

## **Conferral of the Honour of ‘Keys to the City’**

<b>Responsible Directorate:</b>	<i>Corporate Strategy &amp; Performance</i>
<b>Responsible Service Unit:</b>	<i>Council &amp; Corporate Support</i>
<b>Contact Person:</b>	<i>Manager Council &amp; Corporate Support</i>
<b>Date of Approval:</b>	19 March 2024
<b>Council Resolution No:</b>	CS05-03/24

### **1. POLICY STATEMENT**

To outline the nomination, selection and awarding of the prestigious honour to receive the ‘Keys to the City’, to recognise meritorious service of an individual to the community of the City of Wanneroo.

### **2. OBJECTIVE AND PURPOSE**

#### **Objective**

Subject to the eligibility and selection criteria of the Policy, the Council may by resolution confer the honour of the ‘Keys to the City of Wanneroo’ to an endorsed nominee.

#### **Purpose**

This honour is reserved to recognise members of the community who demonstrate outstanding commitment and contribution to the community. This honour will not be awarded annually but only on rare and exceptional occasions.

### **3. KEY DEFINITIONS**

Nil.

### **4. SCOPE**

This Policy applies to all Council Members of the City of Wanneroo.

### **5. IMPLICATIONS**

Priority 7.1 Clear direction and decision making:-

“The City of Wanneroo will have a clear plan for the future and be able to demonstrate successful results. Decision-making will focus on achieving the best outcomes and be in line with the Vision, Goals and Priorities informed by the community.”

## **6. IMPLEMENTATION**

### **6.1 Eligibility Criteria**

- a) *Residency*  
Nominees will have lived within the City of Wanneroo for a significant number of years (significant would usually mean at least 20 years) and have had a long and close association and identification with the District.
- b) *Service*  
The nominee should have given extensive and distinguished service to the community that goes beyond the local government concerned (e.g. service to other organisations, voluntary and community groups) in a largely voluntary capacity. The nominee must have made an outstanding contribution to the City of Wanneroo such that the nominee's contribution can be seen to stand above the contributions made by most other people.
- c) *Outcomes*  
The nominee's community endeavour will have demonstrable benefits to both the community of the City of Wanneroo and the wider community of WA.
- d) *Specific Achievements*  
The nominee's specific achievement(s) must be of a nature which would encourage the City to nominate that person for an honour under the Australian honours system.

### **6.2. Nomination Procedure**

- a) Nominations must be made in the strictest confidence without the nominee's knowledge.
- b) A nominee's acceptance of the honour is to be confirmed prior to any public announcement.
- c) Any resident or elector of the City of Wanneroo may make a nomination but it must be sponsored by a Council Member.
- d) Nominations must be made in writing to the Chief Executive Officer. On receipt of a nomination, the nomination shall be submitted as a confidential report for consideration at an Ordinary Meeting of Council.

### **6.3. Entitlements and Presentation**

- a) Any person who is awarded the honour to receive the 'Keys to the City' may designate him/herself a 'Holder of the Keys to the City of Wanneroo'.
- b) The presentation of the awarding of the 'Keys to the City' shall be made at a small ceremony, which may take place at a Council meeting. The recipient shall be awarded a plaque to commemorate receiving the award.
- c) A portrait of the 'Holder of the Keys to the City of Wanneroo' shall be hung in the Council Chambers. The cost of commissioning and framing a portrait for any new 'Holder of the Keys to the City of Wanneroo' is a substantial cost for which provision must be made in advance during the budget preparation process.

- d) Any 'Holder of the Keys to the City of Wanneroo' shall be invited to all subsequent Civic events and functions.

#### **6.4. Limitation on Holders of the Keys to the City**

- a) At any one time, a maximum of four living persons only may be designated the title 'Holder of the Keys to the City of Wanneroo'. Any portraits of a previous 'Holder of the Keys' shall be placed in a suitable location within the Civic Centre.

#### **6.5. Process to consider proposed conferral**

- a) Any proposed conferral of the Award of the title 'Holder of the Keys to the City of Wanneroo' is to be presented to Council Members via a confidential report presented to an Ordinary Meeting of Council.

### **7. AUTHORITIES AND ACCOUNTABILITIES**

- a) The Office of the Mayor is responsible for ensuring any new plaques and portraits are commissioned in accordance with the policy.
- b) The Civic Events Officer is responsible for ensuring that any 'Holder of the Keys to the City of Wanneroo' is invited to Civic events and functions.

### **8. ROLES AND RESPONSIBILITIES**

Council and Corporate Support is responsible for the management and oversight of this Policy.

### **9. DISPUTE RESOLUTION (if applicable)**

All disputes in regard to this policy will be referred to the Director Corporate Strategy and Performance in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Chief Executive Officer.

### **10. EVALUATION and Review Provisions**

This Policy is to be reviewed every two years but may be reviewed at any other time

### **11. RELATED DOCUMENTS**

Nil.

### **12. REFERENCES**

Nil.

**13. RESPONSIBILITY FOR IMPLEMENTATION**

Council and Corporate Support  
Place Management

**REVISION HISTORY**

<b>Version</b>	<b>Next Review</b>	<b>Record No.</b>
8 August 2006 (GS01-08/06)	July 2008	534276
14 December 2010 – CS06-12/10	December 2012	TRIM 10/24752
Resolution No. CS11-11/14	December 2016	Trim 10/24752
16 February 2021 – CE02-02/21	February 2024	10/24752v2
19 March 2023 - CS05-03/24	February 2025	10/24752v3