

# Community Member Recognition and Civic Functions Policy

## **PURPOSE**

To establish the framework for the recognition by the Council of significant contributions to the municipality and the region by community members or organisations (including former residents).

## **SCOPE**

The policy applies to requests to hold a civic event in recognition of a significant contribution or achievement by a community member or organisation.

The policy applies to the Mayor and/or Council approving the holding of civic events.

## **POLICY**

This policy seeks to provide a framework for the recognition of significant achievement by members of the community.

The types of recognition and functions related to this policy are outlined below.

### **Freedom of Entry to the City of Launceston**

Freedom of Entry is the highest honour the City can confer on an Australian military or civilian unit. Once conferred, the Freedom of Entry gives the *Title, Privilege, Honour and Distinction of march through the streets of the City of Launceston on all ceremonial occasions with swords drawn, bayonets fixed, colours flying, drums beating and band playing.*

#### ***Eligibility Criteria:***

Freedom of Entry to the City of Launceston is restricted to Australian military and civilian units which have, through their command, a significant attachment to the City of Launceston.

The granting of Freedom of Entry is conferred in recognition of a unit's achievement while on active service or overseas duty or as a mark of respect and gratitude for their efforts in defence of Australia.

The normal military protocol applies for the conferring of the Freedom of the City.

#### ***Decision Making:***

As granting Freedom of Entry is the highest honour Council can bestow on an Australian military, nominations are considered on a case by case basis. Council will consider nominations at a Closed Council meeting and determine to grant or refuse conferral of the honour of Freedom of Entry to the City.

### **Honorary Freeman of the City of Launceston**

This is the most prestigious form of honour or recognition the City can place on an individual. It is a title given only in rare and exceptional circumstances to those who have made an outstanding and exceptional contribution to the community.

The title *Freeman of the City* is an historic one and may be conferred on women and men.

The following criteria shall be taken into account when consideration is being given to the conferring of the title of Honorary Freeman of the City of Launceston.

***Eligibility Criteria:***

1. Recipients should either be Launceston born or more importantly have lived in the Launceston area for a significant part of their life (at least 20 years).
2. Honorary Freeman of the City should not be conferred more than once every five years, except in exceptional circumstances.
3. The recipient must have given outstanding service to the City of Launceston in at least two of the following areas:

Government Bodies

Federal Government

State Government

Local Government

Semi-Government Authorities

Community Service

Charitable

Business

Sporting

Cultural

The only exception to this would be in the case of those who have held high political office in Tasmania or Australia.

4. Recipients should have played a significant role in Australia wide or Tasmania wide organisations.
5. The nominee's exceptional service must be recognised as a matter of public record.
6. The nominee's endeavours must have clearly benefited the Launceston Community.
7. The title shall not be bestowed on anyone holding the office of Councillor of the City of Launceston.

**Key to the City of Launceston**

Conferral of the Key to the City of Launceston is a high honour, though it conveys no legal right. The honour of the Key to the City is conferred through presentation of a commemorative key mounted on a plaque.

The decision to bestow this honour is often spontaneous and has traditionally been used to provide an opportunity for mass public recognition.

***Eligibility Criteria:***

1. Nominees must either be Launceston born or more importantly have lived in the Launceston area for significant part of their life (at least 20 years).
2. The recipient must be a group/individual with a highly recognised national and/or international profile.
3. The recipient must have made a nationally/internationally recognised achievement in sport, cultural or humanitarian work.
4. The recipient must be prepared to act as an ambassador for Launceston.

***Decision Making:***

Council will consider nominations at a Closed Council Meeting and determine to grant or refuse conferral of the honour of the Key to the City.

The nominee's acceptance of the honour is to be confirmed prior to public announcement.

## **Civic Reception**

A civic reception is an event or function hosted by the Mayor which recognises an important occasion or circumstance.

### **Eligibility Criteria:**

#### **Visiting Dignitaries**

Visits to Launceston by Royalty, Vice-Regal, Ambassador, Prime Minister, Premier and Politicians and Sister City dignitaries.

#### **Recognition of significant contribution by a community organisation**

Community organisations must continuously carry out work for the economic, cultural and/or charitable well-being of Launceston's community. In all cases the groups are non-profit. No period under 20 years is recognised and it is normal to recognise 10 year intervals.

#### **Recognition of Individual Outstanding Achievement/Service**

A civic event may be held in recognition of outstanding achievement/service and is reserved for high levels of excellence in any field.

#### **Conventions, Conferences, Championships and Major Events**

(In accordance with Policy 05-PI-013)

No further payment or in-kind support (eg. Event Sponsorship, Community Grant, road closure fees, hire of Council venues or Civic Receptions) will be provided beyond that detailed above.

A request for a civic reception for delegates attending conventions, conferences, championships and major events in the City may be approved as part of a successful application, if requested, with all costs covered by the applicant up to a maximum of 100 people.

### **Decision Making:**

Recognition provided:

#### **On the decision of the Mayor**

- informal Mayoral function and gift
- formal Civic Reception

#### **On the decision of Council**

- public plaque, sculpture or art work in accordance with Plaques and Memorials in Public Open Space Policy (26-Plx-020)

Areas of significant service or achievement:

- Defence or peace keeping services
- Sporting or cultural excellence
- Community service including charitable activities
- Commercial activity or economic benefit to the region

Pre-requisites for recognition:

- Significantly contributed to the City in one of the areas of significant service or achievement
- Viewed as promoting or identified with the City
- Support from relevant reference organisations (eg. RSL Club, sporting bodies, etc.)

In determining the recognition provided the Council will consider the significance of the service in the context of the activity.

The Council will consider any other recognition from other levels of government and consider whether further recognition would complement or duplicate this.

### **Community Recognition Awards**

The Community Recognition Awards aim to recognise Australian citizens who have made a significant contribution to the Launceston municipal area through volunteer work and/or paid employment (in which case the contribution is significantly beyond what is normally expected without recompense or reward).

#### **1. Citizen and Young Citizen of the Year Awards**

- The award should be given to a person who has made a significant contribution in the Launceston area.
- The nominee must reside in the Launceston municipal area and be an Australian citizen.
- A person can only receive one Citizen/Young Citizen Award during their lifetime.
- A person must be 27 years of age or older (Citizen Award) or under 27 years of age (Young Citizen Award) on 1 January.

#### ***Eligibility criteria:***

##### **1.1 Criteria for Citizen Award**

All nominations received will be assessed against the following criteria:

- The impact of the person's contribution to either a particular field, locality, group, community or humanity at large.
- The period of time that the person has made a major commitment.
- Whether the person's contribution has been recognised elsewhere (eg. in the media, by other awards, interest groups or local councils).
- The level of excellence that the person has demonstrated in their chosen field.
- The person has contributed service that is worthy of recognition.

#### **2. Criteria for Sports Award**

Persons can be nominated for a Sports Awards for any of the following criteria:

- Persons who have a noteworthy record of achievement in sport.
- Persons who have made a significant contribution to sport as a coach, official or administrator.
- A person can only receive one Sports Award during his/her lifetime.
- It is not necessary for the nominee for the Sports Award to reside in the Launceston municipality, but they should reside in the Greater Launceston area and have contributed to sport in the city of Launceston.

#### **3. Criteria for Community Event of the Year Award**

Consideration is given, but not limited to, the following selection criteria:

- the event must be held in the Launceston municipality.
- benefit to the community, ie. how the event *gave back* to the community;
- the amount of hours spent organising and running the event;

The number of community volunteers who assisted with organising and/or running the event:

- number of attendees at the event;
- where were the proceeds (if any) allocated;
- accessibility to the event; and
- cost to enter the event.

### **Decision Making:**

Nominations will be assessed by a panel of Councillors and will remain confidential until the announcement of the Awards.

The nominee's acceptance of the honour is to be confirmed prior to public announcement.

### **Annuling an Award**

In the rare event that an Award has been brought into disrepute or that the reputation of the Office of the Mayor and/or Council more generally is damaged because of the actions of the recipient, Council has the right to vote to annul the Award and seek the return of any presentation item.

The criteria for annulling the Award from an individual or group include any of the following:

1. a recipient is found to have a criminal conviction or is found guilty in a court of law anywhere in the world. Alternatively a group receiving the Award has been brought into disrepute;
2. there is verifiable evidence to suggest the award was made on the basis of false information provided during the data-gathering process; and
3. there are other verifiable grounds on which it can be argued that the status of the Award, the Office of the Mayor and/or Council has been undermined in some way by the actions of the recipient(s).

The revocation of an Award is likely to be considered in the closed session of a Council Meeting, pursuant to regulation 15(2)(g) of the *Local Government (Meeting Procedures) Regulations 2015*.

The name of the recipient will be removed from any Honour Board or publication following a determination by Council to revoke the Award.

Annuling an Award is a serious matter. The recipient shall be advised of the intention to annul the Award prior to the decision of Council. The Council's intention is to maintain the integrity and value of the Awards rather than punish the recipient.

### **PRINCIPLES**

The policy objective is to recognise significant or outstanding achievement through public acknowledgement. The application of the policy must ensure that the thresholds for the different types or levels of recognition appropriately acknowledge the achievements.

If applied inappropriately or inconsistently then the importance of the recognition may be diminished.

Recognition activities may only be approved by the Mayor if the date of the reception or function falls within the Mayor's current term or three months after the end of his/her current term of office. All other requests are to be decided upon by Council.

The Council's organisational values apply to all activities.

## **ORGANISATIONAL VALUES:**



**Our people  
matter**



**We care about  
our community**



**We bring an  
open mind**



**We go home  
safe and well**

## **RELATED POLICIES AND PROCEDURES**

Volunteers Recognition Policy (04-PI-003)

Mayoral Communication Flowchart (17-HLP-002)

Communications Writing and Sign off Procedure (05-Pr-009)

Community Grants (Organisations) Policy (05-PI-018)

Community Grants Individuals-Teams-Groups Policy (05-PI-019)

Events Sponsorship Policy (05-PI-012)

Conferences Conventions and Championships Incentives Policy (05-PI-013)

Plaques and Memorials in Public Open Space Policy (26-Plx-020)

## **RELATED LEGISLATION**

Not Applicable

## **REFERENCES**

Not Applicable

## **DEFINITIONS**

Civic Events - activities organised in the name of the Council and presided over by the Mayor or Council delegate.

Community Member - Includes current and former residents of the municipality and may include the region.

## **REVIEW**

This policy will be reviewed no more than five years after the date of approval (version) or more frequently, if dictated by operational demands and with Council's approval.