

Acknowledgement of Special Events or Achievements of Citizens, Councillors and Council Officers Policy

PURPOSE	<p>To establish procedures for acknowledgment of special events or significant achievements by citizens, Councillors and Council officers.</p> <p>To establish a procedure for acknowledgment of the death of persons closely associated with Council.</p>
OBJECTIVES	<p>To celebrate the 100th birthday of Mornington Peninsula Shire citizens.</p> <p>To acknowledge Australia Day and Queen's Birthday Honours endowed on Mornington Peninsula Shire citizens.</p> <p>To acknowledge achievements by Mornington Peninsula Shire citizens of significance.</p> <p>To acknowledge service to the Mornington Peninsula Shire by Councillors.</p> <p>To acknowledge the death of persons closely associated with the Mornington Peninsula Shire.</p>
SCOPE	<p>This Policy applies to all residents and persons closely associated with the Mornington Peninsula Shire.</p>
DEFINITIONS	<p>Executive Officer: means a Council officer who is a member of the Council's Executive Team.</p>
POLICY	<p><u>Centenarians</u></p> <p>That letters under Seal of Council be forwarded to Mornington Peninsula Shire residents who celebrate their 100th birthday.</p> <p><u>Acknowledgments</u></p> <ol style="list-style-type: none"> 1. That letters under Seal of Council be forwarded to all Mornington Peninsula Shire residents who are recognised in the Honours List released on Australia Day and the Queen's Birthday. 2. That individual achievements of significance by Mornington Peninsula Shire residents be formally recognised by resolution of Council. 3. That individual achievements may be informally acknowledged following instigation by Councillors. 4. That letters under Seal of Council be forwarded to all Councillors on termination of office acknowledging service to Council. 5. That Council may choose to nominate a Mornington Peninsula Shire resident or Council officer for Australia Day or Public Service Medal recognition, or may join with another organisation in support of a nomination. 6. That Councillor's significant continual term of service be recognized in accordance with the Shire's organisational Service Recognition Policy.

Acknowledgement of Special Events or Achievements of Citizens, Councillors and Council Officers Policy

**POLICY
(CONT'D)**

Memorials

That recognition of the death of persons closely associated with Council be determined according to the following guidelines.

Councillor or Council Officer at Time of Death

That attendance at the funeral by other Councillors, Executive Officers and other officers who wish to show respect shall be encouraged. A wreath shall be provided by Council on behalf of Council and Council officers and an appropriate notice shall be placed in daily newspapers.

That flags shall be flown at half mast at Council's Rosebud Mornington and Hastings Offices on the day the funeral is held.

Former Councillor

That flags shall be flown at half mast at Council's Rosebud Mornington and Hastings Offices on the day the funeral is held.

That additional recognition be at the discretion of the Chief Executive Officer and may include:

- Attendance at the funeral by Councillors or Officers;
- Provision of a wreath; and/or
- Placement of obituary notice.

Former Council Officer

That recognition be at the discretion of the Chief Executive Officer or Manager Governance and Corporate Support.

Other well known Citizens

Other well known citizens who have been of service to the Mornington Peninsula Shire or the former Shires of Mornington, Hastings and Flinders.

That recognition shall be in accordance with the direction of the Chief Executive Officer and will depend on each individual case.

Acknowledgement of Special Events or Achievements of Citizens, Councillors and Council Officers Policy

PROCEDURE	<p><u>Honours List</u></p> <p>Honours Lists are published in daily newspapers, usually followed by an article in local newspapers regarding awardees. The letters under Seal of Council should be forwarded after confirmation of the award.</p> <p><u>Acknowledgments</u></p> <p>Individual achievements of national significance may become known by various means - letters, media and interested persons. Council officers to confirm each one and where appropriate, report the matter to Council.</p> <p>Where the term of office of Councillors has ceased, Council officers shall research the person's service to the Municipality so that an appropriate letter of acknowledgment can be prepared and referred to Council for sealing.</p>
RESPONSIBILITY	<p>Manager – Governance and Corporate Support: For ensuring the policy and procedures are implemented and maintained.</p> <p>Chief Executive Officer and Manager – Governance and Corporate Support: For determining recognition of the death of persons as required in the Policy.</p> <p>Mayor and Councillor Support Coordinator: For preparing letters and arranging wreaths, flowers, cards etc. as necessary.</p>
RELATED POLICIES	Nil.
RELATED LEGISLATION	Nil.
REFERENCES	<ul style="list-style-type: none"> • Council files; and • Newspapers.
REVIEW	This Policy shall be subject to review within 12 months of the next general Council election to be held in October 2016.