbourhoodWatch@police.sa.gov.au

Post: Public Engagement Unit
SAPOL Headquarters
GPO Box 1539
Adelaide SA 5001

10. Records management

All nomination and assessment records are securely stored in line with organisational requirements.

11. Awards panel and conflict of interest

The Awards Panel includes:

- NHW VASA Board of Management representatives
- NHW SAPOL team members.

Panel responsibilities:

- Assessing nominations against agreed expectations.
- Determining award category.
- Ensuring merit-based, conflict-free decision making.

All panel members must declare conflicts of interest and withdraw from related deliberations.

Where a SAPOL employee nomination requires consideration of probity information, that consideration is to occur outside the presence of non-SAPOL panel members and only by

appropriate SAPOL representatives. Non-SAPOL panel members are to be advised only of any resulting eligibility determination where necessary for the assessment process.

12. Appeals and review

Panel decisions are final. However, a review may be requested if there is a concern about how the process was followed.

- Requests must be submitted in writing within 14 days of the awards being presented.
- Requests must clearly outline the procedural concern.
- Reviews focus on process, not reassessment of nominations.

Requests should be sent to the NHW State Coordinator at SAPOL.NeighbourhoodWatch@police.sa.gov.au.

13. Further enquiries

Neighbourhood Watch SA State Coordinator at SAPOL.NeighbourhoodWatch@police.sa.gov.au