



**CITY OF
BALLARAT**

Civic Recognition Policy

G&IS-GOV-08

**BALLARAT CITY COUNCIL
Town Hall
Sturt St
Ballarat VIC 3350
Tel. 5320 5500**

TABLE OF CONTENTS

1	DOCUMENT CONTROL INFORMATION	2
2	POLICY STATEMENT	3
3	OWNER	3
4	APPLICABILITY	3
5	DEFINITIONS	3
6	PROCEDURE AND GUIDANCE NOTES.....	4
7	COMPLIANCE RESPONSIBILITIES	5
8	CHARTER OF HUMAN RIGHTS COMPLIANCE.....	5
9	REFERENCES AND RELATED POLICIES	5
10	APPENDIX.....	5

1 DOCUMENT CONTROL INFORMATION

DOCUMENT CONTROL

Policy Name	Civic Recognition Policy
Business Unit	Governance
File Location	Location of policy in DocHub - Index
Document status	Adopted
Version	2.00
Version Date	27 July 2011
Next Review date	27 July 2014

DOCUMENT HISTORY

	Version	Date	Author
Original Policy	1.00	23 March 2008	Liana Thompson
Format Review	1.00	30 July 2008	Rebecca Grumley
Final Review	2.00	4 July 2011	Julie Savage
Adopted	2.00	27 July 2011	Council Resolution

2 POLICY STATEMENT

Intent:-

The intent of this policy is to set clear guidelines for determining and recognising community people and/or community organisations who undertake voluntary work or who dedicate time and effort to achieve benefits for the City of Ballarat community.

Civic Recognition may take the form of:

- a Council Certificate of Appreciation; or
- an item of public furniture being both suitable and available for the public benefit and located in a public space within the City of Ballarat and appropriately identified by an attached memorial plaque.

Persons and/or organisations may be awarded civic recognition by approval of the Leadership Team and Council.

Objectives:

- To recognise persons and/or organisations who go above and beyond their duty while completing voluntary work in the community;
- To provide a process for determining worthy recipients;

Statement:

Council or the community may at times recognise persons and/or organisations worthy of this award. This policy determines the procedures involved in recognising these awards.

3 OWNER

The owner of this policy is the Chief Executive Officer. The Manager Governance & Information Services administers this policy and all enquiries regarding this policy should be initially directed to Governance & Information Services.

4 APPLICABILITY

This policy applies to all Councillors, full-time and part-time employees, and may apply to contract, temporary and casual employees engaged by the Council.

This policy does not consider Citizen of the Year, Young Citizen of the Year & Community Event of the Year Awards as they are separate awards run in auspice with the National Australia Day Council and are given in each year on Australia Day. Nor does this policy address employee service awards, these awards are administered through People & Communities.

5 DEFINITIONS

Community – A person or organisation who are based within the City of Ballarat.

Certificate of Merit or Appreciation – Certificated signed by Mayor and CEO.

Public Furniture - seat, bench, shelter, fountain, tree, shrub, artwork or similar.

Public Space - a Council property, street, park or reserve located within City of Ballarat.

6 PROCEDURE AND GUIDANCE NOTES

Nomination for Awards

To be considered for Civic Recognition, the nominator must lodge a written proposal on the attached form to the Chief Executive Officer or the Mayor outlining the basis for the nomination.

Accordingly, recipient's of Civic Recognition will be limited to the following:

- an individual or organisation that has contributed very significantly to the cultural, political or social aspects of development within City of Ballarat;
- an individual or organisation strongly linked to City of Ballarat and its history;
- a significant anniversary of an event unique to the history and development of City Of Ballarat;

The relationship of the nominator should also be provided in the written submission.

Applications for public furniture should nominate a preferred site (general location) for the placement of the plaque or memorial furniture. Only sites that have relevance to the person, group or event being commemorated should be nominated. The applicant may be required to meet costs associated with the design, manufacture and installation of the plaque or memorial furniture. In some instances a contribution toward maintenance may also be a condition of approval. Council does not guarantee to retain or maintain the plaque or memorial furniture after a period of 5 years. Influencing factors will include the form of the memorial, the cost of maintenance and the public benefit of the item.

Approval for a nominated site will only be granted if consistent with Council's master-plan or strategic development framework for that site and the proposed plaque or memorial furniture being relevant to the site. A planning permit may be required for the construction of memorials. Smaller scale memorials in a park or a street eg seat with memorial plaque will need to be approved and installed by the Manager Parks. Botanical Gardens Curator will need to approve and install requests for smaller scale memorials within the Lake Wendouree area. A planning permit or local law permit is usually required for these smaller scale memorials.

The number and purpose of existing plaques and memorials, artworks, fountains and other objects in the vicinity of the proposed new plaque or memorial will also be taken in to account.

The Ballarat City Council has final approval of appropriate site/s and will determine the exact location of any plaque or memorial furniture.

All plaques and memorial furniture shall conform to Ballarat City Council plaque and memorial furniture design specification as adopted by Council from time to time.

Assessment of Nominations

The Manager Governance & Information Services will ensure that the nominations which meet the criteria will be submitted to Council to be considered in Section 89 of the Local Government Act 1989.

The Manager Governance & Information Services will notify the nominator as to the outcome of the Council resolution.

If the Council resolves to approve the awarding of the Certificate, the Mayor and Manager Governance & Information Services, in consultation with the nominator and if appropriate, the nominee, will determine a suitable function at which to make the presentation.

7 COMPLIANCE RESPONSIBILITIES

CEO
Mayor
Leadership Team
Manager Governance & Information Services

8 CHARTER OF HUMAN RIGHTS COMPLIANCE

This policy has a positive impact on the Human Right, equality.

9 REFERENCES AND RELATED POLICIES

Civic recognition policies produced by other Councils have been referenced during the completion of this policy.

	Include - Name, Reference and location of reference
Acts	NIL
Regulations	NIL
Codes of Practice	NIL
Guidance notes	Nil
Australian Standards	NIL
Related Policies	NIL

10 APPENDIX

Nomination Form

Nomination for Certificate of Merit and Appreciation

Person Being Nominated

Title: Surname: Given Names:

Home Address:

Post Code:

Phone (h): Mobile:

Date of Birth: Place of Birth:

Occupation or Relevant Position:

Business Name & Address:

..... Post Code:

Business Phone:

Details of Previous Honours and Awards:

.....

.....

Privacy Statement: All nominations are strictly confidential and the information provided will be used only to assist Council in considering the merits of the nomination. This information will only be kept until presentation of the Certificate. Should you wish to access or correct this information, please contact Council on 5320 5534.

Community Achievements, Activities and Information Supporting This Nomination

Please describe the nominee's outstanding service and include examples that best show their achievement and contribution. As a guide, you may wish to consider some of the following questions:

In what role has the nominee excelled?

How has the nominee demonstrated service worthy of recognition?

How has the nominee's contribution impacted on either a particular field, locality and/or the community?

Over what period has the nominee made a major contribution?

Has the nominee been recognised elsewhere?

Community Organisations/Memberships:

.....

.....

Information on the Nominee:

.....

.....

.....

.....

.....

.....

Information on the Nominee (Cont'd):

.....

.....

.....

(Supporting information may be attached to this nomination)

Your Personal Details:

Title: **Surname:**

Given Names:

Home Address:

..... **Post Code:**

Phone (h): **Mobile:**

E-mail Address:

Business Name & Address:

.....**Post Code:**

Business Phone:

Please indicate your preferred form of contact to you:

Relationship (if any) to nominee:

Signature:

Date:

**Details of Referees Who are Able to Make Direct Comment
on this Nomination**

1 Title: **Surname:** **Given Names:**

Home Address:

Post Code:

Phone (h): **Mobile:**

2 Title: **Surname:** **Given Names:**

Home Address:

Post Code:

Phone (h): **Mobile:**

3 Title: **Surname:** **Given Names:**

Home Address:

Post Code:

Phone (h): **Mobile:**

Upon completion of this form please forward by mail to:

The CEO, City of Ballarat, P0 Box 655, Ballarat, 3353.

(Please mark envelope as “**confidential**”)