

GREATER SHEPPARTON CITY COUNCIL
**CIVIC RECOGNITION
POLICY**

Adopted by Council: Day Month Year

Next Review: Day Month Year



CIVIC RECOGNITION POLICY

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Business Unit:	Corporate Governance
Responsible Officer:	Manager Corporate Governance
Approved By:	Chief Executive Officer
Adopted By:	Council Day Month Year
Next Review:	Day Month Year

DOCUMENT REVISIONS

Version #	Summary of Changes	Date Adopted
1		15 December 2009
2.1		20 June 2017
3		

PURPOSE

The Civic Recognition Policy is intended to recognise appropriate achievements by community members of Greater Shepparton.

OBJECTIVE

The Greater Shepparton City Council will, under appropriate circumstances, recognise and provide official recognition to individual(s) and group(s) for outstanding achievements or service to the community.

SCOPE

This Policy establishes the circumstances in which the Greater Shepparton City Council may appropriately recognise milestones and achievements from members of the community of Greater Shepparton.

This Policy also outlines how individual and / or groups may be nominated to achieve such an honour.

DEFINITIONS

Reference term	Definition
Plaque	A plaque is a flat piece of metal, stone or other durable material with a two-dimensional face that can be fixed to an object, pavement or building. A plaque includes text and/or images to recognise a person or group.
Memorial	A memorial is an object which serves as a focus for the memory or the commemoration of something, usually an influential, deceased person or a historical, tragic event.

POLICY

There are several mechanisms where individuals and organisations from within the City of Greater Shepparton can receive recognition of the achievements:

1. Milestone Achievement Award

The "Milestone Achievement" is awarded to individuals and organisations that have reached a significant milestone. Community members can provide the relevant information to Council for consideration.

Upon written request from a member of the community, a letter signed by the Mayor will be provided to individuals or organisations who meet the criteria for this award.

All recommendations for the "Milestone Achievement" must be received by Council in writing. Should the recommendation not meet the selection criteria, the nominee will be advised in writing as to the reasons why the recommendation has been rejected.

A “Milestone Achievement” may be awarded to individuals or businesses that have reached a significant milestone, including:

- Any individual who has reached 100 years of age and lives in the Greater Shepparton region.
- Any couple who has been married or in a partnership for 50 years and lives in the Greater Shepparton region.
- Any business that has been operating within the Greater Shepparton region for over 25 years, where the operation of the business has been in accordance with community values to the best of Council’s knowledge.
- Any other milestone to be considered appropriate.

2. Memorial Plaque

Council will consider allowing the placement of a small “Memorial Plaque” in honour of a deceased community member who has made a significant contribution to the Greater Shepparton region. This plaque shall be recognised as a memorial to the individuals’ legacy.

Applications for memorial plaques and their locations will be assessed and consideration will include significant community contributions in the form of at least 30 years of proven service and dedication towards:

- Community programs
- Volunteer organisations
- Mentoring, coaching or fostering roles
- Fundraising activities
- Other community contributions considered appropriate

Any memorial plaque placements must compliment the location, and cannot detract from existing art works, landscape features, or other memorials plaques in the area.

Background checks may be undertaken in relation to the proposed honouree.

A plaque can be rescinded should Council later become aware of the recipient being of character not deserving of recognition.

Should the memorial plaque application not meet the above-mentioned criteria, the nominee will be advised in writing as to the reasons why the recommendation has been rejected.

RELATED POLICIES AND DIRECTIVES

- *Conflict of interest Policy*
- *Sports Hall of Fame Nomination Policy*

RELATED LEGISLATION

- *Nil*

REVIEW

The Manager Corporate Governance is to review the Civic Recognition Policy every four years, in conjunction with the Executive Leadership Team.