

CP 4.3 CIVIC CEREMONIES	CP 4.3 CIVIC CEREMONIES	
CURRENT POLICY STATEMENT	PROPOSED	CHANGE NOTES
<p>SUSTAINABILITY THEME Governance</p>	<p>SUSTAINABILITY THEME Governance</p>	No change
<p>OBJECTIVES To provide a process which governs ceremonial functions, by which council can formally recognize outstanding contributions, achievements and meritorious service to the community of the City of Greater Geraldton.</p>	<p>OBJECTIVE To provide a process which governs ceremonial functions, by which council can formally recognise outstanding contributions, achievements and meritorious service to the community of the City of Greater Geraldton.</p>	Spelling - recognise
<p>POLICY STATEMENT City of Greater Geraldton will conduct various civic functions and ceremonies from time to time, as the need arises. This policy provides guidance on the nomination and approval process applicable to particular civic honors, functions and award ceremonies.</p>	<p>POLICY STATEMENT City of Greater Geraldton will conduct various civic functions and ceremonies from time to time, as the need arises. This policy provides guidance on the nomination and approval process applicable to particular civic honors, functions and award ceremonies.</p>	No change
<p>POLICY DETAILS 1. Honorary Freeman of the City of Greater Geraldton Council may bestow the honorary title of Freeman of the City upon a person for their contribution and dedication to the community on a continuous basis for greater than 15 years, in an outstanding and meritorious manner. This prestigious honour will not be awarded regularly but only on rare and exceptional occasions.</p>	<p>POLICY DETAILS 1. Honorary Freeman of the City of Greater Geraldton Council may bestow the honorary title of Freeman of the City upon a person for their contribution and dedication to the community on a continuous basis for greater than 15 years, in an outstanding and meritorious manner. This prestigious honour will not be awarded regularly but only on rare and exceptional occasions.</p>	No change
<p>Nomination Criteria The title of the Freeman of the City may be conferred on any person:</p> <ul style="list-style-type: none"> 1.1. Whose exceptional service to the community is a matter of public record; and 1.2. Who has identifiable and long-standing connections with the community in the City of Greater Geraldton or its former entities; and 1.3. Whose personal endeavours have benefited the community in an outstanding and meritorious manner that stands above contributions of most other persons in assisting in both the advancement of the City's strategic direction and the provision of benefits for the greater community. 	<p>Nomination Criteria The title of the Freeman of the City may be conferred on any person:</p> <ul style="list-style-type: none"> 1.1. Whose exceptional service to the community is a matter of public record; and 1.2. Who has identifiable and long-standing connections with the community in the City of Greater Geraldton or its former entities; and 1.3. Whose personal endeavours have benefited the community in an outstanding and meritorious manner that stands above contributions of most other persons in assisting in both the advancement of the City's strategic direction and the provision of benefits for the greater community. 	No change
<p>Entitlements</p> <ul style="list-style-type: none"> 1.4. Any person upon whom the title Honorary Freeman of the City has been conferred may designate him/herself "Honorary Freeman of the City of Greater Geraldton". 1.5. The recipient shall be presented with a special badge which identifies them as Freeman of the City along with a plaque and certificate to commemorate receiving the award. 1.6. Any Honorary Freeman of the City shall be invited to all subsequent formal Civic functions conducted by the City. 	<p>Entitlements</p> <ul style="list-style-type: none"> 1.4. Any person upon whom the title Honorary Freeman of the City has been conferred may designate him/herself "Honorary Freeman of the City of Greater Geraldton". 1.5. The recipient shall be presented with a special badge which identifies them as Freeman of the City along with a plaque and certificate to commemorate receiving the award. 1.6. Any Honorary Freeman of the City shall be invited to all subsequent formal Civic functions conducted by the City. 	No change
<p>Limitations on Holders of Award</p>	<p>Limitations on Holders of Award</p>	No change

<p>1.7. To avoid any potential perception of bias, the title of “Honorary Freeman of the City of Greater Geraldton” shall not be bestowed on any person currently holding the office of Councillor at the City.</p> <p>1.8. In recognition of the standing of this award a maximum of 10 living persons only may hold the title “Honorary Freeman of the City of Greater Geraldton”, at any one time.</p>	<p>1.7. To avoid any potential perception of bias, the title of “Honorary Freeman of the City of Greater Geraldton” shall not be bestowed on any person currently holding the office of Councillor at the City.</p> <p>1.8. In recognition of the standing of this award a maximum of 10 living persons only may hold the title “Honorary Freeman of the City of Greater Geraldton”, at any one time.</p>	
<p>Nomination Procedure</p> <p>To preserve the integrity and importance of bestowing the honour of “Honorary Freeman of the City of Greater Geraldton” upon an individual, the following procedure shall be adopted:</p> <p>1.9. Nominations for an “Honorary Freeman of the City of Greater Geraldton” clearly outlining in chronological order the history of community service of the person being nominated, must be made in writing to the Chief Executive Officer in the strictest confidence.</p> <p>1.10. Any resident or elector of the City may make a nomination but it must be sponsored by an Elected Member and supported in writing by at least three Elected Members.</p> <p>1.11. A nominee must not be made aware of their nomination.</p> <p>1.12. On receipt of the nomination, the Chief Executive Officer will circulate the nomination to Elected Members for consideration on a strictly confidential basis.</p> <p>1.13. Elected Members shall have reasonable time, being no less than two weeks, to consider the proposal.</p> <p>1.14. If an Elected Member expresses an objection to the nomination that Elected Member must give their reasons for the objection in writing to the Chief Executive Officer within the prescribed timeframe. Elected Members who do not formerly respond in writing will be presumed not to object to the proposal.</p> <p>1.15. Any nominations received will be validated and the finding presented at a meeting of Council behind closed doors, with recommendation to approve/not approve a nominee for the award.</p> <p>1.16. The Chief Executive Officer will submit a confidential report to a meeting of Council with details of the nomination, including any objections raised, for determination by Council behind closed doors. Any decision to support the nomination shall be resolved by an absolute majority of Council.</p> <p>1.17. The nominee’s name and identifying information will be maintained as ‘confidential’ in all meeting papers.</p> <p>1.18. In the event Council supports the nomination, prior to any announcement, the Chief Executive Officer shall make personal contact with the nominee to confirm their acceptance of the honour.</p> <p>1.19. Should the nomination be supported and accepted the award shall be presented to the nominee at a Civic Function.</p>	<p>Nomination Procedure</p> <p>To preserve the integrity and importance of bestowing the honour of “Honorary Freeman of the City of Greater Geraldton” upon an individual, the following procedure shall be adopted:</p> <p>1.9. Nominations for an “Honorary Freeman of the City of Greater Geraldton” clearly outlining in chronological order the history of community service of the person being nominated, must be made in writing to the Chief Executive Officer in the strictest confidence.</p> <p>1.10. Any resident or elector of the City may make a nomination but it must be sponsored by an Elected Member and supported in writing by at least three Elected Members.</p> <p>1.11. A nominee must not be made aware of their nomination.</p> <p>1.12. On receipt of the nomination, the Chief Executive Officer will circulate the nomination to Elected Members for consideration on a strictly confidential basis.</p> <p>1.13. Elected Members shall have reasonable time, being no less than two weeks, to consider the proposal.</p> <p>1.14. If an Elected Member expresses an objection to the nomination that Elected Member must give their reasons for the objection in writing to the Chief Executive Officer within the prescribed timeframe. Elected Members who do not formerly respond in writing will be presumed not to object to the proposal.</p> <p>1.15. Any nominations received will be validated and the finding presented at a meeting of Council behind closed doors, with recommendation to approve/not approve a nominee for the award.</p> <p>1.16. The Chief Executive Officer will submit a confidential report to a meeting of Council with details of the nomination, including any objections raised, for determination by Council behind closed doors. Any decision to support the nomination shall be resolved by an absolute majority of Council.</p> <p>1.17. The nominee’s name and identifying information will be maintained as ‘confidential’ in all meeting papers.</p> <p>1.18. In the event Council supports the nomination, prior to any announcement, the Chief Executive Officer shall make personal contact with the nominee to confirm their acceptance of the honour.</p> <p>1.19. Should the nomination be supported and accepted the award shall be presented to the nominee at a Civic Function.</p>	<p>No change</p>
<p>2. Keys to the City</p> <p>The granting of the Keys to the City is a symbolic presentation, which represents the highest honour that a city can confer on an individual or an organisation.</p> <p>The tradition of using a key dates back to medieval times, when many cities were enclosed within walled fortifications. The key symbolised the political relationship between a city and the King/Queen or ruler of the land on which the city was located. When that ruler visited the city for the first time after assuming power, the authorities would formally greet him/her at the gates and hand over a key to signify that the city was now under his/her control. The key would then be returned by the ruler to the city authorities to acknowledge that he/she intended to respect the political authority of those who administered the city.</p>	<p>2. Keys to the City</p> <p>The granting of the Keys to the City is a symbolic presentation, which represents the highest honour that a city can confer on an individual or an organisation.</p> <p>The tradition of using a key dates back to medieval times, when many cities were enclosed within walled fortifications. The key symbolised the political relationship between a city and the King/Queen or ruler of the land on which the city was located. When that ruler visited the city for the first time after assuming power, the authorities would formally greet him/her at the gates and hand over a key to signify that the city was now under his/her control. The key would then be returned by the ruler to the city authorities to acknowledge that he/she intended to respect the political authority of those who administered the city.</p>	<p>No change</p>

<p>The Keys to the City of Greater Geraldton is traditionally presented by the Mayor at a civic ceremony to acknowledge the contribution of an individual or organisation in furthering the ideals of the City, or to recognise outstanding achievement in sport or humanitarian work at an international level.</p>	<p>The Keys to the City of Greater Geraldton is traditionally presented by the Mayor at a civic ceremony to acknowledge the contribution of an individual or organisation in furthering the ideals of the City, or to recognise outstanding achievement in sport or humanitarian work at an international level.</p>	
<ul style="list-style-type: none"> 2.1. Keys to the City will be awarded to an individual or organisation in furthering the ideals of the City of Greater Geraldton, or to recognise outstanding achievement in sport or humanitarian work at an international level. 2.2. Individuals or organisations may apply to the City of Greater Geraldton to receive Keys to the City, or alternatively Council may grant Keys to the City without an application. 2.3. Granting of Keys to the City is to be determined by absolute majority of Council. 2.4. All applications must be formalised on the Keys to the City form by the applicant forwarding the form, marked attention to the CEO. This form needs to be received 8 weeks before the date of the event. 2.5. A civic function may be granted in conjunction with Keys to the City event. The Mayor, in conjunction with the Chief Executive Officer, shall determine the date, time, location and invitation list. 2.6. The applicant will be advised of the outcome after the Council resolution within 5 working days. If approved, the applicant will be notified of the particulars of the function. 2.7. An appropriate certificate with a gift symbolising the event may be given. 	<ul style="list-style-type: none"> 2.1. Keys to the City will be awarded to an individual or organisation in furthering the ideals of the City of Greater Geraldton, or to recognise outstanding achievement in sport or humanitarian work at an international level. 2.2. Individuals or organisations may apply to the City of Greater Geraldton to receive Keys to the City, or alternatively Council may grant Keys to the City without an application. 2.3. All applications must be formalised on the Request for Keys to the City form by the applicant forwarding the form, marked attention to the CEO. This form needs to be received 8 weeks before the date of the event. 2.4. Granting of Keys to the City is to be determined by absolute majority of Council. 2.5. A civic function may be granted in conjunction with a Keys to the City event. The Mayor, together with the Chief Executive Officer, shall determine the date, time, location and invitation list. 2.6. The applicant will be advised of the outcome after the Council resolution and within 5 working days. If approved, the applicant will be notified of the particulars of the function. 2.7. An appropriate certificate with a gift symbolising the event may be given. 	<p>Switched order of clause 2.3 and 2.4.</p> <p>Clause 2.3 - Updated application form title.</p> <p>Clause 2.5 – Improved wording</p>
<p>3. Freedom of Entry</p> <p>Freedom of Entry to the City of Greater Geraldton is a ceremonial honour, which became popular during the nineteenth century and draws some inspiration from medieval history. A military or civilian unit accorded this privilege is granted the right of entry to the City "with bayonets fixed, colours flying and drums beating".</p> <p>This award is restricted to Australian military and civilian units that have, through their command, a significant attachment to the City of Greater Geraldton. It is conferred in recognition of their achievement while on active service or overseas duty or as a mark of respect and gratitude for their efforts in the defence of Australia. Freedom of Entry to the City of Greater Geraldton is celebrated with a parade of the unit through the streets.</p>	<p>3. Freedom of Entry</p> <p>Freedom of Entry to the City of Greater Geraldton is a ceremonial honour, which became popular during the nineteenth century and draws some inspiration from medieval history. A military or civilian unit accorded this privilege is granted the right of entry to the City "with bayonets fixed, colours flying and drums beating".</p> <p>This award is restricted to Australian military and civilian units that have, through their command, a significant attachment to the City of Greater Geraldton. It is conferred in recognition of their achievement while on active service or overseas duty or as a mark of respect and gratitude for their efforts in the defence of Australia. Freedom of Entry to the City of Greater Geraldton is celebrated with a parade of the unit through the streets.</p>	<p>No Change</p>
<ul style="list-style-type: none"> 3.1. Freedom of Entry is restricted to Australian military and civilian units which have, through their command, a significant attachment to the City of Greater Geraldton. 3.2. Individuals or organisations may apply to the City of Greater Geraldton to receive Freedom of Entry, or alternatively Council may grant Freedom of Entry without an application. 3.3. Granting of Freedom of Entry to the City is to be determined by absolute majority of Council. 3.4. All applications must be formalised on the Freedom of Entry form by the applicant forwarding the form, marked attention to the CEO. This form needs to be received 8 weeks before the date of the event. 3.5. A civic function may be granted in conjunction with Freedom of Entry event. The Mayor, in conjunction with the Chief Executive Officer, shall determine the date, time, location and invitation list. 3.6. The applicant will be advised of the outcome after the Council resolution within 5 working days. If approved, the applicant will be notified of the particulars of the function. 3.7. An appropriate certificate with a gift symbolising the event may be given. 	<ul style="list-style-type: none"> 3.1. Freedom of Entry is restricted to Australian military and civilian units which have, through their command, a significant attachment to the City of Greater Geraldton. 3.2. Individuals or organisations may apply to the City of Greater Geraldton to receive Freedom of Entry, or alternatively Council may grant Freedom of Entry without an application. 3.3. All applications must be formalised on the Request for Freedom of Entry form by the applicant forwarding the form, marked attention to the CEO. This form needs to be received 8 weeks before the date of the event. 3.4. Granting of Freedom of Entry to the City is to be determined by absolute majority of Council. 3.5. A civic function may be granted in conjunction with Freedom of Entry event. The Mayor, together with the Chief Executive Officer, shall determine the date, time, location and invitation list. 3.6. The applicant will be advised of the outcome after the Council resolution within 5 working days. If approved, the applicant will be notified of the particulars of the function. 3.7. An appropriate certificate with a gift symbolising the event may be given. 	<p>Switched order of clause 3.3 and 3.4.</p> <p>Clause 3.3 – Updated application form title.</p> <p>Clause 3.5 – Improved wording</p>

<p>4. Australia Day Community Citizen of the Year Awards Selection</p> <p>The Australia Day Council of Western Australia provides the guidelines for the Community Citizen of the Year awards. These awards focus on community contribution and participation rather than personal achievement. The Community Citizen of the Year awards are administered by the City of Greater Geraldton as a joint initiative between the City, WALGA and the Office of Premier and Cabinet.</p> <p>The Community Citizen of the Year awards foster, recognise and celebrate significant contributions to community in the City of Greater Geraldton in the locations of Geraldton and Mullewa in the following categories:</p> <ul style="list-style-type: none"> • Community Citizen of the Year • Community Citizen Award for a person under 26 year • Community Citizen of the Year for Seniors – 55 and over • Active Citizenship Award for a community group or event 	<p>4. Australia Day Community Citizen of the Year Awards Selection</p> <p>The Australia Day Council of Western Australia provides the guidelines for the Community Citizen of the Year Awards. These awards focus on community contribution and participation rather than personal achievement. The Community Citizen of the Year Awards are administered by the City of Greater Geraldton as a joint initiative between the City, Australia Day Council WA and Department of Local Government, Sport and Cultural Industries - Office of Multicultural Interests.</p> <p>The Community Citizen of the Year Awards foster, recognise and celebrate significant contributions to community in the City of Greater Geraldton in the locations of Geraldton and Mullewa in the following categories:</p> <ul style="list-style-type: none"> • Community Citizen of the Year • Community Citizen of the Year – Youth (26 and under) • Community Citizen of the Year – Senior (55 and over) • Active Citizen of the Year – Group or Event 	<p>A change in departments took place from the Office of Premier and Cabinet to Department of Local Government, Sport and Cultural Industries - Office of Multicultural Interests. Paragraph amended to reflect this, which also entailed the change of categories from Premier Awards to Community Citizen Awards.</p>
<p>In addition to the Premier's Awards, The City of Greater Geraldton also coordinates the Young Achiever of the Year Award. This award seeks to foster, recognise and celebrate significant contributions to community life and active citizenship of a person 21 years and under in the City of Greater Geraldton.</p>	<p>In addition to the Community Citizen of the Year Awards, the City of Greater Geraldton coordinates the Young Achiever of the Year Award. This award seeks to foster, recognise and celebrate significant contributions to community life and active citizenship of a person who is aged 18 years and below and currently enrolled as a student in the City of Greater Geraldton. This award is in addition to the four Community Citizen of the Year Award categories.</p>	<p>Change from Premier's Awards to Community Citizen of the Year Awards, due to the change in departments as detailed above.</p> <p>Change to age category from U21 years old to 18 years and below and a school student. This category does not receive votes due to it being so close to the U26 year old category. Opening this up to students will hopefully encourage more nominations.</p>
<p>4.1. Award recipients will be people and groups who have made a noteworthy contribution during the current year, or given outstanding service to the local community over a number of years through active involvement.</p>	<p>4.1. Award recipients will be people and groups who have made a noteworthy contribution during the current year, or given outstanding service to the local community over a number of years through active involvement.</p>	<p>No change</p>
<p>4.2. The City of Greater Geraldton invites nominations for the awards from community groups and private citizens.</p>	<p>4.2. The City of Greater Geraldton invites nominations for the awards from community groups and private citizens.</p>	<p>No Change</p>
<p>4.3. Nominations will close in early December annually.</p>	<p>4.3. Nominations will close on the 31 October annually.</p>	<p>Date change due to the change in Government departments.</p>
<p>4.4. Nomination forms are to have a nominator as well as another person to support the nomination.</p>	<p>This clause to be removed from the policy.</p>	<p>This is not applicable and makes the process less appealing.</p>
<p>4.5. The selection panel will comprise two Staff Representatives and the winners of the previous years' awards.</p>	<p>4.4. The selection panel will comprise of a minimum of four CGG Councillors.</p>	<p>The process of having the previous year's winners was time</p>

		consuming due to winners not being available.
4.6. The selection panel will make recommendations to the City.	This clause to be removed from the policy.	Not required if selection panel is made up of Councillors - they would be reporting to themselves.
4.7. The nominees will be judged according to the following criteria; 4.7.1. Made a significant contribution to the local community. 4.7.2. Demonstrated leadership on a community issue resulting in the enhancement of community life. 4.7.3. Established a significant initiative which has brought about positive change and added value to community life. 4.7.4. Demonstrated inspiring qualities as a role model for the community.	4.5. The nominees will be judged according to the following criteria: 4.5.1. Made a significant contribution to the local community. 4.5.2. Demonstrated leadership on a community issue resulting in the enhancement of community life. 4.5.3. Established a significant initiative which has brought about positive change and added value to community life. 4.5.4. Demonstrated inspiring qualities as a role model for the community.	No Change
4.8. Nominees must meet the following eligibility criteria: 4.8.1. Nominees should reside or work principally within the City of Greater Geraldton. 4.8.2. Awards may be granted posthumously in recognition of recent achievements. 4.8.3. Groups of people or couples will be considered under the criteria for a community group. 4.8.4. A person cannot receive the same award twice, but can be considered for another award. 4.8.5. Unsuccessful nominees may be nominated in future years. 4.8.6. Self-nominations are not eligible. 4.8.7. Sitting members of State, Federal and Local Government are not eligible.	4.6. Nominees must meet the following eligibility criteria: 4.6.1. Nominees should reside or work principally within the City of Greater Geraldton. 4.6.2. Awards may be granted posthumously in recognition of recent achievements. 4.6.3. Groups of people or couples will be considered under the criteria for a community group. 4.6.4. A person cannot receive the same award twice, but can be considered for another award. 4.6.5. Unsuccessful nominees may be nominated in future years. 4.6.6. Self-nominations are not eligible. 4.6.7. Sitting members of State, Federal and Local Government are not eligible.	No Change
4.9. Awards will be presented at the Australia Day celebrations on 26 January annually.	4.7. Awards will be presented at the Australia Day celebrations on 26 January annually.	No Change
CONSEQUENCES This Council policy represents the formal policy and expected standards of the City. Unless appropriate approvals are obtained (specified in above), deviations from the standards outlines may invoke disciplinary action to be taken as per the City's performance counselling process.	CONSEQUENCES This Council policy represents the formal policy and expected standards of the City. Unless appropriate approvals are obtained (specified in above), deviations from the standards outlines may invoke disciplinary action to be taken as per the City's performance counselling process.	No Change
	DEFINITION Civilian unit in relation to Freedom of Entry means civilian military forces, for example Australian Air Force Cadets or Army Reserve units.	Definition added
ROLES AND RESPONSIBILITIES The Director Corporate and Commercial Services is responsible for implementing this Policy (Section 1-3). The Manager Community and Cultural Development is responsible for implementing this Policy (Section 4).	ROLES AND RESPONSIBILITIES The Director Corporate and Commercial Services is responsible for implementing this Policy (Section 1-3). The Manager Community and Cultural Development is responsible for implementing this Policy (Section 4).	No Change

<p>WORKPLACE INFORMATION Local Government Act 1995 Australia Day Council (www.ausdaywa.com.au) City of Greater Geraldton - Code of Conduct</p>	<p>WORKPLACE INFORMATION Local Government Act 1995 Australia Day Council (www.ausdaywa.com.au)</p>	<p>Removed Code of Conduct – not referenced within policy</p>																																				
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