



## Civic Recognition and Events Policy

<b>Reference Number:</b>	2.32
<b>Type:</b>	Council
<b>Category:</b>	Corporate Governance & Finance
<b>Relevant Community Plan Outcome:</b>	<ul style="list-style-type: none"><li>In our City no one gets left behind; everyone has access to quality resources, services, programs, information and social infrastructure to fully participate in their community</li></ul>
<b>Responsible Officer(s):</b>	Executive Assistant to the Mayor
<b>First Issued/Approved:</b>	June 2019
<b>Minutes Reference:</b>	CoS 6/11/2023, Item 4.51
<b>Last Reviewed:</b>	November 2023
<b>Next Review Due:</b>	November 2025
<b>Applicable Legislation:</b>	Local Government Act 1999 Australian Citizenship Act 2007
<b>Related Policies:</b>	Caretaker Policy
<b>Related Procedures:</b>	Civic Awards & Civic Events Procedure Woodville Oval Entertainment Facilities Procedure Event Protocols City of Charles Sturt

### 1. Purpose

This Policy has been developed to outline the City of Charles Sturt's commitment to recognising the importance of significant contributions of members of our community, council members and community organisations, whose endeavours and achievements have contributed to the fabric, cohesion and good will of the City of Charles Sturt.

### 2. Scope

This Policy relates to Council Members, Community Members and Organisations within the City of Charles Sturt whose contribution has been significant and covers the process for the recognition of this contribution and the Civic Events to be hosted by the Mayor of the City of Charles Sturt.

It excludes all promotional events that are coordinated by the City of Charles Sturt and not endorsed by Council.

### 3. Policy Statement

#### **CIVIC RECOGNITION**

Council acknowledges contributions made by individuals, clubs, associations and organisations in the community whose endeavours and achievements have contributed to the fabric and cohesion and good will of Charles Sturt. Acknowledgements can be granted by Council resolution.

Guiding Criteria will be:

- Community acknowledgement – for exceptional voluntary service by groups and/or individuals.
- Recognition for community services or outstanding achievements in special circumstances.
- Commemorative – for individuals or groups that have an impact on the community or recognising a community group's significant achievements.
- Celebratory – for exceptional achievements in sports, the arts and fund-raising.

A preliminary assessment will be made by the Mayor's Office and a report will be presented to Council for the final decision.

Where possible a certificate will be presented by the Mayor (or nominated representative) at a function hosted by the Club/Association recognising the individual's achievements.

Requests for other support, monetary donations or awards/trophies should be made via individual Ward Councillors who will advise of the best avenue i.e., via Discretionary Ward Allowance, Community Benefit Donation Scheme etc.

Recognition of the following categories will be made by Council resolution:

#### **Freeman of the City**

Honorary Freeman of the City is an honour that is bestowed upon an individual who has served the City of Charles Sturt, its community and beyond with outstanding and dedicated service over many years and often beyond the normal call of duty. This eminent service is of such a special quality and rendered to the community by a person of distinction over a period of years, that it may warrant consideration of an honour by the Council.

If Council grants the recognition of a Freeman, a certificate of granting of the Honorary Freeman of the City is to be prepared and presented prior to a scheduled Council Meeting, which includes the taking of an appropriate oath and acceptance of the badge of office by the recipient.

Recognition of Honorary Freeman of the City is not to be given lightly and a high standard for the award must be maintained at all times. The names of all recipients of the Honorary Freeman of the City are to be kept in an official register known as the Recognition of Service Roll and shall be listed by year of appointment on Council's website.

Honorary Freeman of the City and their partners are to be supplied appropriate City of Charles Sturt name badges and will be invited by the Mayor to the Mayors Christmas function.

If a Freeman is elected to Council, the Freemanship shall be suspended for the period of office.

### **Required qualifications for the above awards**

The person or organisation shall have either made a significant contribution to the development of the local community and/or its voluntary service and support networks as a Citizen/Citizen's Group, or served the City of Charles Sturt, the former Town of Hindmarsh, the Cities of Woodville, Hindmarsh Woodville or Henley & Grange as a Member of Council, over many years and well beyond the normal call of duty. Such period of service is expected to be at least 20 years, either continuous or cumulative, befitting the high standard of the award.

The eminent service is to be of a special quality and rendered to the community for the benefit, enjoyment and welfare primarily of the citizens of Charles Sturt, but also of the wider community.

The recipient is to have had a predominant residency within the City of Charles Sturt or in the case of an organisation shall be predominantly based or operating within Charles Sturt.

The Freeman of the City awards are not to be granted to sitting Members or to salaried officers of the Council.

Generally, there is to be no limit on the number of awards that a Council may grant, although there should be a demonstration of exceptional circumstances and as such the rarity of the award reflects this value.

### **Nomination Standards**

Nominations of suitable persons or organisations, nominated by a Member of Council and supported by at least one other Member, must be in writing and forwarded to the Chief Executive Officer. Nominations must include a detailed profile (prepared by the nominator) of the person or organisation and their relevant activities and achievements together with reasons for the nomination.

The nomination and details are to be presented by the Chief Executive Officer (or their nominee) with a report and recommendation placed before the Council for consideration.

The nomination and all details are to be considered publicly by the Council unless there is a specific reason that invokes Section 90 (confidentiality provisions) of the Local Government Act.

Nominations which are not successful in gaining initial endorsement may be resubmitted for consideration after a minimum period of 12 months.

### **SERVICE RECOGNITION OF COUNCIL MEMBERS**

The LGA currently recognises Council Members service to the community for 10, 15, 20, 25 and 30 years of service. The formal recognition of service from the LGA is initiated by Council.

In addition to the recognition acknowledged by the LGA the City of Charles Sturt will recognise long serving Council members on the following occasions:

1. After 10 years of accumulated service.  
Council members will be presented with a framed certificate of service presented by the Mayor or in their absence the Deputy Mayor.
2. After 20 years of accumulated service.  
Council members will be presented with a framed certificate of service and an engraved plaque presented by the Mayor or in their absence the Deputy Mayor.

All presentations will be made by the Mayor at a normal meeting of Council. The plaque will be identified with the words:

*[Councillors Name]*

***"In grateful recognition of xx years of service to the City of Charles Sturt"***

*[Date]*

In addition, all retiring Council members will be invited to attend the Mayor's Christmas function following the conclusion of their term of service. During the dinner the Mayor will acknowledge the retiring members' service and present individual members with a City of Charles Sturt framed certificate. The certificate will have the words:

***Presented to [Councillors Name] on [Date]***

***In grateful recognition of xx years' service as a Council member of the City of Charles Sturt***

***Presented by Her/His Worship the Mayor***

*[Mayor's Name]*

### **Bereavement**

In recognition of current and past Council Members who have passed away the Mayor and CEO have the authority to:

- Send a condolence card to the immediate family signed by the Mayor and CEO on behalf of Council and staff;
- Publish a condolence notice in the state-based newspaper;
- Send a formal tribute to the value of \$50 or a donation to a charity if this has been nominated by the immediate family.

### **CIVIC EVENTS**

To fulfil its civic objectives the City of Charles Sturt will conduct various civic functions and receptions as listed below, as well as official openings of Council facilities and other specific receptions or functions from time to time as the need arises.

*Civic Functions and Receptions – General* It is the role of the Mayor as the principal member of Council to undertake civic and ceremonial duties in accordance with Section 58 of the Local Government Act 1999.

A civic reception or event initiated by Council resolution may be held (but not limited to) the following reasons:

- i. Community acknowledgment – for exceptional services by groups and/or individuals to the community of the City of Charles Sturt.
- ii. Recognition – for community services throughout the year or outstanding achievements/ efforts in a special circumstance.
- iii. Commemorative – for individuals or groups that have an impact on the community or recognising a community group's significant anniversary/occasion.
- iv. Celebratory – for exceptional achievements in sports, the arts, fund-raising, or signing of significant accords with State and Federal Government, etc.
- v. Official delegations – for interstate delegations or international relations.
- vi. Elected Members relations – to build relationships between elected members and with staff of the City of Charles Sturt.

The date and time shall be determined by the Mayor, in conjunction with the CEO.

Council will avoid hosting any Civic Events during the caretaker period other than those routinely scheduled and adherence with Council's Caretaker Policy is required.

The Mayor will host all Civic Events on behalf of the City of Charles Sturt. In the absence of the Mayor, the Deputy Mayor will fulfil the Mayor's commitments to hosting any Civic Events. If the Deputy Mayor is unavailable the Mayor will nominate a Councillor.

Information regarding specific annual Civic Events that the City of Charles Sturt host including (but not limited to) Citizenship Ceremonies, the Australia Day Awards and Citizenship Ceremony are included in the Civic Recognition & Civic Events Procedure.

Funding for Civic Events is accessible via the Civic Awards & Civic Events recurrent budget. As the budget is limited, the organisation of such events is to be approved by the CEO on each individual occasion.

#### 4. Definitions

Key Term – Acronym	Definition
Civic Event	Events and ceremonies hosted by the Mayor or an Elected Member for celebratory, ritual or commemorative purposes. Examples include but are not limited to; Freeman of the City Induction Ceremonies, Recognition of Service Civic Receptions etc.
LGA	Local Government Association of South Australia
CEO	Chief Executive Officer
Freeman of the City	The Freeman of the City is an honour bestowed by a municipality upon a valued member of the community, or upon a visiting celebrity or dignitary. It arises from the medieval practice of granting respected citizens 'freedom from <a href="#">serfdom</a> ', the tradition still lives on in countries such as the United Kingdom, Republic of Ireland, Australia, and Canada – although today the title of "freeman" confers no special privileges.  The City of Charles Sturt affords the title in the context of this Policy.
Keys to the City	Presenting a key to the city is a tradition which dates back to medieval times, when many cities were enclosed by walled fortifications. An ornamental key is presented to the recipient that the Council wishes to honour for service to the community.
Oath	You swear to behave as an ambassador of the City, acting with humility and pride, advocating the values and aspirations of the City.