



DISTRICT COUNCIL OF LOXTON WAIKERIE

Community Award Policy

Policy identification:	
Policy type:	Council
Summary:	the policy provides a framework to enable Council to recognise community champions and celebrate the success of residents and past residents within the District Council of Loxton Waikerie.
Record number:	2.63.1
Date of adoption or approval:	19 August 2011
Date of last review:	15 June 2018
Next review date:	June 2020 (every 2 years)
Authorised by:	Council
Responsible department:	Corporate and Community Services
Responsible officer:	Director Corporate and Community Services
Review officer	Community Development Officer
Consultation required:	
Relevant references:	
Delegations:	
Legislation	
Related policies	Road and Street Naming Policy
Related procedures	Request for Acknowledgment of Achievement, Past or Present Procedure

1. Purpose of the policy

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***

2. Background

Council receives a number of requests for recognition of the achievements of residents and past residents. Recognition has been awarded, in recent times, to people who have achieved elite sporting success. Recognition has been given within a relatively narrow context of street or road naming. Council wishes to provide a more inclusive criteria for public recognition and offer more ways of acknowledging achievement.

3. Principles

This policy has been developed to meet Council's core values. Our core values are the principles, attributes and qualities we hold as important that we will display in the way we go about our business

Core Values

We are

GENUINE

Adhering to moral and ethical principles, being honest, accountable, trustworthy and authentic.

We will

LISTEN

Communicating as well as engaging the community in an open, honest and constructive manner at all times.

We are

CARING

Showing respect, compassion and empathy and being supportive of each other and our community.

We will be

INNOVATIVE

Seeking out and making use of new ideas and opportunities, showing initiative and being progressive, proactive and creative.

We are

UNITED

Working as a team in an inclusive, co-ordinated and collaborative manner to achieve our common goals.

We will aim for

EXCELLENCE

Consistently delivering quality service outcomes and endeavouring to be a high performance organisation.



4. Scope of the policy

4.1 Criteria for recognition of achievement

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

- may have been awarded 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

4.2 Recognition for recipients

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

- certificate of achievement presented at Australia Day celebrations
- 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 and the Director Corporate and Community Services. 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.

4.3 Process

The panel is required to obtain consensus in regard to 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 Officer, Director Corporate & Community Services, of its recommendation to award or deny a request for recognition, providing reasons for the recommendation. A confidential 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 in regard to 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.

5. Delegations

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

6. 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 Council's website www.loxtonwaikerie.sa.gov.au or postal copies may be obtained from the Council Office free of charge.

7. Document history and version control

Date	Version	Authorisation: - council/ committee/ senior management team/ director	Amendment details
19/08/2011	1.0	Council at the meeting of 19 August 2011	First version
18/11/2013	1.0	Council at the meeting of 18 November 2013	No changes noted
21/02/2014	2.0	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	2.1	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	3.0	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.

