



**CITY OF
BALLARAT**

Keys to the City & Freedom of Entry Policy

IS – Gov – 02

**BALLARAT CITY COUNCIL
Town Hall
Sturt St
Ballarat VIC 3350
Tel. 5320 5500**

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1 DOCUMENT CONTROL INFORMATION

DOCUMENT CONTROL

Policy Name	Keys to the City & Freedom of Entry Policy
Business Unit	Governance
File Location	DocHub
Document status	Approved
Version	1.00
Version Date	February 2008
Next Review date	October 2010

DOCUMENT HISTORY

	Version	Date	Author
Initial Draft	1	29 October 2008	Rebecca Grumley
Final Draft	1	10 February 2008	Annie De Jong
Approved	1	27 May 2009	Council Resolution (R065/09)
Review Draft			
Review Final			
Approved			

2 POLICY STATEMENT

Intent:-

The intent of this policy is to specify how Keys to the City and Freedom of Entry will be approved.

Objectives:

- To provide guidance for the approval of Keys to the City and Freedom of Entry;
- To provide professional and high quality Keys to the City and Freedom of Entry events; and
- To manage appropriate protocols and procedures befitting Keys to the City and Freedom of Entry.

Statement:

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 a city and a military unit.

3 OWNER

The owner of this policy is the Chief Executive Officer.

All enquiries regarding this policy should be initially directed to Governance.

4 APPLICABILITY

This policy applies to all full-time and part-time employees, contractors, temporary and casual employees who use council's computer systems and network.

5 DEFINITIONS

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 Key to the City of Ballarat 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 Ballarat 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 Ballarat. 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 Ballarat is celebrated with a parade of the unit through the city streets to the Town Hall and the presentation of a gift from the City of Ballarat.

6 PROCEDURE AND GUIDANCE NOTES

Keys to the City will be awarded to an individual or organisation in furthering the ideals of the City of Ballarat, or to recognise outstanding achievement in sport or humanitarian work at an international level.

Freedom of Entry is restricted to Australian military and civilian units which have, through their command, a significant attachment to the City of Ballarat.

Individuals or organisations may apply to the Ballarat City Council to receive Keys to the City or Freedom of Entry, or alternatively the Council may grant Keys to the City or Freedom of Entry without an application. The application will be received by the Manager Governance & Civic affairs, which will write a report to council for consideration. Granting of Keys to the City of Freedom of Entry is by resolution of Council.

All applications must be formalised on the Keys to the City or Freedom of Entry form (see appendix) by the applicant forwarding the form and marked attention to the Manager Governance & Civic Affairs. This form needs to be received 8 weeks before the date of the event.

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. At the discretion of the Mayor and Chief Executive Officer, the Mayor may host this function with light refreshments.

The applicant will be advised of the outcome after the Council resolution and within 5 working days. If approved the applicant will be notified of the particulars of the function, eg venue, caterer, invitation list, MC, staffing and audio/lighting.

This is a civic function and will be managed by the Governance & Civic affairs unit. The role of the Mayor/Councillors and Chief Executive Officer will be determined and the event logged into the Mayor's/Chief Executive Officer speech list and diary. An Events officer will be contacted for assistance in organising this event. The Events officer will need to organise the street closure and the presentation of a gift. The Media officer will need to be contacted in relation to any media releases and alerts.

An appropriate certificate with a gift symbolising the event will be given.

7 COMPLIANCE RESPONSIBILITIES

Councillors
CEO
Mayor
Leadership Team

Executive Unit

8 CHARTER OF HUMAN RIGHTS COMPLIANCE

It is considered that this policy does not impact on any human rights identified in the Charter of Human Rights Act 2007.

9 REFERENCES AND RELATED POLICIES

Policies produced by other Councils have been referenced during the completion of this policy.

	Include - Name, Reference and location of reference
Acts	Nil
Regulations	Nil
Codes of Practice	Nil
Guidance notes	Nil
Australian Standards	Nil
Related Policies	CIVIC FUNCTION POLICY & CIVIC RECOGNITION POLICY



10 APPENDIX

Request for Keys to the City Form



Person requesting Keys to the City

Title: Surname: Given Names:

Community Organisation (if applicable).....

Address:

Post Code:

Phone (w): Mobile:

Details of previous Keys to the City (if applicable):

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Privacy Statement: All requests are strictly confidential and the information provided will be used only to assist Council in considering the merits of the request. Should you wish to access or correct this information, please contact Council on 5320 5615.

Details of Keys to the City Function

Please describe the request for Keys to the City including how the individual or organisation furthered the ideals of the City of Ballarat, or details of outstanding achievement in sport or humanitarian work at an international level. Please include why the request is required, the required date and time for the event (please note if the date is within 8 weeks please contact the Mayor to ensure this date is available). Please describe the required proceedings for the event, with an appropriate gift, which could be presented at the event.
(Supporting information may be attached to this application)

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Details of required attendees (additional attendees may be attached)

1. Name:.....

Relationship with person or group:.....

Address:.....

2. Name:.....

Relationship with person or group:.....

Address:.....

3. Name:.....

Relationship with person or group:.....

Address:.....

4. Name:.....

Relationship with person or group:.....

Address:.....

5. Name:.....

Relationship with person or group:.....

Address:.....

6. Name:.....

Relationship with person or group:.....

Address:.....

7. Name:.....

Relationship with person or group:.....

Address:.....

8. Name:.....

Relationship with person or group:.....

Address:.....



Details of Referees Who are Able to Make Direct Comment on this request

1 Title: Surname: Given Names:

Home Address:

Post Code:

Phone (w): Mobile:

2 Title: Surname: Given Names:

Home Address:

Post Code:

Phone (w): Mobile:

Upon completion of this form please forward by mail to:

Manager Governance & Civic Affairs, City of Ballarat, P0 Box 655, Ballarat, 3353.

(Please mark envelope as “**confidential**”)



Request for Freedom of Entry Form



Person requesting Freedom of Entry Form

Title: Surname: Given Names:

Australian military or civilian unit

Address:

Post Code:

Phone (w): Mobile:

Details of previous Freedom of Entry (if applicable):

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Privacy Statement: All requests are strictly confidential and the information provided will be used only to assist Council in considering the merits of the request. Should you wish to access or correct this information, please contact Council on 5320 5615.

Details of Freedom of Entry Function

Please describe the Australian military or civilian unit's association with the City of Ballarat. Please include the proceedings for the Freedom of Entry event and the street/s to be marched within the City of Ballarat. Please indicate the required date and time for the event (please note if the date is within 8 weeks please contact the Mayor to ensure this date is available). Please describe an appropriate gift, which could be presented at the event. (Supporting information may be attached to this application)

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Details of required attendees (additional attendees may be attached)

1. Name:.....

Relationship with person or unit:.....

Address:.....

2. Name:.....

Relationship with person or unit:.....

Address:.....

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Address:.....

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