

City Recognition Policy

Policy - CP022

Prepared	Reviewed	Approved	Date	Council Minute No.
Manager Corporate Administration	ELT	Council	25 May 2017	2017/0102
Trim File: 18/02/01		To be reviewed: May 2020		
Document Owner: Manager Corporate Administration		Review Frequency: 3 years		

1. The purpose of this policy is

To establish the circumstances under which the Mildura Rural City Council may bestow the honorary titles of 'Freeman of the City' and 'Key to the City' to worthy candidates.

2. Policy Statement

Mildura Rural City Council will, under appropriate circumstances, recognise and provide official recognition to individual(s) and group(s) for outstanding achievement or service to the community through the bestowing of the honorary title of 'Freeman of the City' or 'Key to the City'.

3. Principles

There will be two categories of the honour that shall be defined as follows:

- Freeman of the City.

This is an honorary title bestowed upon an individual or organisation in recognition of outstanding community contribution, high service of community duty and public spirit. It is relevant to residents or former residents of this municipality.

The following shall apply:

- bestowing of the title 'Freeman of the City' will only be by resolution of Council and in accordance with this policy;
- consideration of the bestowing of such a title should stem only from either recommendation from the community or Council;
- all scrolls of recognition are to be signed by the Mayor and Chief Executive Officer;
- bestowing of 'Freeman of the City' shall be limited in number to maintain both the significance and prestige of the title;
- there will be no more than five living recipients in this category;
- any presentation is to be made at an appropriate Civic Ceremony especially held for the purpose and hosted by Council; and

- the title of 'Freeman of the City' may be presented to organisations or individuals as deemed appropriate, however the following selection criteria should be considered:
 - benefit of contribution to the community;
 - personal integrity;
 - demonstrated public spirit; and
 - level of community service (impact, duration etc).
- Key to the City.

This is an honour bestowed upon an individual or organisation in recognition of outstanding achievement in any field.

The following shall apply:

- bestowing the 'Key to the City' will only be by resolution of Council and in accordance with this policy;
- consideration or presenting the 'Key to the City' should stem only from recommendation from either the community or Council;
- any presentation is to be made at an appropriate Civic Ceremony especially held for the purpose and hosted by Council; and
- the key may be presented to organisations or individuals as deemed appropriate, however the following selection criteria should be considered:
 - contribution to the community or;
 - outstanding achievement in any field;
 - personal Integrity; and
 - affiliation with the Mildura Municipality.

4. Who is responsible for implementing this policy?

Manager Corporate Administration

5. Definitions

Freeman of the City The honorary title bestowed upon an individual or organisation in recognition of outstanding community contribution, high service of community duty and public spirit. Relevant to residents or former residents of the municipality.

Key to the City The honour bestowed upon an individual or organisation in recognition of outstanding achievement in any field.

Scroll An illuminated scroll certificate of A4 size depicting Council's logo, Council seal and a suitable inscription.

6. Legislation and other references

6.1 Legislation

- Nil

6.2 Documents

This Policy is implemented in conjunction with the following documents:

- Freeman of the City Scroll; and
- Keys to the City Scroll.

6.3 Risk Assessment Reference

Risk Category	✓	Risk Category	✓
Asset Management		Financial Sustainability	
Committees		Human Resource Management	
Compliance – Legal & Regulatory		Leadership & Organisational Culture	✓
Contract Management		Occupational Health & Safety	
Contract Tendering & Procurement		Organisational Risk Management	
Corporate Governance	✓	Project Management	
Environmental Sustainability		Public Image and Reputation	✓