

FREEDOM OF THE CITY POLICY

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1. PURPOSE

The 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.

The Key to the City is awarded for a single event rather than any prolonged achievement over a number of years, to acknowledge the contribution of an individual, group or organisation for an outstanding achievement in sport, entertainment or humanitarian work at a national or international level.

The 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.

2. CATEGORIES AND NOMINATION ELIGIBILITY

2.1. Freeman/Freewoman of the City

The Freedom of the City Award can be made in the following three category distinctions

Freeman/Freewoman of the City

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.

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 community in the City of Manningham
- d. The nominees community endeavor, will have demonstrable benefits to both the community of the City of Manningham and the wider community
- e. The nominees 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 promoted Manningham on these stages
- f. The nominees 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 sport, entertainment, community or humanitarian work at a state, national or international level.

This award is open to all groups, organisations or individuals for eminent achievement and merit of the highest degree in service to Manningham, Victoria or Australia at large through sport, entertainment, community or humanitarian work that has benefited 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

3.1. Freeman/Freewoman of the City of Manningham

To preserve the integrity and importance of bestowing the honour of “Freeman/Freewoman of the City of Manningham” upon any individual, the following nomination procedure shall apply:

- a. Nominations for “Freeman/Freewoman of the City of Manningham” are to clearly outline in chronological order the history of community service of the person being nominated.
- b. Nominations must be made in writing to the Chief Executive.
- c. The nomination is to be made without the nominee’s knowledge and held in strictest confidence until a decision has been made by Council.
- d. Any resident of the City of Manningham or a community group may submit a nomination but it must be countersigned by at least one third of the number of Councillors on Council.
- e. On receipt of the nomination, the Chief Executive will circulate the nomination to Councillors for consideration strictly on a confidential basis.
- f. Councillors shall have reasonable time, being no less than four weeks, to consider the proposal.
- g. Should the nomination be supported and accepted the award shall be presented to the nominee at a Council Meeting or at a special event to be determined by Council.
- h. Nominations which are not successful in gaining initial endorsement may be resubmitted with additional supportive information for consideration after a minimum period of 12 months.

3.2. Key to the City of Manningham

To preserve the integrity and importance of bestowing the honour of “Key to the City of Manningham” upon any group, organisation or individual, the following nomination procedure shall apply:

- a. Nominations for a “Key to the City of Manningham” award can be made by any individual, group or organisation within Manningham in writing to the Chief Executive outlining reasons why the nominee should be granted the award.
- b. The nomination is to be made without the nominee’s knowledge and held in strictest confidence until a decision has been made by Council.
- c. The Chief Executive will submit a confidential report to Council with details of the nomination for determination by Council. Any decision to support the nomination shall be resolved by not less than a two-thirds majority of Council.
- d. In the event Council supports the nomination, prior to any announcement, the Chief Executive shall make personal contact with the nominee to confirm their acceptance of the honour and the conditions of the award.
- e. Should the nomination be supported and accepted the award shall be presented to the nominee at a meeting of Council or at a special event to be determined by Council.

- f. Council may on its own initiative, or following receipt of an application for another category, award the Key to the City to any eligible group, organisation or individual.

3.3. Freedom of Entry

To preserve the integrity and importance of bestowing the honour of “Freedom of Entry to the City of Manningham” upon any group or organisation, the following nomination procedure shall apply:

- a. Nominations for a “Freedom of Entry to the City of Manningham” award can be made by any individual, group or organisation within Manningham in writing to the Chief Executive outlining reasons why the nominee should be granted the award.
- b. 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.
- c. The Chief Executive will submit a confidential report to Council with details of the nomination for determination by Council. Any decision to support the nomination shall be resolved by not less than a two-third majority of Council.
- d. In the event Council supports the nomination, prior to any announcement, the Chief Executive shall make personal contact with the nominee to confirm their acceptance of the honour and the conditions of the award.

3.4. Entitlements

Freeman/Freewoman of the City of Manningham

The following entitlements are attached to the award:

- a. An illuminated certificate of the granting of the Freedom of the City signed by the Mayor and Chief Executive Officer under the seal of Council is to be prepared and presented to the recipient
- b. The names of all recipients of the Freedom of the city and the details of their nomination are to be kept in an official register known as the Freedom of the City Roll
- c. The names of all recipients of the Freedom of the city are to be inscribed on an honour roll on display in the City offices
- d. Any person upon whom the title Freeman/Freeman of the City has been conferred may designate him/herself “Freeman/Freewoman of the City of Manningham”
- e. The recipient shall be presented with a special badge which identifies them as Freeman/Freewoman of the City.

3.5. All Freeman/Freewoman of the City shall be invited to the following Civic functions:

- Annual Council Meeting;
- Mayoral Ball; and
- Declarations of Freeman/Freewoman of the City of Manningham

3.6. Key to the City of Manningham

The following entitlements are attached to the Award:

- a. An illuminated certificate of the granting of the Key to the City signed by the Mayor and Chief Executive under the seal of Council is to be prepared and presented to the recipient.
- b. The names of all recipients of the Key to the City and the details of their nomination are to be kept in an official register known as the Freedom of the City Roll.
- c. The names of all recipients of the Key to the City are to be inscribed on an honour roll on display and a token key shall be presented to the recipient.

3.7. Freedom of Entry

The following entitlements are attached to the Award:

- a. An illuminated certificate of the granting of the Freedom of Entry to the City signed by the Mayor and Chief Executive under the seal of Council is to be prepared and presented to the recipient.
- b. The names of all recipients of the Freedom of Entry to the City and the details of their nomination are to be kept in a register known as the Freedom of the City Roll.
- c. The names of all recipients of the Freedom of Entry to the City are to be inscribed on an honour roll on display in the City Offices
- d. The recipient shall be given Entry to the City at a Ceremony or Civic Function called to mark the special event.

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.