

Council Policy CP 061 Keys to the City and Freedom of Entry Policy			
Officer	Manager Governance and Risk	Owner	Director Organisational Performance
Review Frequency	3 years	Next Review	2016
Council Resolution number and date			
Mayor		Chief Executive Officer	

OBJECTIVE

The purpose of this policy is to provide guidance for the approval of Keys to the City and Freedom of Entry.

SCOPE

1. 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.
2. The right of Freedom of Entry is a significant honour, demonstrating trust, loyalty and a sense of community between the City and a military unit.

DEFINITIONS

CEO: Means the Chief Executive Officer of the City of Greater Geraldton;

Councillor means a person who holds the office of councillor on the Council of the City of Greater Geraldton;

Mayor means a person elected by the electors to hold the office of Mayor.

Keys to the City

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

The Keys to the City of Greater Geraldton is traditionally 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 sport or humanitarian work at an international level.

Freedom of Entry

Freedom of Entry to the City of Greater Geraldton is a ceremonial honour, which became popular during the nineteenth century and draws some inspiration from medieval history. A military or civilian unit accorded this privilege is granted the right of entry to the City "with bayonets fixed, colours flying and drums beating".

This award is restricted to Australian military and civilian units that have, through their command, a significant attachment to the City of Greater Geraldton. It is conferred in recognition of their achievement while on active service or overseas duty or as a mark of respect and gratitude for their efforts in the defence of Australia. Freedom of Entry to the City of Greater Geraldton is celebrated with a parade of the unit through the streets.

POLICY PRINCIPLES

1. Keys to the City will be awarded to an individual or organisation in furthering the ideals of the City of Greater Geraldton, or to recognise outstanding achievement in sport or humanitarian work at an international level.
2. Freedom of Entry is restricted to Australian military and civilian units which have, through their command, a significant attachment to the City of Greater Geraldton.
3. Individuals or organisations may apply to the City of Greater Geraldton to receive Keys to the City or Freedom of Entry, or alternatively Council may grant Keys to the City or Freedom of Entry without an application.
4. Granting of Keys to the City or Freedom of Entry is to be determined by absolute majority of Council.
5. All applications must be formalised on the Keys to the City or Freedom of Entry form by the applicant forwarding the form and marked attention to the CEO. This form needs to be received 8 weeks before the date of the event.
6. A civic function may be granted in conjunction with Keys to the City or Freedom of Entry event. The Mayor, in conjunction with the Chief Executive Officer, shall determine the date, time, location and invitation list.
7. The applicant will be advised of the outcome after the Council resolution within 5 working days. If approved, the applicant will be notified of the particulars of the function.
8. An appropriate certificate with a gift symbolising the event may be given.

WORKPLACE INFORMATION

Local Government Act 1995

ROLES AND RESPONSIBILITIES

The Manager Governance and Risk is responsible for implementing this Policy.