



PURPOSE

To suitably honour, reward and recognise groups, individuals and organisations which make, or have made, a significant contribution to the city of Albury.

SCOPE

The policy applies to Council Officers (see definition below) responsible for the conferring of an honour, recognition or award, panels of independent citizens for the purposes of assessment of applications, dignitaries, and community members.

The policy also applies to the community of Albury.

This policy and associated documents excludes place naming determined or concurred to by the Geographical Names Board of NSW under the *Geographical Names Act 1966* or the *Roads Act 1993*, which includes but is not limited to, suburbs, roadways, streets and localities.

This policy and associated documents excludes the naming of assets under philanthropic or sponsorship financial arrangements negotiated between AlburyCity, its donors and/or commercial sponsors and partners.

Naming of spaces or facilities which are managed or in trust but not owned by AlburyCity is subject to approval of the land owner which may include but is not limited to, community organisations, Department of Industry (Crown Lands), Department of Housing and Roads & Maritime Services.

DEFINITIONS

Council Officer (also known as a *Public Official*) includes Councillors; full-time, part-time and casual staff members whether they are permanent or temporary employees; consultants; volunteers; contractors; and external members of Council committees.

REFERENCES

Granting of Freedom of Entry to the City is bestowed on the basis of this policy and in accordance with relevant Australian Defence Force ceremonial policies and protocols.

The Geographical Names Board of NSW determines place names under the *Geographical Names Act 1966*.

Road names are proposed by Albury City Council under the *Roads Act 1993*, but must be concurred to by the Geographic Names Board and other authorities.

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CONTENT

AlburyCity recognises that many individuals, groups and organisations throughout history have contributed to the advancement, prosperity and social wellbeing of our city. For this reason, AlburyCity uses various avenues to bestow honours, recognition and awards to these individuals, groups or organisations to highlight their contribution to our community.

The Honour, Recognition and Awards Procedure provides the criteria, process and method of granting the bestowal of recognition, appreciation, naming and formal acknowledgement by the city in honour of those who have made significant contributions on a range of levels. This procedure ensures that a structured and considered approach is taken to the awarding of these honours. The Honour, Recognition and Awards Procedure also allows for the revocation or withdrawal of an honour, recognition or award in certain circumstances.

DOCUMENTATION

Honour, Recognition and Awards Procedure

AUTHORISATION

Owner	Directorate	Economic Development & Tourism
	Responsible Officer	Events Team Leader
Authorisation	Endorsed by Council 13 May 2019	
Review Date	May 2023	
Register	This policy is included in the Public Policy and Procedure Register.	
Record of Amendments	May 2019	New Policy

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