District Council of
Loxton Waikerie

COMMUNITY AWARD POLICY

Responsible Officer/s	Community Development Officer Director Commercial and Community Services
Relevant Legislation / Documents	Road and Street Naming Policy Memorials and Monuments Policy Community Award Guidelines
Adopted	19 August 2011
Reviewed	17 July 2024
Next Review	July 2027

A. Purpose

To recognise community champions and celebrate the success of residents and past residents within the District Council of Loxton Waikerie.

The District Council of Loxton Waikerie Community Award
... recognising community champions & celebrating success

B. Objective

The objective of this policy is to ensure that Council is supported by the implementation of a transparent, accountable and consistent decision-making framework process to assess Community Award Program applications.

C. Policy Scope

1. Criteria for recognition of achievement

That the District Council of Loxton Waikerie criteria for recognition of achievement be as follows:

- may have been awarded recognitions 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

2. Recognition for recipients

Council will recognise extraordinary achievement, determined by the circumstances of each nomination, in the following ways: -

- certificate + acknowledgement on a Council social media site or Council website
- certificate + plaque inset into the footpath
- certificate + naming - road, street, cycle path, walking trail, park, garden or reserve - list is compiled, named when possible

All successful nominees will have a certificate of achievement presented at Australia Day celebrations or another suitable function.

The awards are administered by the Community Award Assessment Panel which consists of the Mayor, 3 Elected Members, 4 community members and the Commercial and Community Director. In the first instance the community members would be invited to join the panel based on historical expertise and knowledge of the respective communities.

The term of appointment to be for a term to align with the periodic election cycle of Council. All members of the panel are to be bound to confidentiality of the submissions, the recommendations of the panel, the deliberations & decisions Council in regard to Community Awards.

The considerations of any submissions for recognition of achievement are to be made according to the criteria stated within the policy and all reasons recorded for recommendations to Council to award or deny a request for recognition.

3. Process

The panel is required to obtain consensus regarding any recommendation, a unanimous decision is not required, although all reasonable endeavours will be made to reach consensus. Deliberations of the Panel together with their reasoning for recommending recognition for a recipient, or not, will be recorded in writing.

The panel is to advise the Responsible Officers, Community Development Officer and/or Director Commercial and Community Services, of its recommendation to award or deny a request for recognition, providing reasons for the recommendation. A report is to be provided to Council by the Responsible Officer which outlines the recommendation of the panel and the reasons for the recommendation. The deliberations and resolution regarding the recommendations of the panel are also to be made and held in confidence.

Panel members are permitted to participate in a meeting of the panel by telephone or other electronic means based upon the principles as contained within section 90 (7a) of the Local Government Act 1999 that permits committees of Council to meet and conduct business in this manner.

4. Delegations

Council is responsible for the decision to accept or deny a recommendation from the Community Award Assessment Panel to recognise achievement under the terms of this policy.

D. Availability of the Policy

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

Copies of this Policy 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.

E. Document history and version control.

Date	Version	Authorisation: Council/ Committee/ SMT/ Director	Amendment details
19/08/2011	V1.0	Council at the meeting of 19 August 2011	First version
18/11/2013	V1.0	Council at the meeting of 18 November 2013	No changes noted
21/02/2014	V2.0	Council at the meeting of 21 February 2014	Change in the membership of the panel to that of Mayor, 3 Elected Members and 3 members of the community. More

			direction provided to the panel in assessment and recommendation to Council.
17/06/2016	V2.1	Council at the meeting of 17 June 2016	Minor amendment noted to extend the review period to every 2 years and the addition of document history and version control protocols
15/06/2018	V3.0	Council at the meeting of 15 June 2018	Amendment removed requirement for the panel to include 3 members of the community due to potential conflict of interest issues that may arise. Minor amendment recommended to complete the document history and version control and the addition of council's core values statement.
18/06/2021	V4.0	Council at the meeting of 18 June 2021	Minor amendments noted to the related policy and procedures and the addition of document history and version control protocols
17/7/2024	V5.0	Council at the meeting of 17 July 2024	Minor amendments noted to the related policy and procedures and the addition of document history and version control protocols