

Draft Civic Recognition Policy

Table of Contents

1.	Purpose	1
2.	Background / Context	1
3.	Scope	1
4.	Categories of Civic Recognition	1
5.	Date of Commencement	4
6.	Policy Sponsor	4
7.	Policy Review	4
8.	Policy Amendments	4
9.	Human Rights Charter Compatibility	4
10.	Related Legislation and Policies	5
	Procedure	7

1. Purpose

To:

- outline the forms of civic recognition which can be provided by Council;
- set clear guidelines for civic recognition of members of the community and/or community organisations; and
- provide clear guidance on the protocol associated with civic recognition event.

2. Background / Context

The City of Melbourne is committed to celebrating and promoting civic pride within the municipal community.

The City of Melbourne provides a range of opportunities to formally recognise the accomplishments and contributions of individuals, groups and organisations to the City of Melbourne.

Civic recognition takes the form of the Awards in order of prestige as listed in the table below.

3. Scope

This policy applies to all to all Councillors, City of Melbourne staff and community members/organisations seeking civic recognition.

4. Categories of Civic Recognition

The following civic recognitions are available for consideration and granting.

Awards- in order of prestige	Background Information
Honorary Freeperson	The highest form of recognition the City can bestow upon an individual. A means of bestowing a City's acclamation on a distinguished person. Award is honorary in nature and confers no unique privileges.

Awards- in order of prestige	Background Information
Roll of Honour	Visiting Heads of State and other notable leaders to be invited to sign the Roll of Honour. Each signature has its own page with a brief explanation of the time and the circumstances of the visit. The visiting dignitary is often part of a delegation that has meetings taking place with representatives of Council at Melbourne Town Hall. In addition, it is customary for Council to offer special welcoming ceremonies and certificate of the occasion. Award is honorary in nature and confers no unique privileges.
Key to the City	Award to acknowledge the contribution of an individual, group or organisation in furthering the ideals of the City, or to recognise outstanding achievement in sport, entertainment or humanitarian work at a national or international level. The decision to bestow this honour is often spontaneous and has traditionally been used as a marketing and promotion tool, to provide an opportunity for mass public recognition. Award is honorary in nature and confers no unique privileges.

Awards- in order of prestige	Background Information
Melbourne Awards	There are eight key award categories: • Aboriginal Melbourne – ganbu guljin* • Access and Inclusion • Arts and Events • City Design • Community • Knowledge and Innovation • LGBTIQ+ • Sustainability *ganbu guljin means ‘one mob’ in Woi-wurrung language. This name is intended to better recognise the important work of Aboriginal communities. The entry and eligibility criteria are outlined on the website Enter the Melbourne Awards City of Melbourne
Parades of Public Celebration	A spontaneous public celebration of an achievement. Award is honorary in nature and confers no unique privileges.
Freedom of Entry	The granting and right to exercise Freedom of Entry derives from an ancient tradition and signifies the special relationship between an Australian Defence Force unit and its local community. Freedom of Entry to the City signifies bonds of friendship and often the expectation that the armed body on whom the honour is bestowed would assist in the defence of the city. While granting of Freedom of Entry gives no real rights or privileges, there is no higher honour a City can bestow on a Regiment. Award is honorary in nature and confers no unique privileges.

Awards- in order of prestige	Background Information
Certificate of Commendation	Used by Council to recognise significant contributions or outstanding achievements by individuals or groups. Unlike the Key to the City, it is not intended that this award be used as a marketing or promotional tool for the City. Recent examples have included acts of bravery, commemoration of long-serving businesses trading in the City. Award is honorary in nature and confers no unique privileges.

5. Date of Commencement

This Policy comes into effect on 24 June 2025.

6. Policy Sponsor

The Civic & Protocol Lead is responsible for overseeing the application and review of the Civic Recognition Policy.

For all queries or feedback regarding this policy, please contact the Civic & Protocol Lead on 9658 9108.

7. Policy Review

The Civic & Protocol Lead will review of the Civic Recognition Policy as required and no later than 4 years from the date of adoption.

8. Policy Amendments

Amendments to the Civic Recognition Policy may be made by the Civic & Protocol Lead to reflect legislative or organisational changes who will notify the Director Governance and Legal of any such amendments.

9. Human Rights Charter Compatibility

This policy has been assessed as being compatible with *the Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

10. Related Legislation and Policies

There is a range of legislation, codes and Council documents that informs and supports this Policy and Procedures. This includes, but is not limited to:

Legislation

Freedom of Information Act 1982 (Vic)
Local Government Act 2020 (Vic)
Gender Equality Act 2020 (Vic)
Privacy and Data Protection Act 2014 (Vic)
Public Records Act 1973 (Vic)
*Victorian Charter of Human Rights
and Responsibilities Act 2006 (Vic)*
*Local Government (Governance and
Integrity) Regulations 2020*

Council Documents

Employee Code of Conduct

Staff Gifts, Benefits and Hospitality Policy
Privacy and Data Protection Policy
Public Transparency Policy



Civic Recognition Procedures

Procedure

Honorary Freeperson

Process:

1. Nomination by Councillors or Chief Executive Officer:
2. If Chief Executive Officer, then a report to Council
3. If Councillor, then a Notice of Motion

Decision:

Council resolution

Roll of Honour

Process:

1. Nominations from Branch or Civic & Protocol Lead
2. Branch advises Chief Executive Officer of nomination
2. Councillor Briefing Paper to be prepared by the nominating Branch. The Briefing Paper should include a copy of the correspondence inviting the Head of State or National Leader to sign the Roll of Honour
3. Nominating Branch to draft content for the wording on the certificate
4. Wording on the certificate is to be forwarded to Civic & Protocol Lead for printing (cost code must also be provided)

Next step:

Confirmation of Roll of Honour signing and invitation to be sent to visiting Head of State or National Leader by Business Unit responsible for visit.

Signed Roll of Honour remains in Melbourne Town Hall.

Decision:

Chief Executive Officer in consultation with Lord Mayor

Key to the City

Process:

1. The process of considering nominations for the Key to the City will be confidential and at no time during the application process will the nominee be advised of the possibility of this honour being conferred. Supporters should not discuss the nomination with the person or group concerned.
2. Nominations can be made by anyone, in confidence and in writing, that will be received by the Office of the Lord Mayor and Office of the Chief Executive Officer.
3. On receipt of a nomination, a Confidential Briefing Paper will be prepared for Councillors outlining the nomination and include a recommendation from the Chief Executive Officer to determine the appropriate Business Unit.

4. If the nomination does not proceed, the Lord Mayor will write to the nominator to inform them. As this is a discretionary Award, there is no process of appeal.
5. Where there is a decision to proceed, the nominee will be informed in writing by the Lord Mayor and provided with an opportunity to decline the Award.
6. Where there is a decision to proceed, a suitable time will be made for the official ceremony and presentation, to be managed by the Business Unit who have been managing the matter.
7. The type of official ceremony to be determined by the Chief Executive Officer in consultation with the Lord Mayor. Councillors to be advised of ceremony and invited to attend.
8. Business Unit contacts Civic and Protocol Lead to arrange engraving of Key for the ceremony.
9. Lord Mayor to present Key to the City at official ceremony.

Decision:

Joint Lord Mayor and Chief Executive Officer.

Melbourne Awards

The Experience Melbourne Team run the Melbourne of the Year and Young Melbourne of the Year Awards annually, and General Manager Business Economy and Activation be contacted for further information.

Parades of Public Celebration

Process:

1. Nominations can be made by anyone, in confidence and in writing, that will be received by the Office of the Lord Mayor and Office of the Chief Executive Officer.
2. On receipt of a nomination, a Confidential Briefing Paper will be prepared for Councillors outlining the nomination and include a recommendation from the Chief Executive Officer to determine the appropriate Business Unit.
3. If Council decides not to proceed with a nomination the Lord Mayor will write to the nominator to inform them. As this is a discretionary Award, there is no process of appeal.
4. Where there is a decision to proceed, the nominee will be informed in writing by the Lord Mayor and provided with an opportunity to decline the Award.
5. Where there is a decision to proceed, a suitable time will be made for the official ceremony and presentation of certificate, to be managed by the Business Unit who have been managing the matter.
6. Details of the parade will be determined by the Chief Executive Officer in consultation with the Lord Mayor. Councillors to be advised of arrangements and invited to attend.

Decision:

Joint Lord Mayor and Chief Executive Officer.

Freedom of Entry

Process:

1. Direct approach by Regiment to the Lord Mayor and/or Chief Executive Officer
2. Chief Executive Officer to put report to Council
3. Council decision
4. Lord Mayor writes to advise of outcome of Council decision
5. Chief Executive Officer determines Branch who manages the event/liaison point for the Regiment
6. Freedom of Entry march takes place

Decision:

Council resolution

Certificate of Commendation

Process:

1. Lord Mayor Office to manage
2. Lord Mayor to give certificate
3. Lord Mayor Office emails Councillors and Chief Executive Officer

Decision:

Lord Mayor in consultation with the Office of the Chief Executive Officer