



Civic Awards Policy

Strategic Reference	Provide leadership, good governance, and efficient, effective and responsive Council services
Document No	DCY-XX-POL-00X
Responsibility	Chief Executive Officer
Version Number	3.0
Effective Date	January 2014
Last Revised Date	September 2024
Minute Book Reference	C24190
Next Review Date	September 2028
Applicable Legislation	<i>Local Government Act s120</i>
Related Policies	Nil
Related Procedures / Documents	Citizen of the Year Awards Assessment Panel Terms of Reference

1. Objective

- 1.1. The District Council of Yankalilla annually calls for nominations and considers presenting awards which recognise contributions made to the community by individuals or groups.

2. Scope

- 2.1. This policy outlines the nature of the awards and the process whereby Council will:

- 2.1.1. Call for and accept nominations for Citizen of the Year Awards for the categories of:

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

- 2.1.2. Present Mayoral Awards.

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YANKALILLA

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3. Definition

3.1. For the purpose of this policy:

“Administration”, means an employee of Council, or a volunteer or contractor appointed by an employee of Council.

“Formal meeting”, in relation to a member of a Council, means a meeting of the Council or Council committee, discussion, workshop, briefing, training course or similar activity which is directly or closely related to the performance or discharge of the roles or duties of the member.”

4. Policy Statement

- 4.1. The Citizen of the Year Awards are proudly presented by the Australia Day Council of South Australia and are administered by local Councils across South Australia.
- 4.2. The purpose is to recognise those people in the local community that are making outstanding contributions.
- 4.3. Each year District Council of Yankalilla will name their Citizen of the Year Award recipients at a Civic Event.
- 4.4. Council may forward the details of the Award recipients to the Australia Day Council of South Australia to go in the running for the State Awards, presented by the Governor of South Australia.

5. Policy

5.1. Citizen of the Year Awards

- 5.1.1. Promotion for the call of nominations will be placed on Council’s website, social media and in Council’s newsletter at a minimum.
- 5.1.2. Online nominations can be submitted throughout the year, however the Australia Day Council of SA will determine an annual cut off date each November for that year’s awards. Paper based nominations will only be available for a short period prior to the annual cut off date.
- 5.1.3. Nominations must be presented via the Australia Day Council of SA website (www.citizenoftheyear.com.au) or alternatively via the nomination form provided by Council which is to be mailed to the Australia Day Council of SA.

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- 5.1.4. The nominations received by Council will be considered by an Assessment Panel, membership of which will be determined by Council Resolution annually prior to the close of nominations. Terms of Reference for the Assessment Panel will be adopted by Council resolution in conjunction with this policy.
- 5.1.5. The Assessment Panel will be comprised of the Mayor, Deputy Mayor and a maximum of two (2) additional Elected Members. An invitation will be extended to the most recent recipient of a Citizen of the Year Award category should they wish to participate.
- 5.1.6. The Assessment Panel will make their recommendation to the full Council via the next available formal meeting of Council for consideration; however Council is not bound by this recommendation and may seek to vary from it.
- 5.1.7. Nomination forms received after the closing date will not be considered. Late Nominations will be held over and considered in the following years' nominations.
- 5.1.8. Should no nominations be received, no awards will be issued.
- 5.1.9. Council is not bound to make awards should no suitable nominations be received.
- 5.1.10. Each year District Council of Yankalilla names their Citizen of the Year Award Recipients at a Civic Event.

5.2. Mayoral Awards

- 5.2.1. An opportunity is provided for the Mayor and Deputy Mayor of Council to provide an award each year during the Citizen of the Year Award Celebrations for community achievement. The recipient of this award is at the discretion of the Mayor & Deputy Mayor, however the timing of these awards will align with the determination of the Citizen of the Year Award recipients
- 5.2.2. From time to time the Mayor may, at their discretion, issue awards outside of the Citizen of the Year Award realm. These may include, but are not limited to, scholarships, high achiever awards or similar.

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6. Further Information

This policy will be available for inspection at the Council office listed below during ordinary business hours and provided to interested parties as per Council's Fees and Charges Register. Copies are available to be downloaded, free of charge, from Council's website: www.yankalilla.sa.gov.au

District Council of Yankalilla
1 Charles Street
Yankalilla 5203

Phone: (08) 8558 0200
Fax: (08) 8558 2022
Email: council@yankalilla.sa.gov.au
Office hours: Monday to Friday, 9.00am to 5.00pm (except public holidays)

7. Grievances

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

8. Review Cycle

This document is subject to review in four (4) years from the date of authorisation.

9. Document History

Date	Version	Council Resolution No.	Description of changes
January 2014	1.0	NA	Adoption of Policy
January 2016	1.0	NA	Review of Policy
September 2020	2.0	C20168	Review of Policy: • Addition of Policy Statement • On-line advertising options added • Specific dates for event removed • New format & Minor amendments
September 2024	3.0	C24190	Review of Policy Inclusion of Award for Active Citizenship Language amended to Civic Event Removal of Community Achievement Awards Inclusion of Assessment Panel to consider all nominations and make recommendation to Council. Minor formatting and template updates.

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