

## POLICY



**Date adopted:** 30/05/2017  
**File no:** 888214-1  
**Minute number:** 148/2017

**Policy title:** HONORARY AND RECOGNITION INITIATIVES  
**Directorate:** COMMUNITY AND LIFESTYLE  
**Branch:** OFFICE OF THE DIRECTOR, COMMUNITY AND LIFESTYLE

**Policy objective:**

1. To provide guidelines for honorary and recognition initiatives including:
  - (a) Wall of Acclaim
  - (b) Keys to the City
  - (c) Freedom of Entry to the City
  - (d) ambassadorships
  - (e) Sporting Hall of Fame.
2. To provide guidelines for the nomination, assessment and approval of nominations for honorary and recognition initiatives.
3. To provide appropriate protocols befitting honorary and recognition initiatives and associated ceremonial activities.

**Definitions:**

Not applicable.

**Policy scope:**

This policy applies to the nomination, assessment and approval of recipients for honorary and recognition initiatives.

This policy:

- (a) seeks to recognise those who have made significant contributions to the development, betterment or promotion of Logan
- (b) seeks to acknowledge and celebrate the achievements of Logan residents
- (c) seeks to acknowledge significant relationships with military units based in the City of Logan
- (d) applies to Wall of Acclaim, Keys to the City, Freedom of Entry to the City, ambassadorships and Sporting Hall of Fame.

## 1. Wall of Acclaim

Under this policy, the Wall of Acclaim initiative recognises:

- (a) Outstanding achievement or a demonstrated commitment to excellence.

Criteria:

- (i) significant international or national achievement; or
- (ii) an achievement of great regional significance; or
- (iii) outstanding performance at an international competition (e.g. sports, work skills, awards or performance); or
- (iv) outstanding cultural or artistic achievement or contribution at a national or international level.

- (b) Outstanding contribution to the community.

Criteria:

- (i) significant contribution to the development of Logan City; or
- (ii) long-term volunteer for Logan-based charity (highly regarded); or
- (iii) long-term volunteer for charity; or
- (iv) a long-standing commitment to the development and prosperity of Logan through a business or organisation.

- (c) Eligibility criteria:

Wall of Acclaim honours are applicable to Logan residents, former Logan residents (a minimum of 2 years) or those that have a significant association with Logan.

- (d) Exclusions

Serving politicians

- (e) Wall of Acclaim induction

An appropriate civic function to celebrate the recipient's induction may be approved at the discretion of the selection panel.

- (f) References

All Wall of Acclaim approvals will be subject to positive background and character reference checks.

- (g) Nominations and administration

The Wall of Acclaim nomination form must be used for submissions.

There are no restrictions on who can submit a nomination for consideration.

The Community Services office of the director is the central point of coordination for all Wall of Acclaim nominations.

- (h) Grounds for removal

Inappropriate conduct.

## 2. Keys to the City

Under this policy, the Keys to the City initiative recognises:

- (a) contribution to the betterment or promotion of the city; or
- (b) outstanding achievement in sport at the international level; or
- (c) outstanding achievement in public life; or
- (d) outstanding achievement in humanitarian work; or
- (e) achievements whilst on active service; or
- (f) esteemed visitors
- (g) Eligibility criteria:

Keys to the City honours are applicable to those who live, work, were educated or attend school in Logan; or

organisations based in Logan or have a direct relationship with Logan City; or esteemed visitors

- (h) Exclusions

Serving politicians

- (i) Key to the City presentation

Keys to the City are formally presented in full Council, unless there are extenuating circumstances. An appropriate morning tea or civic function may be approved at the discretion of the selection panel.

Keys to the City are to be presented with a certificate of recognition signed by the Mayor and all elected representatives as well as the Chief Executive Officer.

- (j) References

All Keys to the City approvals are subject to positive background and character reference checks.

- (k) Nominations and administration

The Key to the City nomination form must be used for submissions, unless it is not deemed timely due to short time frames.

There are no restrictions on who can submit a nomination for consideration.

The Community Services office of the director is the central point of coordination for all Keys to the City approvals.

- (l) Grounds for removal

Inappropriate conduct.

## 3. Freedom of Entry to the City (FOE)

Under this policy, the FOE to the City recognises:

- (a) The granting of FOE rights to military units and establishments who have long standing and significant links to the City of Logan in accordance with military law and tradition.

- (b) The granting of FOE is mostly ceremonial and gives the right of general entry to the unit to parade through the streets on ceremonial occasions and to be present at official functions and ceremonies like Anzac Day and wreath laying ceremonies.
- (c) The custom of the FOE parades may include swords drawn, bayonets fixed, drums beating, bands playing and ensign flying.
- (d) The granting of Freedom of Entry to the City will be done in accordance with relevant Logan City Council and army ceremonial policies and protocols.
- (e) A request for Freedom of Entry to the City must be submitted for consideration by the Honorary Recognition Initiatives Assessment panel. A timeframe of six (6) months is required to consider and process in accordance with ceremonial protocols.

The Community and Lifestyle office of the director is the central point of coordination for all Freedom of Entry to the City approvals.

- (f) Ceremonial costs will be shared equally between Council and the unit being granted the freedom of entry.

#### **4. Ambassadorships**

Under this policy, an ambassadorship may be awarded to those who have the potential to make a worthwhile contribution to the betterment, promotion or economic growth of Logan City as a Sporting, Cultural, Business, Goodwill or Life Ambassador.

An ambassador must act in a capacity that reflects the honour and value placed upon the position.

- (a) Eligibility criteria:
  - (i) Australian citizenship (not mandatory for 2 year or specific event options)
  - (ii) reside in or have a close relationship with Logan City
  - (iii) a demonstrated long standing commitment to the development and promotion of Logan through a business or organisation
  - (iv) sound reputation and character; and either:
    - a. represented Australia at an international cultural, artistic, sporting or academic event through a recognised national selection process
    - b. be positioned and able to contribute to the positive promotion of Logan City through a recognised international event or activity
    - c. minimum five (5) years track record positively and proactively promoting Logan City (applicable to Goodwill Ambassadors only).
  - (v) demonstrated ability to inspire and engage others
  - (vi) willingness to advocate for Logan City through established networks or involvement in community organisations.
- (b) Exclusions
  - Serving politicians

- (c) Honorary ambassadorship presentation  
An appropriate morning tea or civic function to announce an ambassadorship may be approved at the discretion of the selection panel.
- (d) References  
All ambassadorship appointments are subject to positive background and character reference checks.
- (e) Nominations and administration  
All ambassadorships are at the invitation of Logan City Council. The Community and Lifestyle office of the director is the central point of coordination for all ambassador selections.
- (f) Grounds for removal  
Inappropriate conduct.
- (g) Term of appointment  
Ambassadorships may be granted for:
  - (i) the term of a specific event or occasion; or
  - (ii) a period of two (2) years; or
  - (iii) life.
- (h) Rules of engagement  
Ambassadors do not have delegated authority to make decisions, on behalf of Council.  
Ambassadors do not have delegated authority to expend money, on behalf of Council.

## 5. Sporting Hall of Fame

- 1. Future inductees  
The three (3) induction categories are as follows:
  - (a) Individual - either a competitor in a solo event or an outstanding individual from a team.
  - (b) Team – more than one athlete that achieves an outstanding accomplishment.
  - (c) Non-athletes - individuals whose efforts as leaders, administrators, officials or coaches make an outstanding contribution to sport and meet other eligibility criteria.
- 2. Eligibility criteria
  - 2.1 Nominees must:
    - (a) be an Australian citizen
    - (b) be superior achievers at the highest level of competition in their chosen sport
    - (c) demonstrate exemplary integrity, sportsmanship and character
    - (d) make a defining contribution to his/her sport

(e) live, have lived or attended school in Logan City.

- 2.2 Team players will be considered on the same basis as individuals.
- 2.3 Teams must be or have been based in Logan.
- 2.4 Long term service or involvement with sport or sporting bodies without having demonstrated outstanding achievement arising from personal initiative or innovation, is not sufficient justification for selection.
- 2.5 Nominees still active in their sport cannot be considered for induction for at least 12 months from the date of a significant achievement at the highest level. It will be at the selection panel's discretion as to whether an active nominee can progress for determination by full Council.
- 2.6 Nominees who have retired from their sport must have a distinguished record of competitive achievement at the highest level.
- 2.7 Members of the media are not eligible for induction based solely on their media role.
- 2.8 It is not a requirement that a potential inductee first be recognised in Logan's Wall of Acclaim.
- 2.9 An annual induction will be held to coincide with the annual Sports Awards event.

### 3. Nomination and selection process

Members of the Honorary Rewards and Recognition Initiatives selection panel will recommend to full Council for determination nominees for induction to the Sporting Hall of Fame.

This panel includes:

- Mayor or delegate
- Deputy Mayor or delegate
- City Governance Committee chairperson or delegate
- chairperson of City Lifestyle Committee or delegate
- one (1) other councillor or delegate
- Chief Executive Officer or delegate

The director and the Community and Lifestyle office of the director will administer guidelines and process requirements.

Council reserves the right to seek endorsement of any nomination by the appropriate peak organisation(s) in Australia, responsible for the sport(s) or field(s) of endeavour in which achievements have been attributed to the nominee.

Council reserves the right to undertake character background checks, as required.

**Policy statement:**

1. The Wall of Acclaim is appropriately recognised as the highest accolade for Logan residents and organisations with a strong association with Logan City.
2. The Keys to the City is appropriate for esteemed visitors and residents who contribute to the promotion of Logan City.
3. The Freedom of Entry to the City recognises the granting of access to the city to military units which have a long standing and significant link to the City of Logan.
4. The role of ambassador is appropriate for those whose sporting, cultural or ambassador qualities, achievements and desire to contribute to the betterment and promotion of Logan through their communities deem them eligible for the role of ambassador.
5. The Sporting Hall of Fame is appropriate for recognising and promoting the outstanding sporting achievements of our sportsmen and women. They will be the best of the best sportspeople who either live, have lived or were educated in Logan City.
6. Nomination process

It is proposed that all approved nominations for Honorary and Recognition Initiatives will be processed in accordance with the 'Honorary and Recognition' policy.

Following is a procedural summary:

- (a) Nomination for an honorary and recognition initiative
  - (i) All requests must be received in writing. Relevant information and forms will be available on all Logan City Council web sites.
  - (ii) A minimum timeframe of six (6) weeks is required from the time of lodgement of nomination to the presentation ceremony.
- (b) Assessment of an honorary and recognition initiative
  - (i) All nominations must be assessed using the applicable assessment form.
  - (ii) All nominations must be assessed against eligibility criteria and referee checks carried out prior to assessment by the internal selection panel comprised of the Mayor, Deputy Mayor, chairperson of the City Governance Committee and chairperson of the City Lifestyle Committee plus one (1) other councillor or their delegates and the Chief Executive Officer or delegate.
- (c) Outcomes of assessments
 

All elected representatives, ELT and the Media branch will be advised of the outcomes of the panel assessment prior to the granting and issuing of an honorary and recognition initiative.

**Related policies/legislation/other documents:**

DOC ID	DOCUMENT TYPE	DOCUMENT NAME
<a href="#">8628408</a>	Report	Honorary & Recognition Initiatives Policy