

<b>Version Control and Objective ID</b>	Version No:	Objective ID:
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## 1. Statement

The granting of the “Keys to the City of Ipswich” is a symbolic presentation with no formal entitlements and represents the highest honour that the city can confer on an individual or group.

The “Freedom of Entry to the City” is a right which is granted upon a military unit by a Local Government, authorising that unit to march through the streets of the city on a ceremonial occasion with swords drawn, bayonets fixed, drums beating, guidon flying and band playing.

## 2. Purpose and Principles

The granting and presentation of a “Keys to the City of Ipswich” is a symbolic gesture where the city chooses to honour an individual or group either for their significant contribution to the city or for attaining excellence in their chosen field of endeavour.

The granting of the “Freedom of Entry to the City of Ipswich” represents the highest honour that can be conferred on a military unit and is a symbolic honour, demonstrating trust, loyalty and sense of community between the city and the military unit.

The declaration of the honour for both awards will form part of a Council Ordinary Meeting agenda with the official presentation to take place at a small ceremony to be held in a function room adjacent to the Council Chambers, at the conclusion of the meeting.

Council may on its own initiative, or following receipt of an application, award the Keys to the City of Ipswich or Freedom of Entry to the City of Ipswich honours as appropriate.

## 3. Strategic Plan Links

This policy relates to:

- Caring for the Community

## 4. Regulatory Authority

This policy does not have any legislative requirements.

## 5. Scope

All residents and eligible organisations within the City of Ipswich who are considered to have made a significant contribution to the city and/or attained excellence in their chosen field, are eligible for this award.

The Freedom of Entry to the City of Ipswich award is restricted to Australian military units which have, through their command, a significant attachment to the City of Ipswich.

**6. Roles and Responsibilities**

The Executive Officer, Office of the Mayor will be responsible for the processing of applications, liaison with the Mayor and Councillors as required and the preparation of a report to Council seeking a Council resolution for the formal granting of the honour of the Keys to the City of Ipswich or Freedom of Entry to the City of Ipswich.

The Mayor/Councillor Administrative Support team will work with the City Events Section to organise and deliver an appropriate ceremonial function. An event brief approved by the Executive Officer, Office of the Mayor will be used to determine the scale and logistics of an appropriate ceremonial function.

**7. Key Stakeholders**

Not Applicable

**8. Monitoring and Evaluation**

Individuals or groups within the City of Ipswich are appropriately honoured for either their significant contribution to the city or for attaining excellence in their chosen field of endeavour.

Australian military units which have, through their command, a significant attachment to the City of Ipswich are appropriately honoured.

All successful applications for the bestowing of these honours will be supported by a resolution of Council.

**9. Definitions**

Not applicable

**10. Policy Owner**

The General Manager (Corporate Services) is the policy owner and the Corporate Governance Manager is responsible for authoring and reviewing this policy.