

Policy Title:	RECOGNITION OF ACHIEVEMENT – ‘KEY TO THE CITY’
Policy Subject:	Governance
Policy No:	#894353v6 – CP039
Directorate:	Organisational Services
Department:	Governance & Customer Service
Section:	Marketing and Communications
Responsible Officer:	Manager Marketing and Communications
Authorised by:	Director Organisational Services
Adopted Date:	17/08/2011
Review Date:	18/07/2021
Amended Date:	18/07/2018
Risk Assessment:	Low

OBJECTIVE:

The Fraser Coast Regional Council may choose to recognise and provide official recognition to individual(s) and group(s) for outstanding achievement or service to the community through bestowing the honour of ‘Key to the City’.

The objective of this policy is to establish the circumstances under which this award may be presented to a worthy candidate and the protocols to be followed.

POLICY:

Fraser Coast Regional Council may officially recognise outstanding achievements or service of individuals and groups through the awarding of a ‘Key to the City’.

Philosophy & Role

Official recognition of outstanding achievement or service is a strong motivator and can contribute to a community’s feeling of unity and wellbeing. Council plays a major role in community development and as such, has a responsibility to appropriately reward people who have made an outstanding contribution to the community or to the successful future of the Fraser Coast region.

Authorities & Responsibilities

1. A ‘Key to the City’ can only be awarded by resolution of **Council**.
 2. Responsibility to notify the ‘Key to the City’ recipient immediately following Council’s decision rests with the **Mayor**.
 3. Responsibility for organising ‘Key’ and Certificate rests with the **Mayor’s Office** who will also enter the details in the ‘Key to the City’ register.
 4. Responsibility for organising an appropriate meeting or civic reception to award the ‘Key’ rests with the **Mayor’s Office**.
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Scope & Activities

1. Awarding of a 'Key to the City' is based on the notion of honorary citizenship or ambassadorship and must be approved by resolution of Council.
2. This is done on the basis of the following principles:
 - A 'Key to the City' may be awarded for:
 - outstanding and exemplary contribution to the achievement of international relationships between the Fraser Coast Region and foreign governments or cities;
 - outstanding and exemplary efforts in the achievement of ambassadorial pursuits for the Fraser Coast Region;
 - outstanding and exemplary service to the Fraser Coast Community; and/or
 - A high level of achievement and service in the person's chosen field, to the benefit of the Fraser Coast.
 - The award has no legal status; and
 - Recognition is in the form of an appropriately framed certificate, signed by the Mayor, and a 'Key to the City'.
3. The process for awarding a 'Key to the City' is as follows:
 - Consideration for awarding a 'Key to the City' should stem from a recommendation from the community or Council.
 - The 'Key' will only be bestowed by resolution of Council and in accordance with this policy.
 - 'Key' and certificate will be presented to the recipient at a suitable Council meeting or civic reception hosted by Council.
 - Details of all 'Key' recipients will be maintained in the 'Key to the City' register.

HEAD OF POWER:

Nil

RELATED LEGISLATION:

Nil

RELATED DOCUMENTS (LOCAL LAWS, POLICIES, DELEGATIONS, ETC):

- Key to the City Register (Docs #837920)
- Key to the City Certificate (Docs #2366244)
- Key to the City Nomination Form (Docs #2289091)

ATTACHMENT TO POLICY:

Nil

DEFINITIONS:

Nil

HISTORY:

Nil

Amended: N/A