District Council of
Loxton Waikerie

# COMMUNITY AWARD GUIDELINES

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| Responsible Officer/s | Community Development Officer<br>Director Commercial and Community Services |
| Relevant Legislation / Documents | Road and Street Naming Policy<br>Memorials and Monuments Policy<br>Community Award Guidelines |

## Introduction

The nomination form must contain comprehensive information on the service or achievement for which the nomination is being made. Because the nomination will be considered alongside other nominations, the committee needs to be given a clear idea of what the nominee has done to fulfil the criteria of outstanding service. It should not be assumed that the committee has a detailed knowledge of the nominee's contribution or a full understanding of the significance of certain achievements.

The awards and recognition program will be promoted across the District Council of Loxton Waikerie in ways that will allow maximum opportunity for local citizens and groups to apply and be administered in an equitable and transparent manner.

Nominations for all the awards and recognition categories should be made by persons other than the nominee themselves and should address the specific eligibility criteria for the award/recognition category so as to provide a comprehensive description of the contributions or achievements of the nominee.

All nominations must be accompanied by the contact details of at least one referee able to confirm the accuracy of the information provided by the nominator.

All nominations, including details of nominees/nominators/referees, will be received and processed in the strictest confidence prior to the formal public announcements.

Nominees may be persons who do not currently live in the District Council of Loxton Waikerie but have contributed to the local community over their lifetime.

The District Council of Loxton Waikerie staff members are eligible to receive awards in any of the award categories where the involvement is outside of employee related activities.

All nominations are strictly confidential, and the information provided will be used only to assist with the Community Awards Panel.

Nominees are not notified of their nominator unless the nominator chooses to tell them.

Any publicity photos will be used only with the permission of the nominee.

## To be eligible, nominations must meet the following criteria

- The nominee must be a resident or past resident of the District Council of Loxton Waikerie.
- May have been awarded recognition for achievement in their chosen field at state, national or international level.
- Special and significant impact on individuals, families or the community at large.
- Inspired others to volunteer for community service.
- Has been a catalyst for new visions, understanding and change in the community.
- Nominations may only be made on the official Community Awards Application.
- All nominations must be seconded by a referee.
- For multiple categories, a separate nomination form must be completed for each category.

## Community Awards

**Community Champions**
The Community Award program has been developed to recognise community champions and celebrate the success of residents and past residents within the District Council of Loxton Waikerie.

Within the criteria noted above achievements within some of the following fields could be considered but are not limited too.

Arts and Culture
For acknowledgement/recognition of achievements or contributions within the area of arts and culture.

Community Spirit
For selfless, tireless, and largely unacknowledged actions that has enriched or improved the quality of life for the local community.

Courage
For determination and strength of character to triumph over adversity.

Environment
Demonstrated commitment and care for the environment; commitment to neighbourhood and developing a sense of place.

Innovation
The application of innovative ideas or programs to enhance the community.

Role Model
For displaying common sense, compassion and wisdom while teaching, coaching, and mentoring others with a vision for people to strive to be the best they can be.

Sport
For acknowledgement/recognition of a sporting achievement or significant contribution in the area of sport.

Each recipient of the above categories will receive
- a framed Certificate of Appreciation
- a photograph of the presentation

The awards will be recognised in the respective towns of Loxton and Waikerie. Alternatively, Council may acknowledge the achievement through hosting an event for the individual.

**Youth Recognition (aged 12-25 years)**
These awards recognise young people who have made a significant contribution to their community, and will consider leadership, paid or voluntary positions and may have demonstrated achievements despite disadvantage.

An event is held annually during Youth week or Australia Day event and awards are presented by the Mayor. Recipients will receive

- vouchers (to be decided each year)
- certificate

Alternatively, Council may acknowledge the achievement through hosting an event for the individual.

**Volunteer Recognition Awards**
These awards will be made annually at Australia Day event or suitable event held during volunteer week.

- Must be undertaking voluntary work
- Demonstrate leadership
- Separate awards ceremony for a volunteer residing in Loxton and Waikerie
- Inspired others to volunteer for community service

Alternatively, Council may acknowledge the achievement through hosting an event for the individual.

**Major Achievement or Lifetime Contribution**
Nominations for this category are to be submitted to Council for endorsement which will include the type and location of a special event to be held in honour of the achievement/contribution.

This award is an acknowledgment of

- national or international achievement by an individual associated within the district.
- outstanding long-term service and contribution to the community by an individual associated with the district.

Such acknowledgment to be presented by the Mayor and may be in the form of:

- an award
- certificate of achievement presented at Australia Day celebrations
- certificate plus acknowledgement on a Council social media site or Council website
- certificate plus plaque inset into the footpath
- certificate plus naming - road, street, cycle path, walking trail, park, garden or reserve - list is compiled, named when possible
- issuing of Key to the town

The award recipient(s) will be recognised in the respective towns of Loxton and Waikerie. Alternatively, Council may acknowledge the achievement through hosting an event for the individual.

All award nominations received will be assessed against the following criteria.

**Assessment Process**
All correctly prepared and lodged applications will be assessed at a Community Award Program Assessment Panel meeting.

The nominator will be advised of the outcome of the application and confirmation of arrangements after Council endorsement. If applicable the nominee will then be notified in advance of a recognition event.

**How are nominations considered?**
The Community Award Program Assessment Panel will consider all nominations on a quarterly/needs basis and then provide a recommendation report to Council.

The judging panel consists of the Mayor, four elected members, four community members and Director Commercial and Community Director and the Community Development Officer.

Nominations should be completed on an official nomination form and emailed to council@dclw.sa.gov.au or posted to PO Box 409, Loxton SA 5333. All correspondence will be addressed to the "Community Award's Program".

## Alternative Award Categories

The National Australia Day Council Awards are administered by the District Council of Loxton Waikerie on behalf of the National Australia Day Council of South Australian recognising individuals or groups who have made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years.

The Australia Day Selection Panel consists of the Mayor and 4 Elected Members. The categories for these awards are:

Citizen of the Year
Young Citizen of the Year
Community Event of the Year
Active Citizenship Award

These awards are presented by the Mayor of the District Council of Loxton Waikerie on an annual basis at the respective Loxton and Waikerie Australia day celebration events.

Such acknowledgment to be presented by the Mayor and may be in the form of:

- certificate of achievement presented at Australia Day celebrations
- certificate plus acknowledgement on a Council social media site or Council website

Further details on these categories can be found in Councils Australia Day Awards Policy or Citizen of the Year Nomination form.

## Availability of the Guidelines

These guidelines will be available for inspection at the Council Offices at Loxton or Waikerie during ordinary business hours at no charge.

Copies of these Guidelines will also be available from Councils website www.loxtonwaikerie.sa.gov.au or postal copies may be obtained from the Council Office free of charge.