

# Shire Recognition Policy 2021

**POL034**



**Policy No:** POL034  
**Policy Title:** Shire Recognition Policy  
**Section Responsible:** Economic Development  
**Minute No:** 21/015  
**Doc ID:** 8635

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## **1. INTENT**

“Freedom of the Shire” and “Key to the Shire” are the most prestigious honours that Council can bestow upon an individual or organisation. The intent of this policy is to establish the circumstances under which the Narrandera Shire Council may bestow the titular honours of “Freedom of the Shire” and “Key to the Shire” to worthy candidates.

## **2. SCOPE**

Council may on its own initiative, or following receipt of an application, award the “Freedom of the Shire” and “Key to the Shire” to any eligible person or organisation.

## **3. OBJECTIVE**

- To define the titular honours of “Freedom of the Shire” and “Key to the Shire”
- To ensure that both are prestigious honours, only granted in the most deserving of cases, where there is unanimous support and where there has been ample time for reflection.

## **4. POLICY STATEMENT**

Narrandera Shire Council will, under appropriate circumstances, recognise and provide official recognition to individuals and groups for outstanding achievement or service to the community through the bestowing of the titular honour of “Freedom of the Shire” or “Key to the Shire”.

## **5. PROVISIONS**

### **5.1 PRINCIPLES**

There will be two categories of Shire Recognition honour that shall be defined as follows.

#### **5.1.1 Freedom of the Shire**

This is a titular honour 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 or to persons who have provided outstanding benefit or contribution to the Narrandera Shire.

The following shall apply:

- Bestowing of the title “Freedom of the Shire” 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 the General Manager.
- Council shall limit in number and frequency the bestowing of “Freedom of the Shire” to maintain both the significance and prestige of the title.
- Any presentation to bestow the “Freedom of the Shire” is to be made at an appropriate Civic Ceremony especially held for the purpose and hosted by Council in accordance with Council’s Civic Receptions policy.
- The title of “Freedom of the Shire” 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
  - Level of community service (impact, duration etc).

#### **5.1.2 Key to the Shire**

The titular honour of ‘Key to the Shire’ is bestowed upon an individual or organisation in recognition of outstanding achievement in any field. It is relevant to residents or former residents or to persons who have an affiliation with the Narrandera Shire.

The following shall apply:

- Bestowing of the title “Key to the Shire” will only be by resolution of Council and in accordance with this policy.
- Consideration or presenting the “Key to the Shire” should stem only from recommendation from either the community or Council.
- All Scrolls of Recognition are to be signed by the Mayor and the General Manager.

- Any presentation is to be made at an appropriate Civic Ceremony especially held for the purpose and hosted by Council in accordance with Council's Civic Receptions policy.
- The title "Key to the Shire" may be bestowed upon organisations or individuals as deemed appropriate, however the following selection criteria should be considered:
  - Contribution to the community
  - Outstanding achievement in any field
  - Personal Integrity
  - Affiliation with the Narrandera Shire.

## 6. DEFINITIONS

- **Freedom of the Shire:** The titular honour 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 or to persons who have provided outstanding benefit or contribution to Narrandera Shire.
- **Key to the Shire:** The titular honour bestowed upon an individual or organisation in recognition of outstanding achievement in any field. It is relevant to residents or former residents or to persons who have an affiliation with Narrandera Shire.
- **Scroll:** An illuminated scroll certificate of A4 size depicting Council's logo and seal and a suitable inscription.
- **NSC:** Narrandera Shire Council.

## 7. ROLES AND RESPONSIBILITIES

The General Manager is responsible for implementing this policy.

## 8. RELATED LEGISLATION

- Nil

## 9. RELATED POLICIES AND DOCUMENTS

- ES170 Civic Receptions Policy

## 10. VARIATION

Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation and award changes, where applicable. Council may also make changes to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

## 11. PREVIOUS VERSIONS

Reference to a superseded policy number and/or name is also considered a reference to the new policy number. This policy was previously named:

- ES120 Shire Recognition Policy

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### POLICY HISTORY

<b>Responsible Officer</b>	<b>Economic Development Manager</b>		
<b>Approved by</b>	<b>General Manager</b>		
<b>Approval Date</b>	<b>1 April 2021</b>		
<b>GM Signature</b> <i>(Authorised staff to insert signature)</i>			
<b>Next Review</b>	<b>1 February 2024</b>		
<b>Version Number</b>	<b>Endorsed by ELT</b>	<b>Endorsed by Council</b>	<b>Date signed by GM</b>
1 Adopted	-	-	17/03/1998
2 Reviewed	-	-	4/09/2000
3 Reviewed	-	17/02/2009	17/02/2009
4 Reviewed	13/07/2015	18/08/2015	19/08/2015
5 Reviewed	/10/2020	16/02/2021	1/04/2021

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