

Community Recognition Policy

Approved By: **Council**
Doc Controller: **Director Corporate and
Commercial Services**
File: 4/14/2

Document Code: **CP-CBS-SG-041**
Version: **4.0**
Approved Date: **22 Feb 2022**
Next Review Date: **22 Feb 2026**

1 PURPOSE

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

2 OBJECTIVE

This policy aims to:

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

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

Additionally the policy provides for the recognition of incorporated non-profit organisations in Burnie that reach milestones of service and operation within the community. It is not necessary that such groups operate on a purely voluntary basis, but they must be primarily of a non-profit nature in order to be eligible under this policy.

The policy is intended to include (but not limited to) the following types of groups:

- service clubs;
- sporting clubs;
- community welfare organisations (non-government); and
- special interest groups that provide a service or contribution to community assets, programs or social connections.

4 POLICY

Council recognises and appreciates the service, commitment, effort of volunteers and service organisations that enhance the community spirit and quality of life in the City of Burnie. Without the work of these individuals, organisations and clubs, our residents would not enjoy the opportunities for participation, assistance, recreation and belonging that make our community strong.

4.1 Recognition Programs - 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 the Mayor)
- 2,000 hours (Certificate of Service presented by the Mayor)
- 5,000 hours (Certificate of Service presented by the Mayor)
- 10,000 hours (Certificate of Service and engraved badge presented by the Mayor)
- 15,000 hours (Certificate of Service presented by the Mayor)
- 20,000 hours (Certificate of Service and engraved badge presented by the Mayor)
- 25,000 hours (Certificate of Service presented by the Mayor)
- 30,000 hours (Certificate of Service and engraved badge presented by the 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.

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

Volunteer 'Thank You' Luncheon

Annually the Council will recognise those who contribute their time as a Burnie City Council volunteer, by way of an annual luncheon.

Those invited to attend will be registered as Burnie City Council volunteers and will have provided volunteering services in the prior twelve month period, to activities that are under the auspice and control of the Burnie City Council. This includes those that sit on Special Committees of the Council who are not paid for their services.

For the purpose of clarity and in the interest of ensuring transparency around this event, those that volunteer their time through incorporated bodies, for example through sporting organisations or community service organisations, are not considered Burnie City Council volunteers for the purpose of this event. This is despite their actions providing important service to the community generally, which may be recognised through the Volunteer Recognition Awards.

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Australia Day Awards

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

- Citizen of the Year
- Senior Citizen of the Year
- Young Citizen of the Year
- 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. The nominee must reside in the Burnie municipality and be an Australian citizen. The Australia Day Awards are collected and reviewed by a Special Committee of Council, the Burnie Australia Day Special Committee.

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 the Council. Nominations are to be in writing to the General Manager, and must 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.

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

4.2 Recognition Programs – Organisations

Community organisations who reach the following milestones since commencement may apply to the Council for the level of recognition outlined below:

Milestone	Recognition
Any year of celebration	A Certificate of <i>Recognition of Service</i> available from Council where an organisation is celebrating any number of years of service outside the following milestones. For example, organisations may sometimes hold events to celebrate 30 years or 70 years. An Application Form is to be submitted at least 21 days prior.
25 years of operation	A Plaque of <i>25 Years Recognition of Service</i> to be provided from Council. The Mayor or their representative may be available to attend a formal function hosted by the organisation and present the plaque, where appropriate. An Application Form is to be submitted at least 21 days prior.
50 years of operation	A Plaque of <i>50 Years Recognition of Service</i> to be provided from Council. The Mayor or their representative may be available to attend a formal function hosted by the organisation and present the plaque, where appropriate. An Application Form is to be submitted at least 21 days prior.
75 years of operation	A Plaque of <i>75 Years Recognition of Service</i> to be provided from Council. The Mayor or their representative may be available to attend a formal function hosted by the organisation and present the plaque, where appropriate. An Application Form is to be submitted at least 21 days prior.
100 years of operation	A Plaque of <i>100 Years Recognition of Service</i> to be provided from Council The Mayor their representative may be available to attend a formal function and present the plaque, where appropriate.



COUNCIL POLICY

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	<p>The supply of pre-dinner drinks from Council at the organisation’s celebratory event, where appropriate. (An alternate form of support to a similar value may be considered where the above is not appropriate).</p> <p>An Application Form is to be submitted at least 6 weeks prior.</p>
Other Achievement	<p>The Council may exercise its discretion in recognising other significant achievements or milestones attained by an organisation in its service or contribution to Burnie, but these opportunities will generally be limited to:</p> <ul style="list-style-type: none"> • major achievements above the normal course of operation; • milestones of national recognition; • outstanding one-off contributions benefiting the community. <p>Generally a <i>Certificate of Recognition</i> will be provided where such achievements are accepted.</p>

It should be noted that recognition of milestones is not automatic and can only be made where application has been made and approved.

Applications may be made by requesting an Application for Recognition of Service – Community Organisation Form (FO-CCS-CG-015) or through Council’s website.

5 LEGISLATION

There is no applicable legislation that relates to this policy.

6 RELATED DOCUMENTS

Australia Day Awards Nomination Form FO-CCS-CG-025
 Volunteer Recognition Awards – Individual – Nomination Form
 Application for Recognition of Service – Community Organisation FO-CCS-CG-015 which is available in hardcopy or online at www.burnie.net

Policy Endorsement	
Responsibility:	<p>It is the responsibility of the Burnie Australia Day Special Committee to oversee the Australia Day Awards.</p> <p>It is the responsibility of the General Manager to facilitate the consideration of Outstanding Achievement Awards.</p> <p>It is the responsibility of the Director Corporate and Commercial Services to oversee the Volunteer Awards.</p> <p>It is the responsibility of the Corporate Governance Unit to review this policy and maintain it in the Corporate Document Framework.</p>
Minute Reference:	Item A0026-22
Council Meeting Date:	22 February 2022
Strategic Plan Reference:	Strategy 3.5.1

COUNCIL POLICY



BURNIE
CITY COUNCIL

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	<p>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.</p>
Previous Policies Replaced:	<p>This policy replaces the previous policy Community Recognition Policy – Individuals CP-CBS-SG-041 v3.0, approved on 18 July 2017, Item AO169-17, and incorporates the Community Recognition Policy – Organisations CP-CBS-SG-042 which was rescinded by Council on 22 February 2022.</p>
Date of Commencement:	<p>23 February 2022</p>
Publication of policy:	<p>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)</p>