

City Recognition Policy

Policy - CP022

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Manager Governance & Performance	ELT	Council	March 2023	2023/0035
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1. The purpose of this policy is

To establish the circumstances under which the Mildura Rural City Council may bestow the honorary awards such as the 'Freedom of the City' and 'Key to the City' to worthy candidates.

2. Policy Statement

Mildura Rural City Council will, under appropriate circumstances, recognise and provide official recognition to individual(s) and group(s) for outstanding achievement or service to the community through the bestowing of the honorary award of 'Freedom of the City' or 'Key to the City'. The policy also caters for other awards in which community members are recognised for their contribution.

3. Principles

There are two primary categories of honorary recognition that are defined as follows:

- Freedom of the City

This is an honorary award bestowed upon an individual or organisation in recognition of outstanding community contribution, high service of community duty and public spirit. It is relevant to residents or former residents of this municipality.

The following shall apply:

- bestowing of the award 'Freedom of the City' will only be by resolution of Council and in accordance with this policy;
- consideration of the bestowing of such an award should stem only from either recommendation from the community or Council;
- all scrolls of recognition are to be signed by the Mayor and Chief Executive Officer;

- bestowing of 'Freedom of the City' shall be limited in number to maintain both the significance and prestige of the title;
- there will be no more than five living recipients in this category;
- any presentation is to be made at an appropriate Civic Ceremony especially held for the purpose and hosted by Council; and
- the award of 'Freedom of the City' may be presented to organisations or individuals as deemed appropriate, however the following selection criteria should be considered:
 - benefit of contribution to the community;
 - personal integrity;
 - demonstrated public spirit; and
 - level of community service (impact, duration etc).
- Key to the City

This is an honour bestowed upon an individual in recognition of outstanding achievement in any field (for example sport, entertainment, community or humanitarian work).

The following shall apply:

- bestowing the 'Key to the City' will only be by resolution of Council and in accordance with this policy;
- consideration or presenting the 'Key to the City' should stem only from recommendation from either the community or Council;
- there will be no more than three living recipients in this category
- any presentation is to be made at an appropriate Civic Ceremony especially held for the purpose and hosted by Council; and
- the title of 'Key to the City' may be presented to individuals as deemed appropriate, however the following selection criteria should be considered:
 - contribution to the community or;
 - outstanding achievement in any field;
 - personal Integrity; and
 - affiliation with the Mildura Municipality.

4. Nomination Procedure

To preserve the integrity and importance of the honorary awards Freedom of the City, or Key to the City, the following nomination procedure shall apply:

- Nominations for either category should clearly outline, in chronological order, the history of contribution by the person/organisation being nominated;
- Nominations must be made in writing to the Chief Executive Officer;
- Upon assessment of the nomination, it will be presented to a Confidential Council Meeting for a decision by Council;
- Should the nomination be accepted by Council, the title will be presented to the nominee at an appropriate Civic Ceremony;

- Nominations which are not accepted by Council may be resubmitted with additional supportive information for consideration after a minimum period of six months.

5. Process for removal of honour

Council by resolution, may revoke the honorary award of Freedom of the City or Key to the City in the event a recipient is found guilty of a criminal offence, or for any other matter, which Council considers to have caused embarrassment, or damage to the reputation of Council and/or the municipality, or that the ongoing recognition of such a title is deemed inappropriate.

6. Alternative Civic Recognitions

In addition to the awards of 'Freedom to the City' and 'Key to the City', there are a range of alternative civic recognitions which may also be bestowed upon individuals or groups, these include:

Australia Day Awards

- Council recognises contributions from individuals or community groups through the annual Australia Day Awards. These awards publicly acknowledge local heroes, whose dedication and contributions may otherwise go unnoticed. Recipients of these awards are announced by the Mayor at Council's official Australia Day celebrations on 26 January each year. There are three award categories:
 - Citizen of the Year
 - Young Citizen of the Year
 - Community Event or Project of the Year

Nominations are invited from the community and follow a set Nomination Criteria. There is a specific nomination period - when nominations are open and when they close, and an Australia Day Awards Selection Panel – generally consisting of all Councillors, but can consist of between 3 and 5 Councillors at the Mayor's discretion. The Panel assess the nominations and make a recommendation for approval at the December Confidential Council Meeting.

Elliott Award

- The annual Elliott Award recognises individuals who have made an outstanding contribution to the arts in our community, particularly where that contribution has not previously been formally acknowledged.

Recipients of the Elliott Award have been recognised for their length of service to the arts and breadth of their contribution throughout the term of their involvement in the arts; the encouragement and nurturing of children and youth in arts practice; the championing of arts involvement to the broader community; and the creation of a significant positive community legacy in the development of the arts in our community.

Nominations are invited from the community and follow a set Selection Criteria. There is a specific nomination period - when nominations are open and when they close.

The Elliott Award is awarded by the Mildura Arts and Culture Advisory Committee.

Band Rotunda Memorial Plinth

- The Band Rotunda Memorial Plinth recognises individuals who have passed and that have made an outstanding musical contribution to our local community.

Recipients are recognised through the addition of their name on an individual plaque placed on a dedicated plinth located at the Deakin Ave Band Rotunda.

Nominations are invited from the community and follow a set Selection Criteria which reviews the candidate's significant positive musical legacy in our community. There nomination period is specified annually and detail when nominations are open and when they close. A panel assess the nominations and make a recommendation for approval at the appropriate Confidential Council Meeting.

7. Who is responsible for implementing this policy?

Manager Governance & Performance

8. Definitions

Freedom of the City The honorary award bestowed upon an individual or organisation in recognition of outstanding community contribution, high service of community duty and public spirit.

Relevant to residents or former residents of the municipality.

Key to the City The honour bestowed upon an individual or organisation in recognition of outstanding achievement in any field.

Scroll An illuminated scroll certificate of A4 size depicting Council's logo, Council seal and a suitable inscription.

9. Legislation and other references

9.1 Legislation

- Nil

9.2 Documents

This Policy is implemented in conjunction with the following documents:

- Freedom of the City Scroll; and
- Keys to the City Scroll.

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9.3 Risk Assessment Reference

Risk Category	✓	Risk Category	✓
Asset Management		Financial Sustainability	
Committees		Human Resource Management	
Compliance – Legal & Regulatory		Leadership & Organisational Culture	✓
Contract Management		Occupational Health & Safety	
Contract Tendering & Procurement		Organisational Risk Management	
Corporate Governance	✓	Project Management	
Environmental Sustainability		Public Image and Reputation	✓