

Community Recognition and Awards Policy

2019 Version 4.0

1 Purpose

The objective of this policy is to recognise and promote significant achievements and to foster pride in Hobsons Bay and our community.

2 Background

This policy celebrates significant community achievements and milestones. From time to time Council will determine that it is appropriate to recognise the achievements of its residents and publicly celebrate those achievements by awarding a formal Certificate, or in the case of birthdays and anniversaries sending a letter from the Mayor.

3 Scope

This policy applies to residents of Hobsons Bay, who show an outstanding commitment to the community or who have achieved a significant milestone.

4 Definitions

Community recognition is the acknowledgement of a notable achievement and brings attention to the contribution made by an individual or group to the community.

Certificate of Merit/Recognition/Achievement is an award presented to an individual or group by Council in recognition of a significant contribution to the Community of Hobsons Bay.

Significant birthdays are defined as 90 years, 100 years and years thereafter.

Significant anniversaries (such as weddings) are 50, 60, 65 and 70 years.

5 Policy

Certificates of Merit/Recognition/Achievement/Congratulations will be awarded by Council on the following basis:

- In recognition of an achievement by an individual or group at a metropolitan, state, national or international level or for a project or contribution which has particular significance within Hobsons Bay.
- Certificates will not be awarded to Councillors (and their immediate family) whilst in office.
- Recognition of council staff will be in accordance with any relevant Organisation Development policies. Council will be required to formally resolve that a Certificate of Merit/Recognition/Achievement/Congratulations be awarded.

- Council will invite the recipient to attend an Ordinary Council Meeting to be presented with the Certificate.
- The Certificate presentation will be included on the Council meeting agenda, with a short report. The Certificate, affixed with Council's common seal, will be presented by the Mayor at the Council meeting.

Significant birthdays and anniversaries (such as weddings) will be recognised by the Council in accordance with the following administrative guidelines:

- Upon significant birthdays and anniversaries (such as weddings) of residents of the City of Hobsons Bay being brought to the attention of Council, a letter of congratulations and flowers to the value of \$50 will be forwarded to the resident under the signature of the Mayor.
- Residents requesting congratulatory messages from the Premier, Prime Minister, Governor of Victoria, the Governor General or The Queen will be referred to the office of their local state or federal member of parliament to complete the appropriate application. The Department of Premier and Cabinet is responsible for arranging these congratulatory messages.
- Residents will be required to provide a copy of the relevant birth certificate or marriage certificate.

6 Related Documents

Not applicable.

7 Related Legislation

Not applicable.

8 Further Information

For further information, please contact the Governance Department.

9 Document Control

Policy Name	Community Recognition and Awards Policy
Object ID	POL A3238450
Responsible Directorate	Corporate Services
Responsible Officer	Manager Corporate Integrity
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Version History

Version Number	Date	Authorised by
1.0	9 July 1996	Council
2.0	9 March 1999	Council
3.0	24 April 2012	Council
4.0	9 July 2019	Council