

# Moira Shire Council

## Community Recognition Policy

|                                |   |
|--------------------------------|---|
| <b>Policy type</b>             | Council   |
| <b>Version Number</b>          | 2   |
| <b>Responsible Director</b>    | Chief Executive Officer   |
| <b>Responsible Officer</b>     | Executive Assistant to the CEO  |
| <b>Date adopted by Council</b> | 25 September 2024   |
| <b>Scheduled for review</b>    | This policy will be reviewed four years from the date of adoption, or sooner if required. |

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Administrative changes do not materially alter the document (such as spelling/typographical errors, change to the name of a Council department, a change to the name of a Federal or State Government department). Administrative updates can be made in accordance with the Policy Framework Guidelines.

## PURPOSE

The purpose of this policy is to provides a consistent approach to the recognition of the achievements and milestones of members of the Moira Shire community whose outstanding service has enriched the community.

## SCOPE

This policy applies to all Moira Shire Council employees including volunteers, consultants, contractors, Administrators, Councillors and residents of Moira Shire Council.

## DEFINITIONS

| Term                     | Definition   |
|--------------------------|--|
| Community members        | Residents of the Moira Shire.  |
| Community organisation   | An incorporated “not for profit” group or organisation within Moira Shire.   |
| Community recognition    | The acknowledgement of a notable achievement and brings attention to the contribution made by an individual or group to the community.   |
| Council                  | Moira Shire Council.   |
| Mayor                    | <ul style="list-style-type: none"><li>• The Mayor is the elected head of the municipality</li><li>• (When the Mayor is referred to in the policy while under administration, the Chair Administrator assumes the same duties)</li></ul>  |
| Significant achievements | <ul style="list-style-type: none"><li>• Australian honours.</li><li>• Recognition of a community member at a state, national or international level in their field.</li><li>• Fundraising by a community member or community organisation for community assets, events or services within the Moira Shire.</li></ul> |
| Significant birthdays    | <ul style="list-style-type: none"><li>• Birthday – 90, 100 years</li></ul>   |

## POLICY STATEMENT

Council is committed to recognising the contributions and achievements of the Moira Shire community. Community members and community organisations are eligible to receive a Certificate of Congratulations from Council for a significant achievement or milestone in accordance with this policy.

### Significant achievements

Council may on occasion become aware of a significant achievement of a community member or community organisation. Requests for recognition of a significant achievement as defined in this policy, can also made to Council in writing. Written requests must outline what the significant achievement is and provide supporting evidence.

For significant achievements that meet the requirements in this policy, Council will invite the recipient to attend a future Scheduled Council Meeting to be presented with a Certificate. If the recipient choses to attend, the Certificate presentation will be included on the official Council Meeting Agenda.

The Certificate will then be presented by the Mayor at the Scheduled Council Meeting.

Where the recipient chooses not to attend, the Certificate will be forwarded to the recipient or presented in person, as determined by the Mayor.

### **Significant milestones**

All requests for recognition of a significant milestone as defined in this policy, must be received by Council in writing and provide supporting evidence. A certificate will be provided to individuals who meet the criteria for this award.

The Certificate will be forwarded to the recipient or presented in person, as determined by the Mayor.

### **Process**

All requests will be assessed and actioned by the Office of the CEO and further information or supporting documentation may be requested in support of the application.

Should the request not meet the requirements of this policy; the nominee will be advised in writing as to the reasons why the request has been rejected.

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

### **Other forms of recognition**

In addition to recognition for significant achievements and significant milestones under this policy, Community members and Community organisation may also be eligible to be nominated through Australia Day Awards or other awards ceremonies delivered by Council.

Other requests to recognise individuals and/or achievements not addressed by this policy are at the discretion of the CEO or Mayor

### **Recognition from other dignitaries**

Nominees requesting congratulatory messages from the Premier, Prime Minister, Governor of Victoria, the Governor General or The King will be referred to the Department of Premier and Cabinet office or their local state or federal member of parliament to complete the appropriate application.

## **MONITORING AND EVALUATION**

The Office of the CEO will monitor compliance with this policy. Any detected instances of recognition that do not comply with this policy will be reported to the Chief Executive Officer to determine outcome.

## **RELATED LEGISLATION**

*Privacy and Data Protection Act 2014*

*Charter of Human Rights and Responsibilities Act 2006*

## **RELATED POLICIES AND PROCEDURES**

Discretionary Expenditure Policy

Procurement Guidelines

Volunteering Policy

Memorials and Plaques Policy

Privacy Policy

## REFERENCES

Governor General of Australia website  
Governor of Victoria website

## DOCUMENT REVISIONS

| <b>Version</b> | <b>Summary of Changes</b>   | <b>Approved by</b> | <b>Date</b> |
|----------------|---|--------------------|-------------|
| 1              | Original Policy adopted   | Council            | 25/09/2019  |
| 2              | Policy review. Updates include expanding on the process for greater clarity and inclusion of other forms of recognition and recognition from other dignitaries. | Council            | 25/09/2024  |