

COUNCIL PROCEDURE - HONOURS AND RECOGNITION

OBJECTIVES

The objectives of this Procedure are:

1. To provide a framework for the award of honours and recognition under the Honours and Recognition Policy; and
2. To provide guidance on considering the awarding of honours and recognition.

SCOPE

This Procedure applies to decisions to award a Key to the Region, Freedom of Entry or a Recognition Plaque.

PROCEDURE ACTIONS

Wherever possible decisions to confer honours and recognition will be referred to the Honours and Recognition Panel and a recommendation will be made to Council and the decision will only be made to award or not to award an honour at Council's absolute discretion.

In the event that awarding an honour such as a Key to the Region or Freedom of Entry is time sensitive, the decision may be referred by the Chief Executive Officer and Mayor to the Honours and Recognition Panel.

Requests from members of the public for the conferral of honours should be referred to local Councillors. In general, nominators are encouraged to refer to the Scenic Rim Australia Day Awards which celebrate greatness in our community.

If a recipient receives a criminal conviction or their reputation falls into disrepute, (so as to fall outside that of accepted community standards), the Honours and Recognition Panel reserves the right to recommend to Council that the honour or recognition be rescinded.

DEFINITIONS

Council - Scenic Rim Regional Council

Freedom of Entry - is the highest honour which can be accorded by Council to a military unit. Freedom of Entry allows the unit to march through the streets of a town or village in the region on a ceremonial occasion with swords drawn, bayonets fixed, drums beating, guidon flying and band playing

Honours and Recognition Panel - the Honours and Recognition Panel comprises of Council's Chief Executive Officer or Acting Chief Executive Officer, Mayor, Deputy Mayor and two other Councillors appointed by Council. Decisions will be made by majority on consideration of a report from the Chief Executive Officer regarding the proposed conferral.

Key to the Region - is a symbol adopted by Council as being the official Key to the Scenic Rim region

Recognition of Service Plaques - are awarded by Council to recognise contributions to the community or significant milestones for community groups or residents, and are presented as part of an existing event

RELATED DOCUMENTS

CM03.26CP Honours and Recognition Policy

This Procedure supports the Scenic Rim Regional Council Corporate Plan 2013-2018, in particular Theme - *Open and Responsive Government*.

Approved By:

SCENIC RIM REGIONAL COUNCIL
18 December 2017

Version Information

Version No.	Date	Key Changes
1	18/12/2017	Procedure Adopted. Corporate and Community Services Committee 11 December 2017, Item 1.3

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