

# **POLICY: EXEC-CEO-017**

## **CIVIC COMMENDATIONS POLICY**

### **PURPOSE**

The purpose of this policy is to provide a process which governs ceremonial functions, by which Council can formally recognise outstanding contributions, achievements and meritorious service to the community of the City of Kalgoorlie-Boulder by bestowing the honours of Freeman of the City, Freedom of Entry and Keys to the City of Kalgoorlie-Boulder.

### **DEFINITIONS**

“**The City**” means The City of Kalgoorlie-Boulder.

“**Unit**” means any Permanent, Reserve and Cadet unit of the Australian Defence Forces.

### **STATEMENT**

The City will consider bestowing the following prestigious honours noting that the bestowing of such honours carries with it no legal rights or privileges.

#### **1. Freeman of the City of Kalgoorlie-Boulder**

The Freeman of the City honour is to be granted to previously serving Councillors and Officers of the City and other individuals who are considered by Council to have made an outstanding, significant and meritorious contribution to the City of Kalgoorlie-Boulder, Western Australia, Australia or world affairs.

##### **Nomination Criteria**

The title of the Freeman of the City may be conferred on any person:

- 1.1.** Whose exceptional service to the community is a matter of public record; and
- 1.2.** Who has identifiable and long- standing connections with the community in the City of Kalgoorlie-Boulder or its former entities; and
- 1.3.** Whose personal endeavours have benefited the community in an outstanding and meritorious manner that stands above contributions of most other persons in assisting in both the advancement of the City’s strategic direction and the provision of benefits for the greater community.

##### **Entitlements**

- 1.4.** Any person upon whom the title Honorary Freeman of the City has been conferred may designate him/herself “Honorary Freeman of the City of Kalgoorlie-Boulder”.
- 1.5.** The recipient shall be presented with a special badge which identifies them as Freeman of the City along with a plaque and certificate to commemorate receiving the award.
- 1.6.** Any Honorary Freeman of the City shall be invited to all subsequent formal Civic functions conducted by the City.

### **Limitations on Holders of Award**

**1.7.** To avoid any potential perception of bias, the title of “Honorary Freeman of the City of Kalgoorlie-Boulder” shall not be bestowed on any person currently employed or holding the office of Councillor at the City.

**1.8.** Previous employees/officers of the City or its former entities while not excluded under the nominated criteria, merit based consideration would not take into account their time and service to the community as a paid employee of the City or its former entities.

**1.9.** In recognition of the standing of this award, a maximum of five (5) living persons only may hold the title “Honorary Freeman of the City of Kalgoorlie-Boulder”, at any one time.

## **2. Freedom of Entry to the City of Kalgoorlie-Boulder**

The Freedom of Entry to the City is a ceremonial honour is to be granted to units of the Defence Forces, including Reserve and Cadet units, which have a significant attachment to the City of Kalgoorlie-Boulder, as determined by Council.

It became popular during the nineteenth century and draws some inspiration from medieval history. A military or civilian unit accorded this privilege is granted the right of entry to the City "with bayonets fixed, colours flying and drums beating".

This award is restricted to Australian military and civilian units that have, through their command, a significant attachment to the City of Kalgoorlie-Boulder. It is conferred in recognition of their achievement while on active service or overseas duty or as a mark of respect and gratitude for their efforts in the defence of Australia. Freedom of Entry to the City of Kalgoorlie-Boulder is celebrated with a parade of the unit through the streets.

**2.1.** Freedom of Entry is restricted to Australian military and civilian units which have, through their command, a significant attachment to the City of Kalgoorlie-Boulder.

**2.2.** Individuals or organisations may apply to the City of Kalgoorlie-Boulder to receive Freedom of Entry, or alternatively Council may grant Freedom of Entry without an application.

**2.3.** Granting of Freedom of Entry to the City is to be determined by absolute majority of Council.

**2.4.** All applications must be formalised on the Freedom of Entry form by the applicant forwarding the form, marked attention to the CEO. This form needs to be received at least eight (8) weeks before the date of the event.

**2.5.** A civic function may be granted in conjunction with Freedom of Entry event. The Mayor, in conjunction with the Chief Executive Officer, shall determine the date, time, location and invitation list.

**2.6.** The applicant will be advised of the outcome after the Council resolution within 5 working days. If approved, the applicant will be notified of the particulars of the function.

**2.7.** An appropriate certificate with a gift symbolising the event may be given.

### 3. Key to the City of Kalgoorlie-Boulder

The Key to the City honour is to be granted to individuals or groups who are considered by Council to have either:

- (i) reached a high level of achievement and service in their chosen field, or
- (ii) made an outstanding, significant and meritorious contribution to the City of Kalgoorlie-Boulder, Western Australia, Australia or world affairs. The granting of the Key to the City is a symbolic presentation, which represents the highest honour that a city can confer on an individual or an organisation.

The Key to the City of Kalgoorlie-Boulder is traditionally presented by the Mayor at a civic ceremony to acknowledge the contribution of an individual or organisation in furthering the ideals of the City, or to recognise outstanding achievement in sport or humanitarian work at an international level.

**3.1.** Keys to the City will be awarded to an individual or organisation in furthering the ideals of the City of Kalgoorlie-Boulder, or to recognise outstanding achievement in sport or humanitarian work at an international level.

**3.2.** Individuals or organisations may apply to the City of Kalgoorlie-Boulder to receive Keys to the City, or alternatively Council may grant Keys to the City without an application.

**3.3.** Granting of Keys to the City is to be determined by absolute majority of Council.

**3.4.** All applications must be formalised on the Keys to the City form by the nominator forwarding the form, marked attention to the CEO. This form needs to be received eight (8) weeks before the date of the event.

**3.5.** A civic function may be granted in conjunction with Keys to the City event. The Mayor, in conjunction with the Chief Executive Officer, shall determine the date, time, location and invitation list.

**3.6.** The applicant will be advised of the outcome after the Council resolution within five (5) working days. If approved, the applicant will be notified of the particulars of the function.

**3.7.** An appropriate certificate with a gift symbolising the event may be given.

### RELEVANT DOCUMENTS

*Application for Freedom of Entry Form*

*Nomination for Key to the City Form*

<b>Policy Number:</b>	EXEC-CEO-017
<b>Previous Policy Number:</b>	N/A
<b>Relevant Legislation:</b>	N/A
<b>Review Frequency:</b>	Biennial
<b>Business Unit:</b>	Executive
<b>Responsible Officer:</b>	COS