



KEY TO THE CITY POLICY

DOCUMENT NO:
A4754285

1.1 Objectives:

The objectives of this policy are to:

- a) Provide guidance for the approval of presentation of a Key to the City to individuals to recognise outstanding achievements.
- b) Provide professional ceremonial functions for the presentation of a Key to the City.
- c) Manage appropriate protocols and ceremonial functions befitting presentation of a Key to the City.

1.2 Regulatory Authorities:

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Ipswich City Council Long Term Community Plan (i2031)
- Ipswich City Council Corporate Plan 2017-2022

1.3 Policy Statement:

The granting and presentation of a **Key to the City** is a symbolic presentation, which represents the highest honour a city can confer on an individual or an organisation. A Key to the City can be awarded to an individual or organisation for furthering the ideals of the City of Ipswich or to recognise outstanding achievement in public life.

Council may on its own, or following receipt of an application, award a Key to the City to any eligible organisation or person.

Eligibility for an individual or organisation to receive a Key to the City of Ipswich must demonstrate an outstanding contribution in furthering the ideals of the City or an outstanding achievement in public life.

Granting of a Key to the City may only be made by prior resolution of Council.

Nominations are to be discussed formally by the Mayor and Councillors and a report must be tabled at Committee or Council.

1.4 Role and Responsibilities:

The Marketing Services Branch, shall be responsible for ensuring applications for a Key to the City meet the requirements of this policy, and shall be responsible for reviewing this

policy and providing advice to Council on the application of this policy.

1.5 Definitions:

The tradition of a **Key to the City** dates back to medieval times, when many cities were enclosed within walled fortifications. The 'key' symbolised the political relationship between a city and the King, Queen or ruler of the land on which the city was located.

When the ruler visited the city for the first time after assuming power, the authorities would formally greet him or her at the gates and present a key to signify that the city was now under his or her control. The key would then be returned by the ruler to the city authorities to acknowledge that he or she intended to respect the political authority of those who administered the city.

The Key to the City is bestowed upon distinguished persons and honoured guests of the City of Ipswich. The key symbolizes free entry. 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.

A Key to the City of Ipswich is 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 public life.

1.6 Policy Author:

The Corporate Governance Branch is responsible for reviewing this Policy.

Date of Council Resolution: 27 March 2018

Committee Reference and Date: Policy and Administration Advisory Committee No. 2018(02) of 13 March 2018

No. of Resolution: 2

Date to be Reviewed: 27 March 2020