

City Honours and Recognition Policy

DETAILS

Council Admin

Effective from:	31 August 2021	
Contact officer:	Executive Coordinator – City Events	
Next review date:	August 2024	
File reference:	CS105/339/34	
eDRMS	This policy	A18481553
	Value Proposition	A35777818

OBJECTIVES AND MEASURES

Objectives	Acknowledge an individual or group's contribution to the City of Gold Coast
Performance Measures	Publicity generated, positive feedback responses from recipients and wider community after ceremony
Risk Assessment	Low

POLICY STATEMENT

FORMAL HONOURS

Council of the City of Gold Coast (Council) has the following formal honours acknowledgement programs:

1. Gold Coast Australian of the Year Awards

These awards recognise:

- Significant contributions to the Gold Coast and its community
- Inspirational role models for fellow Gold Coasters
- Those who have demonstrated excellence in their field

The Gold Coast Australian of the Year Awards require a Council resolution made in a closed session where winners are determined at this time. The decision remains confidential until the announcement is made at an official presentation ceremony.

2. Keys to the City

This award honours someone who has made a profound impact, recognises heroic actions or has attained excellence in their chosen field of endeavour.

The granting of the 'Keys to the City of Gold Coast' is generally a symbolic presentation with no formal entitlements. It can be compared to the awarding of a medal in military terms and is a demonstration of recognition by the Council.

Recipients to be determined subject to a Council resolution.

3. Freedom of Entry to the City

The granting of the "Freedom of Entry to the City" represents the highest accolade that the Council can bestow on a military unit and is an affirmation of the bond between the regiment and the citizens of the city.

"Freedom of Entry to the City" is defined as a right which may be granted by a Local Government Authority upon a military unit, authorising that unit to march through the streets of the city on a ceremonial occasion.

Recipients to be determined subject to a Council resolution.

City Honours and Recognition Policy

INFORMAL HONOURS

The Council may grant the title of '**Honorary Gold Coaster**'. This primarily is bestowed on visiting high-profile figures or celebrities as a promotional tool associated with major city events or activities.

Recipients to be determined subject to a Council resolution.

This honour carries no formal entitlement and would generally be presented as a framed certificate by the Mayor as part of an official welcome to the recipient.

SCOPE

The provisions of this policy apply to all decisions to confer formal and/or informal city honours and also to provide guidance to Council officers implementing decisions made under this policy.

DEFINITIONS

Council – Council of the City of Gold Coast

RELATED POLICIES AND DELEGATIONS

Entertainment and Hospitality Expenditure Policy

SUPPORTING DOCUMENTS

Further detail relating to each of the abovementioned honours is outlined in the Formal Honours Standards attached:

- Attachment A - Gold Coast Australian of the Year Awards
- Attachment B - Keys to the City
- Attachment C - Freedom of Entry to the City

RESPONSIBILITIES

Sponsor	Chief Operating Officer
Owner	Executive Coordinator – City Events

VERSION CONTROL

Document	Date	Approved	Amendment
A18481553 v	31.08.21	ETE21.0824.002/G21.0831.036 & A70783818	Amendments to Attachments
23047361 v11	16.07.19	COO #74008803	Removal of Attachment C. List of Recipients available on website.
23047361 v10	07.03.18	#68546057 COO #68449248/BIGC12.0228.006	Minor changes
23047361 v9	06.09.17	A/COO #64348256	Minor update
23047361 v8	26.08.15	COO VP#50862551	Minor amendments – update attachment C
23047361 v7	04.06.04	COO VP#44046629	Minor amendments and change of ownership
23047361 v6	11.03.14	COO VP#42020491	Minor amendments
23047361 v5	24.07.12	GA12.0719.003/G12.0724.022	
23047361 v4	14.07.09	CEO 14 July 2009	
23047361 v3	13.06.06	CEO 13 June 2006	
23047361 v2	27.11.98	C98.1120.012/G98.1127.009	
23047361 v1	09.05.97	C97.0506.020/G97.0509.008	

City Honours and Recognition Policy
Attachment A - Gold Coast Australian of the Year Awards

GOLD COAST AUSTRALIAN OF THE YEAR AWARDS

The Gold Coast Australian of the Year Awards are the pinnacle recognition awards within the city that acknowledge achievements of those within the community.

Categories	<ol style="list-style-type: none"> 1. Gold Coast Australian of the Year 2. Gold Coast Senior Australian of the Year (those aged 65 years and over) 3. Gold Coast Young Australian of the Year (ages 16 to 30) 4. Gold Coast's Local Hero.
Eligibility Criteria	<ul style="list-style-type: none"> • Nominees must be Australian citizens • Nominees must be residents (past or current) of the City of Gold Coast • Awards will not be granted posthumously • Self-nominations will not be accepted • Nominees must be at least 16 years of age on 26 January of the following year (to align with the National Australia Day Council's Australian of the Year Awards) • Sitting state and federal politicians and current vice-regal officers are not eligible • Retired politicians and vice-regal officers will only be considered for work undertaken in addition to their official duties • Unsuccessful nominees may be re-nominated in subsequent years • A person cannot be an award recipient in more than one category in the same year however can be considered for recognition in a separate category in the following years (eg. Gold Coast Young Australian of the Year one year and then Gold Coast Australian of the Year the next) • Groups of people or couples will not normally be eligible though in exceptional cases the judging panel reserves the right to consider such nominations • An individual need only be nominated once to be considered. The number of nominations received per nominee bear no weight in their selection
Selection Criteria	<p><u>The selection criteria are:</u></p> <ul style="list-style-type: none"> • Significant contribution to the Gold Coast and its community • An inspirational role model for fellow Gold Coasters • Demonstrated excellence in their field • The Local Hero award acknowledges a significant contribution at a local community level <p><u>Consideration is also given to the following in assessing nominations against the above criteria:</u></p> <ul style="list-style-type: none"> • Personal, academic and professional achievements • Contribution in the relevant field (how has the nominee 'put back' into their field to benefit others) • Demonstrated leadership, innovation and creativity • Personal interests and community involvement • Contribution to development of the city's community and/or economy • Degree of difficulty of the achievement and sacrifices made • Country of residence

City Honours and Recognition Policy
Attachment A - Gold Coast Australian of the Year Awards

	<ul style="list-style-type: none"> • Previous awards and recognition • Voluntary work beyond paid employment • Nature and length of activity or service • Achievements as an individual or as part of a group or organisation • Whether the nominee has previously been a recipient of an award under the provisions of this policy <p><u>In ensuring that the Awards recipients are representative of our diverse population, consideration may also be given to:</u></p> <ul style="list-style-type: none"> • Gender • Age • Ethnicity • Field of endeavour
Category Eligibility	<ul style="list-style-type: none"> • All nominees will be considered for the Gold Coast Australian of the Year Award • Nominees aged 16 to 30 years will also be considered for the Gold Coast Young Australian of the Year Award • Nominees aged 65 years and over will also be considered for the Gold Coast Senior Australian of the Year Award • All nominees will be considered for the Gold Coast's Local Hero Award • Ages are as at 26 January of the following year (to align with the National Australia Day Council's Australian of the Year Awards)
Selection Process	<ol style="list-style-type: none"> 1. Once the nomination period closes, all submissions are checked to ensure: <ul style="list-style-type: none"> • the nominee meets the relevant eligibility and selection criteria • all details have been completed / supplied 2. Any clarifications, requests for additional information and referee consultation take place. 3. Expert selection panel determine categories and finalists. The panel is made up of a City representative, program sponsor representatives and community representatives. 4. Council of the City of Gold Coast will then determine the award recipient in each category.
State / National Nomination	<ul style="list-style-type: none"> • The award recipient within each of the 4 categories may be nominated for the National Australia Day Council's "Australian of the Year Awards". • If nominated, the nominator will be the Mayor or the relevant Committee Chair. • Should an award recipient be a current member of the National Australia Day Council Board or state-based Australia Day Board, the nomination for the National Australia Day Council's "Australian of the Year Awards" will cascade to the next highest placed nomination.

City Honours and Recognition Policy Attachment B – Keys to the City Standards

KEYS TO THE CITY

The tradition of issuing the Keys to the City dates back to medieval times when fortified cities were ringed by walls and gates for the people's protection. When a visiting hero or dignitary came to the town, dignitaries would present them with a key that was functional and would open the city gates as a gesture of trust and kindness. This had a multifaceted purpose - for major merchants, it was to be able to enter the city without having to pay a toll; for local heroes, it was a sign of respect; and for visiting kings, it was a sign of both deference, but also autonomy.

Nowadays, however, the key is ornamental and is a way for the city to honour someone who has made a profound impact, recognises heroic actions or has attained excellence in their chosen field of endeavour.

The granting of the 'Keys to the City of Gold Coast' is a symbolic presentation with no formal entitlements. It can be compared to the awarding of a medal in military terms and is a demonstration of recognition by the City of Gold Coast.

The key is presented by the Mayor at an official ceremony. Recipients to be determined subject to a Council resolution. It can be produced in various forms but will always include a suitable message indicating when, to whom and for what reason(s) it was presented.

A full list of recipients can be found on Council's website at-

<https://new.goldcoast.qld.gov.au/Council-region/City-awards-recognition/Keys-to-the-City>

Examples of previous keys presented-



City Honours and Recognition Policy

Attachment C – Freedom of Entry to the City Standards

FREEDOM OF ENTRY TO THE CITY

"Freedom of Entry to the City" is defined as a right which may be granted by a Local Government Authority upon a military unit, authorising that unit to march through the streets of the city on a ceremonial occasion. Recipients are selected subject to a Council resolution.

The granting of the "Freedom of Entry to the City" represents the highest accolade that the city can bestow on a military unit and is an affirmation of the bond between the regiment and the citizens of the city. It involves a military parade, followed by a ceremony where an official scroll or memento is presented by the Mayor.

A formal military ceremonial procedure is to be adhered to which is centred on a procession that begins at a suitable staging point within the city and makes its way to the City centre (Council Chambers) for an official ceremony. The unit being presented is formed up and marches to the ceremonial point, where it awaits the arrival of the official party and the Mayor.

The parade is inspected by the Mayor prior to him/her giving a formal address and presentation of an ornate scroll / memento authorising the granting of Freedom of Entry. On receiving the scroll/memento the Commanding Officer of the unit involved traditionally delivers a short acceptance address and takes custody of the scroll/memento. The unit then exercises its right of Freedom of Entry into the city, armed, with swords drawn, bayonets fixed, colours flying, drums beating and band playing.

A full list of recipients can be found on Council's website at-

<https://new.goldcoast.qld.gov.au/Council-region/City-awards-recognition/Freedom-of-Entry-to-the-City>

Ceremonial Procedure

1. Inspection of Parade by Mayor and Commanding Officer.
2. Address by Mayor.
3. The Chief Executive Officer or Acting Chief Executive Officer reads the grant conferring the Freedom of Entry to the City. Sample as follows:

On the (date) day of (month), (year) we extend to the Commanding Officer and Members of (military unit name), greetings.

Whereas many of our citizens have served with pride in your distinguished (unit eg band), which by its great achievements has built up honourable traditions.

*In appreciation of your great services to our sovereign, our nation and our city, the Mayor of the Council of the City of Gold Coast confers upon (military unit name) the privilege, honour and distinction of the **Freedom of Entry to the City** with the right of entry on ceremonial occasions in full panoply with swords drawn, bayonets fixed, drums beating, guidon flying and band playing and that the Common Seal of the Council be affixed to such deed.*

In witness whereof the Common Seal of the Council of the City of Gold Coast was hereto affixed on the (date) day of (month), (year) in the presence of

.....
(insert name)
Mayor

.....
(insert name)
Chief Executive Officer

4. The Mayor presents Grant and city flag to the Parade Commander, who replies on behalf of the military unit.
5. Military unit exercises its right of entry.
6. Military unit marches with swords drawn, bayonets fixed, drums beating, guidon flying and band playing.
7. The parade is challenged by the Acting Marshall with the words: "Halt! Who comes here?"

City Honours and Recognition Policy Attachment C – Freedom of Entry to the City Standards

8. The Commanding Officer replies “(Military unit), exercising their right and privilege to pass throughout the city with swords drawn, bayonets fixed, drums beating, guidon flying and band playing”.
9. Acting Marshal “I acknowledge your right and privilege – pass (Military unit) with the Mayor and city’s authority”.

