

Community Recognition Procedure

APPROVED BY: COUNCIL DATE: 29 JUNE 2022

1. CONTEXT

These procedures assist in managing the opportunities and programs contained in Council's Community Recognition Program, which acknowledge contributions made to the community and achievements of individuals, groups or organisations associated with the Local Government Area (LGA).

Employees are to follow the guidelines outlined in this procedure when managing requests.

2. PARENT POLICY

These Procedures are to be read in conjunction with the Community Recognition Policy (the Parent Policy).

3. STATEMENT OF PROCEDURES

The Community Recognition Procedure spans a number of different areas of the organisation. As a result the categories of recognition and subsequent procedures are outlined overleaf in detail in Table 3.1.

4. REPORTING

Formal honours (Key to the City and Freedom of Entry to the City) will be reported in the Annual Report.

5. REVIEW

These Procedures will be reviewed every four years or in-line with the review of the parent policy and at other times as required. Changes to the Procedure that are consistent with the parent policy can be approved by the Policy Owner.

TABLE 3.1

Award	Frequency	Timeframe for Assessment	Nomination	Decision authority	Criteria for Assessment	Notification	Acknowledgement		Officer Responsible	Gift	Indicative Budget
							Event	Ongoing			
Keys to the City	Ad hoc	Minimum 12 Weeks	To the Mayor	Nominations are assessed against criteria by the Mayor in consultation with Chairs of Key Pillar Working Groups. If a nomination is accepted, the Award is decided by Councillors by way of a Mayoral Minute and a majority vote in an open session of Council and presented at an appropriate official ceremony by the Mayor.	<ul style="list-style-type: none"> Recipient should be closely affiliated with the city by way of birth or that the contribution was significant to the city. Achievement/contribution was proven to raise the profile of the city. Award should be awarded equitably. Presentation of the award should not set precedents outside of the set criteria. Award will only be presented once to any one person or group. The Mayor is the only authority to grant the award A deceased person can be nominated for a posthumous award. 	<p>Letter to nominator and/or nominee advising of nomination and requesting attendance at future event Note: Nominee may wish to remain undisclosed or recipient may not wish to attend ceremony.</p> <p>Where an award is recommended for someone who has died, the nominated person's next-of-kin is contacted and asked whether they wish to accept an award on their behalf.</p>	Dedicated Function	Website	Exec Office (nomination process) & Events Coordinator (Function)	Framed certificate and commemorative memento (Key, Plaque or similar)	<\$1,000
Freedom of Entry	Ad hoc	Minimum 12 Weeks	To the Mayor	Mayor	Recipient must be a military unit that has a demonstrated association with the city of Armidale or to a town or village located within the Local Government Area	Direct liaison with Mayor/Executive Office	Specific outdoor event or existing military event such a gazetted national day of remembrance or significant anniversary	Website / Plaque in Central Park	Exec Office (Mayor Liaison) & Events Coordinator (Function)	Signed deed with Common Seal from Armidale Regional Council	<\$1,000
Civic Reception	Ad hoc	4 weeks	To the Mayor	Mayor and General Manager	A Civic Reception is appropriate for important dignitaries, celebration of an important event or occasion of major significance	Direct liaison with Mayor/Executive Office	Dedicated Function	Website	Exec Office (Mayor Liaison) & Events Coordinator (Function)	As determined by the Mayor	<\$1,000
Certificates of Appreciation/Achievement	Ad hoc	2 Weeks	N/A	Mayor	Living individual, group or organisation has given outstanding service to the community, or has attained an outstanding achievement in a field of endeavour including but not limited to sport, the arts, the environment, community projects, academia	Email notification	N/A	N/A	Communications and Engagement	Certificate	Non-Discretionary
Australia Day Awards	Annual	12 Weeks	ARC Website	Community: Australia Day Committees in Armidale and Guyra	Assessment criteria is outlined on the Australia Day Awards nomination form. Criteria is specific to the nomination category	Letter to nominee advising of award and requesting attendance at future event	Forms part of formalities within the agenda of Australia Day proceedings	Website / Honour Board	Events Coordinator	Certificate	\$8,000
New England Sports Awards	Annual	4 Weeks	Sought by Council Officers via Sports Council	Community: Sports Council via minuted recommendation from Committee	Senior Local Team of the Year Senior Regional Team of the Year Senior State Team of the Year Senior Team of the Year Winner	Letter to nominee advising of award nomination and requesting attendance at future event	Dedicated Function	Website	Sports & Recreation Development Officer	Trophy	<\$500

Award	Frequency	Timeframe for Assessment	Nomination	Decision authority	Criteria for Assessment	Notification	Acknowledgement		Officer Responsible	Gift	Indicative Budget
							Event	Ongoing			
					Junior Local Team of the Year Junior Regional Team of the Year Junior State Team of the Year Junior Team of the Year Winner						
Volunteer Awards	Annual	4 Weeks	Sought by Council Officers through direct consultation with the community	Council Officers	These are run in conjunction with the National Volunteer Week Awards and the Alwyn Jones Community Service Award. A volunteer who has given outstanding service and/or contributed substantially to the community through their volunteering work	Letter/email to nominee advising of award nomination and requesting attendance at future event	Dedicated Function	Website	Coordinator Volunteer Referral Service	Certificate	<\$1,000
Youth Awards	Annual	4 Weeks	Sought by Council Officers through direct consultation with the community	Council Officers and Community	Recognise outstanding achievement or contribution by young people (aged between 12-24) in our Local Government Area, in the areas of (including but not limited to) volunteering, visual arts, academic, leadership, commitment & perseverance, and sports	Letter to nominee advising of award nomination and requesting attendance at future event	Dedicated Function	Website	Coordinator Community Services	Certificate	Non-Discretionary
Naming of Roads & Places	Ad hoc	N/A	Council Officers	Council Report	As per Property Addressing and Naming our Roads and Places Policy	As per Property Addressing and Naming our Roads and Places Policy	Nil	N/A	Roads and Parks	N/A	Non-Discretionary
Council Parks and Reserves	Ad hoc	N/A	Council Officers	Council Report	As per Memorials Policy	As per Memorials Policy	Nil	N/A	Roads and Parks	N/A	Non-Discretionary
Honour Board for Olympians and OAM Recipients	Ad hoc	Minimum 12 Weeks	To the Mayor via the ARC Website or via Councillor	Mayor	As per formal advice/confirmation of accolade (Olympic medal of OAM being awarded)	Direct liaison with Mayor & a letter of congratulations	Nil	Website/Plaque in CAB and inscription	Communications, Marketing and Events	N/A	<\$200
Celebrating a 100th Birthday	Ad hoc	2 Weeks	To the Mayor via the ARC Website or via Councillor	Mayor	Confirmation of date of birth required	Letter of congratulations	Nil	N/A	Executive Office	Certificate	Non-Discretionary

6. APPENDIX

Freedom of Entry to the City – Ceremonial Procedure

1. Inspection of Parade by Mayor and Commanding Officer.
2. Address by Mayor.
3. The General Manager reads the Grant conferring the Freedom of Entry to the City.

Sample as follows:

On the day of, 20... we extend to the Officer Commanding and Members of the (military unit). Greetings.

Whereas many of our citizens have served with pride in your distinguished 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 Armidale Regional Council confers upon the (military unit) 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 Armidale Region was hereto affixed on the day of....., 20..... in the presence of

.....
(name)
Mayor

.....
(name)
General Manager

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?”
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 Marshall **“I acknowledge your right and privilege – pass (Military unit) with the Mayor and city’s authority”**.

APPROVAL AND REVIEW		
Responsible Business Unit	Executive Office	
Responsible Officer	Executive Office	
Date/s adopted	<i>Council Executive</i> 22 June 2022	<i>Council</i> 29 June 2022
Date/s of previous adoptions	N/A	
Date of next review	29 June 2024	
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