

Community Recognition Policy

Policy type	Council
Adopted by	Council
Responsible officer	Chief Executive Officer
Date adopted	25 September 2019
Scheduled for review	This policy will be reviewed four years from the date of adoption, or sooner if required.

PURPOSE

To provide a consistent approach to the recognition of community members' contributions to the Moira Shire community and their significant anniversaries, birthdays and achievements.

SCOPE

This policy applies to individuals who are residents of Moira Shire at the time of the achievement or milestone.

DEFINITIONS

Community members	<ul style="list-style-type: none"> Residents of the Moira Shire
Significant achievements	<ul style="list-style-type: none"> Heroic actions Recognised at a state, national or international level in their field Major fundraising for community assets, events or services within the Moira Shire
Significant birthdays and anniversaries	<ul style="list-style-type: none"> Birthday – 90, 100 years Wedding Anniversary – 50 years Wedding Anniversary – 60 years Wedding Anniversary – 65 years Wedding Anniversary – 70 years

POLICY

Community members are eligible to receive a certificate of congratulations from the Mayor on behalf of Moira Shire for a significant achievement or milestone as defined in this policy.

All requests will be assessed and actioned by the Office of the CEO in accordance with council procedures. Council may require further information and evidence to support the request.

Certificates may be presented by the Mayor or his/her representative.

All requests require a minimum of seven (7) days-notice and can be made up to six months after the milestone.

Requests to recognise individuals and/or achievements not addressed by this policy are at the discretion of the CEO.

RELATED LEGISLATION AND POLICIES

Privacy Data Protection Act 2014

Charter of Human Rights and Responsibilities Act 2006

Moirá Shire Council Discretionary Expenditure Policy

Moirá Shire Council Procurement Guidelines

REFERENCES

Governor General of Australia website

Governor of Victoria website