

**1. Purpose & Scope**

- 1.1 Charters Towers Regional Council would like to officially recognise residents who celebrate the significant achievement of reaching their 100th birthday by planting a tree.
- 1.2 Recognition will be officially provided by allowing the recipient or their family to attend a ceremony to plant a Centenary Tree in a Council park or walkway.

**2. Commencement of Policy**

- 2.1 This Policy will commence from 23 February 2022.

**3. Application Of Policy**

- 3.1 The policy is to guide staff in officially recognising and celebrating residents who celebrate their 100th birthday milestone. The recognition will be made upon application from the individual or on behalf of the individual by family or friends.

**4. Definitions**

Term	Definition
<b>Centenary Tree</b>	A tree chosen from a Council approved species list.
<b>Ceremony</b>	A small tree planting Ceremony held at the planting site.
<b>Recipient</b>	A resident of the Charters Towers Region or an individual who no longer resides within the region who may have been born in the region or lived a majority of their lives within the region.

**5. Policy Provisions**

- 5.1. Awarding of a Centenary Tree is to recognise the significant achievement of the individual to the Charters Towers Region.

Criteria:

- This initiative is open to all residents of the Charters Towers Region who will be reaching the significant achievement of celebrating their 100th birthday.
- Recipients who did not apply on their 100th birthday may apply for a Centenary Tree on each subsequent birthday (eg 101st birthday or 106th birthday).
- Each recipient is only eligible for one tree.
- Individuals who no longer reside in the Charters Towers Region who may have been born in the region or lived a majority of their lives within the region, may have family who wish for them to be recognised by this initiative. Applicants reflecting this can still be submitted and recognition will be at the discretion of the Mayor and Chief Executive Officer or their respective designated delegates.

**5.2. Scope of Recognition**

- Recognition will be in the form of a tree and plaque identifying the birthday and recipient in a park or walkway chosen by Council.
- There will be no cost associated with the tree or ceremony to the recipient and/or applicant.
- Applications will be assessed by the Mayor and Chief Executive Officer or their respective designated delegates.
- Centenary Trees will be chosen from a Council approved species list and will be provided by Council and planted in a Council park or walkway.

**5.3. Ongoing Maintenance**

- The ongoing maintenance of the tree and plaque will be the responsibility of Council.
- No monuments or additional items will be allowed at the site of the tree.

**5.4. How To Apply:**

- Residents of the Charters Towers Region who are reaching the milestone of celebrating their 100th birthday or did not apply on their 100th birthday (refer to 5.1) are eligible to apply or anyone can apply on behalf of the resident to participate in this initiative.
- Applications should be submitted at least 6 weeks prior to the recipient’s birthday.
- Applications should be made on F0612 Recognition of Residents - Centenary Tree Application Form.

**5.5. Supporting Documentation:**

- A copy of the resident’s birth certificate; or
- A copy of the resident’s drivers’ licence or passport (even if expired) as long as the date of birth is visible; or
- A Statutory Declaration stating the resident’s date of birth.

**6. Variations**

6.1 CTRC reserves the right to vary, replace or terminate this Policy from time to time.

**Associated Documents**

- F0612 Recognition of Residents – Centenary Tree Application Form
- P0160/OCEO Recognition of Residents – Centenary Trees Species List

The document is to be reviewed upon changes to relevant legislation, or every two years if no changes have been required to be enacted.

Document Review			
<b>Date Adopted by Council</b>	23 February 2022	<b>Council Resolution</b>	3876
<b>Date Adopted by ELT</b>	N/A	<b>Next Review Date</b>	February 2026
<b>ECM No.</b>	4569814	<b>Document Contact</b>	Executive Services Manager