

Anniversary Recognitions Policy

Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit	Governance and Organisational Planning and Development
Responsible Officer	Chief Executive Officer
Affected Business Units	Office of the Chief Executive Officer
ECM Document Set ID	4430140

Purpose

To provide a guideline for when anniversary and birthdays of residents of the City of Bayswater are recognised.

Definitions

Nil.

Policy Statement

1. The City of Bayswater shall provide a card and flowers up to the value of \$150 to residents of the community in recognition of birthdays and anniversaries as follows:
 - (a) Resident or family member shall make formal contact by phone or in writing to the City;
 - (b) Wedding anniversaries will be recognised as follows – 50th wedding anniversary and every ten year anniversary thereafter; and
 - (c) Birthdays will be recognised as follows – 90th birthday, 100th birthday and every birthday after 100 years.

Related Legislation

Nil.

Related Documentation

Nil.

Document details

Relevant delegations	Nil.
Risk evaluation	Low
Strategic link	Leadership and Governance

Provide Good Customer Service

Respond to the needs of our community in a respectful and timely way.

Council adoption	14 February 2006		
Next review due	28 March 2027		
Reviewed/modified	28 March 2023	Resolution	10.6.4.3
