

Council Honours/Recognition of Milestones & Achievements Policy 2019

Responsible Service Area: Governance

Adoption Date: 16 September 2019

Policy Control Schedule

Policy Title: <i>Council Honours/Recognition of Milestones & Achievements Policy</i>		Policy No: 165	Policy type: Council Policy
Policy creation date: 16/08/2010	Current version approved: 16 September 2019	Current version no. 4	Policy review date: << Insert text >>
Policy authority dates: Adopted by Council 16/08/2010 Revised and adopted by Council 20/02/2012 Revised and adopted by Council 20/10/2014 (e-Clip 14/129289)	Child policy/policies: Nil	Policy responsibility: Governance Coordinator	eCLIP record no. 19/178452

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1. Purpose

To provide a framework for the recognition of significant milestone events achieved by Councillors, community organisations, residents, and Council Employees within the City of Maroondah, and provide clear guidance on the type of instrument to be used to recognise such events.

2. Background / Context

Council frequently recognises milestone events and achievements of individuals and community organisations, which prior to development of this policy, were dealt with on an ‘ad-hoc’ basis. The intent of this policy is to ensure a consistent approach in dealing with these matters, which provides clear guidelines.

There are a variety of methods available to Council to recognise significant milestones and achievements of individuals and groups. The policy encapsulates such occasions and sets out a process for dealing with the issues, together with a table of ‘Responsible Officers’ ([refer page 6](#)).

3. Scope

- 1.1 To identify significant individual and community group milestone events, and
- 1.2 To clarify the variety of methods available to Council to formally recognise key milestone events and significant contributions made to the community of Maroondah by Councillors, Residents, Community Organisations and Council Employees.

4. Relationship to the Maroondah 2040 Community Vision

In relation to *Maroondah 2040: Our future together*, the operation of this policy is aligned with:

Community Outcome:	A well governed and empowered community
Key Directions:	8.1 Provide enhanced governance that is transparent, accessible, inclusive and accountable

5. Alignment with Council’s mission and values

This policy supports Council’s Mission and Values through ensuring the resilience of functions which support the provision of accessible and sustainable lifestyles for the community.

6. Statement of Practice

6.1 Honorary Freeman

Criteria:

- Eminent achievement and merit of the highest degree in service of the local community
- Maroondah residency

Council shall, during its 4-year term, undertake a review of potential candidates biennially (every second year) or on any other occasion if brought forward directly by a Councillor, initially at an Assembly of Councillors briefing, with any subsequent recommendations being submitted to an Ordinary Meeting of Council for consideration.

Recipient/s to receive a Letter Under Seal from Council and Plaque depicting Council's Coat of Arms, to be presented by the Mayor at an appropriate function.

6.2 Keys to the City

It is envisaged that this means of recognition would be rarely used. May be considered as a 'one off' due to exceptionally high achievement.

Criteria:

Usually presented to high profile individuals, e.g. visiting celebrities/dignitaries or well-known athletes, to allow residents to show their appreciation for a person or group achievement in a particular activity or field. For instance, presentation to a sporting team that has won a premiership in the highest sporting category available to it, or to a Maroondah resident that has won a medal in the Olympic Games/Commonwealth Games

Council shall meet, as and when required, to consider potential candidates, initially at an Assembly of Councillors briefing, with recommendations being submitted to a subsequent Ordinary Meeting of Council for consideration.

Recipient/s to receive a Letter Under Seal from Council, to be presented by the Mayor at an appropriate function.

6.3 Freedom of Entry

Requests received shall be referred to an Assembly of Councillors briefing for consideration, as and when required, with recommendations being submitted to a subsequent Ordinary Meeting of Council for adoption.

Council, upon agreeing to any such request, shall confer the Freedom of Entry by way of a Letter Under Seal, presented by the Mayor at a suitable ceremonial event arranged in liaison with the applicant - usually a parade by the Regiment along a designated route

6.4 Citizen of the Year/Young Citizen of the Year/Community Event of the Year

Nominations to be considered at an Assembly of Councillors in December, preceding Australia Day Celebrations.

Recognition shall occur annually as part of Maroondah's Australia Day celebrations.

- Recipients of Awards shall be presented with Certificates
- Other nominees shall receive Certificates of Acknowledgement

Presentations shall be made by the Mayor at Maroondah's annual Australia Day Celebration Event.

6.5 Australian Honours

- Order of Australia medal,
- Australian Bravery decorations,
- Military medals for Gallantry and for Distinguished and Conspicuous Service,
- Commemorative medals, and
- Meritorious Service and Long Service medals.

The Honours List is published twice a year on the following days:

- Australia Day - 26 January, and
- Queen's Birthday in June.

Recipient/s of Australian Honours who reside within the City of Maroondah, or whose work for which they are being recognised has been undertaken within Maroondah, shall receive a Letter Under Seal of Council.

The Mayor, or Ward Councillor acting on behalf of the Mayor, shall personally present Letters under Seal at an appropriate location as determined by the Mayor.

6.6 Anniversary Messages - Birthday/Wedding Milestones

Residents and community groups of the City of Maroondah, who have achieved the following significant milestones, shall receive a letter signed by the Mayor:

- Birthdays
 - 100-year birthday celebration*
- Wedding Anniversary
 - 50-year wedding anniversary, plus every subsequent 10-year anniversary*
- Other Anniversary (i.e. organisational anniversaries)
 - 50-year anniversary*

* when Council is made aware of such milestones.

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

6.7 Councillors - Service Milestones

Milestones of 10, 15, 20 & 25 years' service by a Councillor to the Maroondah community (including service with the former Cities of Croydon and Ringwood) shall be acknowledged in the following manner:

Letter Under Seal, to be presented at a Council Meeting.

Note: This is in addition to Councillor Service Awards facilitated by the Municipal Association of Victoria.

6.8 Volunteers - Service Milestones

A 'volunteer' is defined as an unpaid person who assists with the delivery of Council programs or activities for the benefit of the community. A volunteer does not undertake the work of a paid employee.

Volunteers shall be acknowledged in accord with HR Policy 16-01

6.9 Bill Wilkins Volunteer Award

This annual award is named in honour of Bill Wilkins OAM, in recognition of his 75 years of volunteering in Maroondah. The award recognises the outstanding contribution made by an individual who has provided excellent volunteer service and had a positive impact on the Maroondah community. The award is also intended to enhance the public awareness and appreciation of the quality and depth of voluntary service in the Maroondah community.

The work or activity of nominees must satisfy Volunteering Australia's definition of volunteering, being *'time willingly given for the common good and without financial gain'*.

Refer Council's website for guidelines for information such as:

- key dates
- eligibility criteria
- nomination form and selection criteria

6.10 Other Achievements of the Community Organisations or Residents

When Council is made aware of other significant occasions, including:

- sporting achievements, or
- achievements of community organisations scouts/guides,

.....the matter shall be raised at an Assembly of Councillors comprising all Councillors, at which time it shall be determined whether to issue a Letter Under Seal, Certificate of Appreciation/Recognition, or Letter of Appreciation/Recognition signed by the Mayor.

6.11 Council Employees - Service Milestones

Long Service:

Milestones of 10, 20, 30 or 40 years' service by employees (including continuous service with the former Cities of Croydon and Ringwood) shall be acknowledged in accord with HR Policy 05-02.

REV Awards:

Recipients of REV Awards shall be acknowledged in accord with HR Policy 05-01.

Resignation / Retirement:

Upon resignation or retirement, employees will be recognised in accord with HR Policy 13-04.

7. Process - Preparation of Letters

7.1 Letters Under Seal

The relevant Responsible Officer (page 6) shall prepare the Letter/s Under Seal and forward same electronically via e-CLIP email link to the Manager Communications & Engagement.

The Manager Communications & Engagement will ensure consistency of style and return of letter/s to the Responsible Officer, who will arrange for the printing, signing, framing and presentation of the letter/s, in liaison with the Councillor Support Officer.

7.2 Letters - Anniversary, Birthday, Wedding and Other Milestones

The relevant Responsible Officer (page 6) shall prepare the Letter/s and arrange for the appropriate means of presentation or delivery of same, in liaison with the Councillor Support Officer.

8. Responsible Officers

Item	Responsible Officer
Honorary Freeman	Finance & Governance – Team Leader Governance
Keys to the City	Finance & Governance – Team Leader Governance
Freedom of Entry	Finance & Governance – Team Leader Governance
Citizen of the Year/ Young Citizen of the Year/ Community Event of the Year	Communications & Engagement and Councillor Support Officer
Australian Honours	Finance & Governance – Team Leader Governance
Anniversary Messages – Birthday/Wedding Milestones	Councillor Support Officer
Other Achievements of Residents or Community	Service Area Managers <i>(in liaison with Councillor Support Officer)</i>
Council Employee – Service Milestones	Communications & Engagement <i>(as per HR Policy No. HR05-02)</i>
Council Employee – Resignation/ Retirement	Service Area Managers <i>(as per HR Policy No. HR13-04, in liaison with Councillor Support Officer)</i>
Councillors – Service Milestones	Communications & Engagement and Councillor Support Officer
Volunteers – Service Milestones	Workplace People and Culture Communications & Engagement <i>(as per HR Policy No. HR16-01, in liaison with Service Area Managers)</i>
Bill Wilkins Volunteer Award	OD Coordinator (Volunteers & Placements) Workplace People and Culture <i>(as per guidelines adopted by CMT on 24 June 2019)</i>
REV Awards	Finance & Governance Communications & Engagement <i>(as per HR Policy No. HR05-0, in liaison with Service Area Managers)</i>

9. Summary Overview

EVENT / OCCASION	INSTRUMENT		
	Letter Under Seal	Certificate of Appreciation/ Recognition	Letter of Appreciation/ Recognition
Honorary Freeman	•		
Keys to the City	•		
Freedom of Entry	•		
Australia Day Awards – all nominees – Citizen/Young Citizen/Community Event of the Year		•	
Australia Day Awards – recipients of Citizen/Young Citizen/Community Event of the Year		•	
Australian Honours	•		
Anniversary /Birthday/Wedding Milestones			•
Councillors – Service Milestones	•		
Volunteers – Service Milestones #			
Bill Wilkins Volunteer Award	•		
Other Achievements	•	•	•
Council Employees – Service Milestones			
o Long Service #			
o REV Awards #			
o Resignation / Retirement #			

Instrument of recognition as prescribed within relative HR Policy as listed below

10. Policy Distribution

This policy will be accessible on the Maroondah web, Smartnet and distributed to Service Area Managers.

11. Related Policies and Documents

HR Policy 05-01	Incentive Programs (Council Employees)
HR Policy 05-02	Recognition of Service Milestones (Council Employees)
HR Policy 13-04	Leaving Gifts & Farewell Functions (Council Employees)
HR Policy 16-01	Volunteers