

1 PURPOSE

This policy exists to provide a consistent framework for Council to publicly acknowledge and celebrate the outstanding achievements of individuals from within our community.

2 OBJECTIVE

This policy aims to:

- a) provide consistency in the way Council recognises the service or achievements of individuals from Burnie;
- b) provide appropriate avenues for the community to apply for the recognition of Burnie individuals upon attaining significant achievements or voluntary service contributions.

3 SCOPE

This policy applies to the recognition of individuals under the following available programs:

- Volunteer Recognition Awards
- Australia Day Awards
- Outstanding International Achievement Awards

4 POLICY

4.1 Principle of Recognition

Council recognises the importance of both celebrating the significant achievements and recognising the outstanding service of individuals from Burnie.

Making Burnie 2030

The following objective in the community's strategic plan *Making Burnie 2030* underpins this policy:

Objective 3.5 Opportunities exist for people to achieve their dreams and potential.

In addition, this policy supports the following strategies from *Making Burnie 2030*.

Strategy 3.5.1 Celebrate the successes of people who have excelled in their field.

Strategy 2.3.3 Promote volunteerism as a lifestyle choice.

4.2 Recognition Programs

The following recognition programs are available for individuals.

Volunteer Recognition Awards

Burnie City Council's Volunteer Recognition Awards recognises the extraordinary achievements of local people who have made a difference to the Burnie community by volunteering their time, service and skills to a Burnie organisation or project.

The Award categories for nomination are in hours of service:

- 1,000 hours (Certificate of Service presented by Mayor)
- 2,000 hours (Certificate of Service presented by Mayor)
- 5,000 hours (Certificate of Service presented by Mayor)
- 10,000 hours (Certificate of Service and engraved badge presented by Mayor)
- 15,000 hours (Certificate of Service presented by Mayor)
- 20,000 hours (Certificate of Service and engraved badge presented by Mayor)
- 25,000 hours (Certificate of Service presented by Mayor)
- 30,000 hours (Certificate of Service and engraved badge presented by Mayor)

The Volunteer Awards are conducted every two years in May to coincide with Volunteers Week. The Awards take the form of a ceremony profiling each of the nominees and the work they have undertaken. Certificates and badges are presented by the Mayor and each recipient is photographed with the Mayor.

Guidelines and eligibility are contained in the document *Volunteer Recognition Awards – Individual – Nomination Form*, available on Council's website during the nomination period January – April each year.

Further information is available from Council's Community Development Officer, phone 64305706.

Australia Day Awards

The Australia Day Ceremony is held annually on Australia Day, 26 January. Three awards of recognition are presented at the ceremony:

- Australia Day Citizen Award
- Australia Day Young Citizen Award
- Community Event of the Year

Nominations are open from February to November each year and nominations can be made by providing a biographical profile of the person nominated, details of the activities

undertaken, reasons for nomination, type and length of service; together with supporting references.

(Community Event of the Year is beyond the scope of this policy but nominations can be made on the Australia Day Nomination Form).

The Australia Day Awards are conducted by a Special Committee of Council, the Burnie Australia Day Special Committee.

Nominations can be made in writing by using the form *Nominations for an Australia Day Award*, available on Council's website during the nomination period.

Further information is available by contacting the Secretary, Australia Day Committee, PO Box 973 Burnie.

Bravery Awards

It is recommended that nominations for bravery awards be submitted through one of the following avenues:

- The Royal Humane Society for Australasia. Information on various awards and the nomination process is available at www.rhsa.org.au
- 'Its An Honour' - the Australian Honours System. Information on various awards and the nomination process is available at www.dpmc.gov.au/government/its-honour

Outstanding Achievement Awards

This category of award is to recognise individuals from the Burnie municipality, either currently residing or having spent a significant part of their life in Burnie, who have been formally recognised in their field on the local, state, national, or international stage for a worthy achievement.

The purpose of this category of recognition is for the community as the 'home town' to recognise and celebrate the outstanding achievement of one of its sons or daughters.

This award is not presented on any regular basis and will only be made where a nominated candidate is accepted by Council. Nominations should be in writing to the General Manager, outline detail of the individual's achievement, and provide supporting evidence. The nominator's contact details must be included. Nominations will be formally considered by Council in confidential session.

Community Recognition Policy – Individuals

Recognition at this level will be at the discretion of Council, but may include one or more of the following:

- Certificate or Plaque of Honour
- A civic reception in the recipient’s honour
- A celebration event suitable to the occasion and achievement
- Dedication of a space or plaque recognising the achievement
- Keys to the city

5 LEGISLATION

There is no applicable legislation to this policy.

6 RELATED DOCUMENTS

Australia Day Awards Nomination Form FO-CBS-SG-025
Volunteer Recognition Awards – Individual – Nomination Form
www.burnie.net

Policy Endorsement	
Responsibility:	It is the responsibility of the Burnie Australia Day Special Committee to oversee the Australia Day Awards. It is the responsibility of the Community Development Officer to oversee the Volunteer Awards. It is the responsibility of the General Manager to facilitate the consideration of Outstanding Achievement Awards. It is the responsibility of the Governance Unit to review this policy and maintain it in the Corporate Document Framework.
Minute Reference:	AO169-17
Council Meeting Date:	18 July 2017
Strategic Plan Reference:	Strategy 3.5.1 Celebrate the successes of people who have excelled in their field. Strategy 2.3.3 Promote volunteerism as a lifestyle choice. Strategy 7.1.1 Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable.
Previous Policies Replaced:	This policy replaces the previous policy Community Recognition Policy – Individuals CP-CBS-SG-041 v2.0, approved on 16 May 2017, Item AO112-17.
Date of Commencement:	19 July 2017
Publication of policy:	Members of the public may inspect this policy at the City Offices where copies can be obtained free of charge. Alternatively it can be accessed on Council’s website (www.burnie.net)