



# CIVIC RECOGNITION AND FUNCTIONS POLICY

## DOCUMENT CONTROL

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### REVISION HISTORY *(Completed by Governance Officer)*

<b>Revision Ref. No.</b>	<b>Approved/ Amended/ Rescinded</b>	<b>Date</b>	<b>Council / Management</b>	<b>ECM Document Reference</b>
1	Approved - reviewed with no changes	14/07/2006	Chief Executive Officer	2596236
2	Approved – Council review	06/10/2009	Council	3780765
3	Approved – Council review	04/04/2017	Council	7132499

## **1. PURPOSE**

Consistent with its civic leadership role and commitment to active community engagement, Council seeks to:

- (1) give appropriate recognition to outstanding achievement of individuals or organisations associated with the Shire;
- (2) recognise those individuals who bring significant credit to East Gippsland Shire;
- (3) congratulate citizens who have achieved significant life milestones; and
- (4) appropriately celebrate the official opening of new or upgraded Shire infrastructure, naming of new or existing structures and launch of significant activities, programs or services.

## **2. POLICY STATEMENT**

The types of recognition and functions related to this policy are outlined below.

### ***Key to the Shire***

The 'Key to the Shire' award seeks to recognise persons who have maintained a predominant residency within the East Gippsland Shire and who:-

- (1) over a period of many years, have provided East Gippsland Shire Council and its community with outstanding, dedicated service of a special quality; and/or
- (2) have made a contribution to East Gippsland Shire Council and its community that is both significant and beyond the normal call of duty; and/or
- (3) have attained an outstanding achievement in a specific area of endeavour, e.g. sport, arts/culture, entertainment or humanitarian work at a national or international level.

Nominations and supporting details are to be scrutinised by the Chief Executive Officer, following which a formal report and recommendation will be presented to Council in Closed meeting. The nomination and details are to be kept confidential and only reported should an award be approved by Council.

### ***Honorary Citizenship***

This form of recognition proclaims an individual as an honorary citizen of East Gippsland and may be given to distinguished persons visiting the Shire. This is an honour of distinction that carries no privileges and gives Council a means by which a distinguished person is given recognition for a highly developed sense of duty or public spirit.

Nominations and supporting details are to be scrutinised by the Chief Executive Officer, following which a formal report and recommendation will be presented to Council in Closed meeting. The nomination and details are to be kept confidential and only reported should Honorary Citizenship be approved by Council.

## ***Civic Receptions***

Civic Receptions are conducted for a range of purposes including to:

- (1) welcome individuals and groups to the Shire to demonstrate hospitality, courtesy, or provide recognition for a milestone or significant event;
- (2) recognise significant achievements of local individuals and/or groups, including presentation of awards conferred under this policy;
- (3) acknowledge the contribution of community groups and organisations; and
- (4) further relationships and links with business important to the region.

The scheduling of Civic Receptions and the associated arrangements will be determined by the Mayor and Chief Executive Officer without referral to Council.

## ***Official Openings, Naming and Launch Ceremonies***

These types of functions will be conducted to mark a range of significant occasions including:

- (1) as a general rule, the opening of all infrastructure (excluding roads and footpaths) constructed or upgraded with the assistance of State or Federal Government funding;
- (2) as a general rule, the opening of all significant infrastructure (excluding roads and footpaths) constructed or upgraded by the Shire;
- (3) the naming of a new or existing structure to honour a specific individual or event;
- (4) the launch of any significant activity, program or service provided with the assistance of State or Federal Government funding; and
- (5) the launch of any activity, enterprise, program or service provided by the Shire that has been assessed by the Mayor and Chief Executive Officer as appropriate for a formal launch.

The scheduling of official openings, namings and launches and the associated arrangements will be determined by the Mayor and Chief Executive Officer without referral to Council. It is recognised that the timing of these events will often be subject to negotiation with State or Federal parliamentary representatives.

## ***Letters and Certificates***

The Shire will issue:

- (1) letters and certificates of congratulation, commendation and recognition to acknowledge significant contributions or outstanding achievements by individuals or groups;
- (2) letters of greeting to encourage, acknowledge or welcome a significant visit or eminent visitor/s to the Shire;
- (3) letters of congratulation to citizens who have achieved significant life milestones (e.g. 100 years of age; married for 50 years; etc.) if requested to do so.

This form of recognition may be issued to any individual, group or organisation who has been assessed by the Mayor and Chief Executive Officer as meeting the general parameters outlined in (1) to (3) above.

### **General**

- (1) The traditional owners of the land will be acknowledged at all civic functions either through an Acknowledgment of Country or a Welcome to Country ceremony. Welcome to Country ceremonies will be reserved for larger scale or culturally significant events.
- (2) The Office of the CEO has designated oversight of all civic functions and celebrations. Any Council Officer who is considering conducting a civic function of any kind must advise Office of the CEO staff at the earliest possible time.

### **3. RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE**

These management positions are responsible for implementation and compliance monitoring of the policy in their work areas:

<b>Party / Parties:</b>	<b>Roles and responsibilities:</b>
Executive Group	Ensure staff are aware of and adhere to the policy and associated procedures
Manager Communications and Corporate Strategy	Policy implementation and compliance monitoring
Office of the CEO staff	Policy implementation

All staff have an obligation to report occurrences of non-compliance with Council policy. Incidents of non-compliance should be reported immediately to the Director responsible for this policy, the Policy Owner or the Administration Unit.

### **4. SCOPE OF POLICY**

This policy applies to all Councillors, council staff, contractors and volunteers who may be involved with the types of recognition and functions outlined within the policy.

### **5. REFERENCES / ASSOCIATED DOCUMENTS**

#### **Council Plan 2013 - 2017**

This policy relates to the following stewardship goal contained within the Council Plan 2013-17. *Community and Council have strong mutual understanding and support.*

### **6. PRIVACY AND HUMAN RIGHTS CONSIDERATION**

All personal information collected by East Gippsland Shire Council in connection with the Civic Recognition and Functions policy will be handled in accordance with the applicable privacy legislation and will only be used for the purpose of conducting the types of recognition and functions contained within this policy.

The Civic Recognition and Functions policy has been assessed as compliant with the obligations and objectives of the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

## 7. DEFINITIONS AND ABBREVIATIONS

<b>Term:</b>	<b>Meaning:</b>
<b>Acknowledgement of Country</b>	An acknowledgement of the traditional owners which is incorporated into the beginning of the Mayor or delegates speech.
<b>Council, EGSC, the Shire</b>	East Gippsland Shire Council
<b>Closed meeting</b>	A session of the Council meeting closed to the general public. Minutes are recorded but are not available to the public.
<b>Welcome to Country</b>	A traditional welcome given by an Elder of the indigenous community in which the event is taking place.

## 8. SUPPORTING PROCEDURES / GUIDELINES

8.1 Civic Recognition and Functions procedure (internal working document)

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