

FREEDOM OF THE CITY POLICY

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1. PURPOSE

1.1 This policy sets out the eligibility requirements and the process for the nomination, selection and bestowing of three prestigious honours by Manningham Council:

- Freeman or Freewoman of the City
- Key to the City
- Freedom of Entry to the City

2. CATEGORIES AND ELIGIBILITY

A Freedom of the City Award represents the highest honour that Manningham can confer on an individual or organisation.

Outlined below are the three category distinctions which may be conferred and the eligibility for each category. Prior to nominating, consideration should be given to the most relevant category based on the eligibility requirements. Council may on its own initiative, or following receipt of an application for another category, consider a nomination in a different award category. If you are unsure about which category best suits your nominee, please contact Council's Chief Legal and Governance Officer for a confidential discussion.

2.1 Freeman or Freewoman of the City

2.1.1 Freeman or Freewoman of the City is awarded to individuals who have made an outstanding contribution to the City of Manningham such that the nominee's contribution can be seen to stand above the contributions made by most other people. The nominee should have given extensive and distinguished service to the community in a largely voluntary capacity that goes beyond extended service on the City Council. It should also encompass service to other organisations and community groups benefiting the Manningham community.

2.1.2 Eligibility should include most but not necessarily all of the following criteria:

- a. Nominees will be people demonstrating personal integrity and public spirit
- b. Nominees should have lived within the City of Manningham for a significant number of years (significant would usually mean at least 20 years) and have had a long and close association and identification with the City
- c. Nominees will have identifiable and long-standing connections with the Manningham community
- d. The nominee's community endeavor, will have demonstrable benefits to both the Manningham and wider community
- e. The nominee's specific achievements may not necessarily have been carried out within the municipality but are considered of great significance on the State, Australian and/or international stage, and as a consequence promote Manningham on these stages
- f. The nominee's specific achievement must be of a nature, which would encourage the City to nominate that person for an honor under the Australian honors' system
- g. Having simply been a Councillor or served a certain number of years on Council are not of their own justification for nomination. In addition to a Councillor serving above and beyond the normal service expectations of a Councillor, the Councillor would be expected to have made a substantial contribution in other respects to the Manningham community.

2.2 Key to the City

The Key to the City is awarded to acknowledge the contribution of an individual, group or organisation for outstanding achievement in their chosen field at a local, national or international level. For example, a chosen field may include, but is not limited to, humanitarian or community work, excellence in science or research, significant accomplishment in visual arts, performing arts or sport.

This award is open to all individuals, groups and organisations for eminent achievement and/or merit of the highest degree in service to Manningham and its citizens. The recipient must be prepared to act as an ambassador for Manningham.

2.3 Freedom of Entry

Freedom of Entry to the City is awarded in circumstances that reflect a special relationship between a local Emergency Services Unit or an Australian Defence Force unit and the local Manningham community.

This award is restricted to Units of local Emergency Services, the Australian Defence Force or ancillary organisations that have a significant and long-standing attachment to the City of Manningham. It is awarded as a mark of respect and gratitude for their outstanding efforts in the protection and support of the community of the City of Manningham.

3. NOMINATION PROCEDURE AND ENTITLEMENTS

This section outlines the nomination procedure for each of the categories. Clause 3.1 below sets out the general nomination process that applies across all three categories. The clauses that follow detail specific additional requirements for relevant categories.

3.1 General Nomination Procedures – All Award Categories

To preserve the integrity and importance of bestowing honours under this Policy, the following nomination procedures shall apply:

- a. Nominations can be made by any individual, group or organisation in writing to the Chief Executive Officer subject to the conditions outlined below.
- b. Nominations are to be made without the nominee's knowledge and held in the strictest confidence until a decision has been made by Council and the nominee has accepted the award.
- c. Nominations cannot be made by a family member, relative, work colleague or employer.
- d. Nominations must include two people who the nominator considers would support the nomination and two referees who are familiar with the contributions and/or achievements of the nominee.
- e. To maintain the integrity and confidentiality of the process, supporters and referees should not be advised that they have been put forward in support of the nomination. Supporters and referees may be contacted by Manningham staff to confidentially discuss the nomination further.
- f. One supporter may be a family member, relative, work colleague or employer. This relationship must be disclosed through the nomination process.
- g. Nominations must clearly outline the reasons the nominee meets the eligibility requirements and why they should be considered for the honour.
- h. On receipt of the nomination, the Chief Executive Officer will circulate the nomination to Councillors for initial consideration on a strictly confidential basis.
- i. Councillors shall have reasonable time, being not less than four weeks, to familiarise themselves with the nomination and seek further information or clarification if required.
- j. A confidential report containing details of the nomination will be submitted to Council for determination. Any decision to support the nomination shall be resolved by not less than a two-thirds majority of the Council.

- k. In the event the Council supports the nomination, prior to any announcement, the Chief Executive Officer shall make personal contact with the nominee to confirm their acceptance of the honour and any conditions of the award.
- l. Should a nominee decline to accept the award, all Councillors will be informed and, if appropriate, a suitable media statement will be prepared under the Mayor's signature.
- m. Should the nomination be accepted, the award shall be presented to the nominee at a meeting of Council or at a special event to be determined by Council.

3.2 Specific Nomination Requirements

In addition to the general nomination procedures, the following specific requirements also apply.

3.2.1 Freeman or Freewoman of the City of Manningham

- a. Nominations must clearly outline in chronological order the history of community service of the nominee.
- b. Nominations must be countersigned by at least 3 Councillors.
- c. Posthumous awards may be applied for within two years of the person passing.
- d. Nominations not successful in gaining initial support may be resubmitted with additional information after a minimum period of 3 years.

3.2.2 Freedom of Entry

- a. The nomination is to have the Australian Defence Force Unit's endorsement but be held in strictest confidence until a decision has been made by Council.

3.3 General Entitlements – All Award Categories

The following entitlements are attached to each award:

- a. An illuminated certificate signed by the Mayor and Chief Executive Officer under the seal of Council is to be prepared and presented to the recipient
- b. The recipient's name and the details of their nomination are to be kept in an official register.
- c. The recipient's name is to be inscribed on an honour roll on display in the City offices.

3.4 Specific Entitlements

In addition to the general entitlements, the following specific entitlements are attached to each award.

3.4.1 Freeman or Freewoman of the City of Manningham

- a. Any person upon whom the title Freeman or Freewoman of the City has been conferred may designate him/herself “Freeman or Freewoman of the City of Manningham”
- b. The recipient shall be presented with a special badge which identifies them as Freeman or Freewoman of the City.
- c. Each Freeman or Freewoman of the City shall be invited to the following Civic Functions:
 - Annual Council Meeting
 - Mayoral Ball; and
 - Declarations of Freeman or Freewoman of the City of Manningham.

3.4.2 Key to the City of Manningham

- a. Recipients shall be presented with a token key to the City.

4. SUSPENSION OR DISQUALIFICATION OF FREEDOM OF THE CITY AWARD

A person is not capable of becoming or continuing to be a Freeman or Freewoman of the City of Manningham or having the Key to the City granted if he or she has been convicted of an offence committed when he or she was of or over 18 years of age which is punishable upon first conviction for a term of imprisonment of 5 years or more under the law of Victoria or the law of any other State or Territory of the Commonwealth of Australia or the law of the Commonwealth of Australia.