

DETAILS

Effective from:	June 2014	
Contact officer:	Team Leader Events	
Next review date:	July 2015	
File reference:	CS105/339/34	
iSpot #	This policy	23047361
	Value Proposition	44046629

OBJECTIVES AND MEASURES

Objectives	Acknowledge and celebrate significant contribution to the City or for attaining excellence by an individual or groups in their chosen field.
Performance Measures	<ul style="list-style-type: none"> • Publicity generated, positive feedback responses from recipients and wider community after ceremony
Risk Assessment	Reputation

POLICY STATEMENT

Formal Honours acknowledge:

- an individual’s or group’s outstanding contribution to the city; or
- exceptional achievement in an individual’s or group’s chosen field; or
- an individual’s or group’s significant contribution to state, national or international affairs

Granting of formal city honours requires the approval of the Mayor in consultation with other Councillors. If the majority of Councillors concur with the recommendation, the formal city honour will be granted. No Council of the City of Gold Coast (Council) decision is required due to the short time frames generally surrounding such requests.

Formal Honours include:

- Key to the City
- Freedom of Entry to the City
- Recognition of Service to the Community
- Gold Coast Australia Day Nomination

Details of these honours are outlined at Attachment A – Formal Honour Standards

*Informal Honour of Honorary Gold Coaster **acknowledges high profile/celebrity visitors to the Gold Coast, primarily as a promotional tool for major city events and activities.***

Honorary Gold Coaster

The Mayor, in consultation with the Councillors, is authorised to determine who should be granted the informal city honour – “Honorary Gold Coaster”. If the majority of Councillors concur with the recommendation, the informal city honour will be granted.

The title may be conferred on visiting celebrities or groups primarily as a promotional tool to gain publicity for large-scale events or activities within the city.

The 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

Attachment A – Formal Honour Standards

Attachment B – Freedom of Entry to the City – Ceremonial Procedures

Attachment C – List of Freedom to the City and Key to the City Recipients (as at January 2014)

RESPONSIBILITIES

Sponsor	Director EDMP
Owner	Executive Officer Events

VERSION CONTROL

Document	Date	Approved	Amendment
23047361 v7	4/6/14	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	Council decision
23047361 v4	14/07/09	CEO 14 July 2009	CEO approved
23047361 v3	12/06/06	CEO 13 June 2006	CEO approved
23047361 v2	27/11/98	C98.1120.012/G98.1127.009	Council decision
23047361 v1	9/05/97	C97.0506.020/G97.0509.008	Council decision

KEY TO THE CITY

"Key to the City" is a tradition, which has been continued by cities throughout the world and has evolved into a symbolic gesture where a city honours an individual or group either for their significant contribution to the city or for attaining excellence in their chosen field of endeavour.

The granting of the "Key to the City of Gold Coast" is a symbolic presentation, with no formal entitlements, which represents the highest honour that the city can confer on an individual or group.

The "Key to the City" can be compared to the awarding of a medal in military terms, and is a demonstration of recognition by the Council.

The key is presented at an official ceremony by the Mayor. The key can be produced in various formats but will always include a suitable message indicating when, to whom and for what reason(s) the key has been presented.

A full list of previous recipients of the "Key to the City" is included at Attachment C - List of Freedom to the City and Key to the City Recipients. The list provides a guide to the types of achievements which have been recognised in the past.

Examples



FREEDOM OF ENTRY TO THE CITY

"Freedom of Entry to the City" is defined as a right which may be conferred by a Local Government Authority upon a military unit, authorising that unit to march through the streets of the city on all ceremonial occasions with swords drawn, bayonets fixed, drums beating, guidon flying and band playing.

The granting of the "Freedom of Entry to the City" represents the highest honour that the city can confer on a military unit.

A memento is presented at a ceremony by the Mayor.

See Attachment B for the full ceremonial procedure to be followed at the presentation of "Freedom of Entry to the City".

RECOGNITION OF SERVICE TO THE COMMUNITY

Recognition of Service to the Community shall be given to a member of the community if recommended by the Mayor or a Councillor. If the majority of Councillors concur with the recommendation, the recognition of service will be granted. This is an acknowledgement of dedicated service to the community (voluntary or otherwise) and a memento and/or certificate of appreciation can be presented to the recipient.

Three categories of service are:

1. **Local club/community/volunteer association** – a certificate of appreciation signed by the Divisional Councillor be presented by the Divisional Councillor at an appropriate club gathering
2. **Individual/group service to the community in a local area capacity** – a certificate of appreciation signed by the Divisional Councillor and/or memento be presented to the recipient at a Divisional recognition event (eg: morning tea or AGM etc); and
3. **Significant and/or dedicated service to the whole of city** – a certificate of appreciation signed by the Mayor and/or memento is presented to the individual/group at a Council meeting.

The City Events Unit will liaise with all stakeholders to arrange for the "Recognition of Service to the Community" certificate and/or memento on Council's behalf.

GOLD COAST AUSTRALIA DAY AWARD NOMINATION

If the achievements of an individual/group are deemed to warrant high level recognition, individuals may nominate them for the formal honour of an Australia Day Award. Details of nominations are available on the city's website in November of each year for presentation at an awards ceremony in January.

The City Events Unit manages the Gold Coast Australia Day Awards program.

Australia Day Awards Conditions

1. Nominees must be a resident of Gold Coast City at the time of nomination.
2. Nominees can only be nominated in one category. Where more than one nomination is received, City Events in consultation with the nominators, will determine the most suitable category.
3. Nominations will not be accepted if the individual or group has been nominated for an award the previous year.

City Honours and Recognition Policy Attachment A – Formal Honour Standards

4. Recipients of awards are ineligible to receive the same award within a five year period.
5. All nominations must have two nominators and include a summary of 500 words maximum about the nominee. (Nominators do not have to be a resident of Gold Coast City).
6. All documentation will be retained by the City of Gold Coast.
7. Contact details of nominators may be forwarded to local media on request.
8. Citizen of the Year nominees must be aged 26 years or older as at 26 January of the year as nomination.
9. Young Citizen of the Year nominees must be aged 16-25 years as at 26 January of the year of nomination.

A review of the Australia Day Awards conditions is carried out on an annual basis

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 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 the Council of the City of Gold Coast 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 City of Gold Coast was hereto affixed on the day of....., 20..... in the presence of

.....
(name)
Mayor

.....
(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?”
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”**.

As at January 2014

Freedom of the City

Tom Parker, John Dollar, Alan Ingham, Philip Kember, Paddy Turley - 1966
Presented for bravery for diffusing a German mine washed ashore on Surfers Paradise beach.

Lionel Rose - 29 March 1969

Presented for winning World Bantamweight Boxing Championship in 1968.

Alex Griffiths AM & Dr David Fleay - 15 April 1989

Joint presentation for their achievements in the areas of fauna conservation, education and care for the environment.

Fred Lang - 23 February 1990

The Gold Coast City Council and Tweed Shire Council jointly granted a special "Freedom of Twin Towns" to Fred Lang for service to the Twin Towns area by capturing the area's photographic history.

Key to the City (Replaced Freedom of the City in 1997)

Mick Doohan - 26 January 1997

Presented in recognition of his outstanding achievement in winning three successive World 500cc Motorcycle Championships.

Grant Hackett - 26 January 2004

Presented in recognition of his outstanding achievement as reigning Olympic, World, Pan Pacific, Commonwealth and Australian 1500 metre Swimming Champion.

City of Fort Lauderdale, USA - May 2005

In recognition of the anniversary of 25 years as our Sister City.

Mick Fanning & Stephanie Gilmore - 20 June 2008

Presented in recognition of outstanding achievement in the sport of surfing.

Lara Davenport, Lyndsie Fogarty, Duncan Free, Emma Snowsill and Ken Wallace –30 August 2008

Presented in recognition of outstanding sporting achievement at the Beijing Olympics.

Sam Stosur - 19 September 2011

Presented in recognition of her 2011 US Open Women's Championship Title.

Sally Pearson - 19 September 2011

Presented in recognition of her gold medal winning performance at the 2011 World Championships.

Judith Ferber & Kerry Watson - 16 October 2011

In recognition of their valuable contribution to cultural development and the annual Gold Coast Eisteddfod since its inception in 1982.

Joel Parkinson – 26 January 2013

Presented in recognition of his first World Surfing Title in December 2012.

Adam Scott – 6 November 2013

Presented in recognition of winning the 2013 US Masters golf tournament.