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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 aligns with the following iFuture 2021-2026 Corporate Plan theme:

- Safe, Inclusive and Creative

4. Regulatory Authority

This policy does not have any legislative requirements.

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights

and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. 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.

7. 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.

8. Key Stakeholders

Not Applicable

9. 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.

10. Definitions

Not applicable

11. Policy Owner

The Executive Services Branch (Office of the CEO) is the policy owner and the Manager, Executive Services is responsible for authoring and reviewing this policy.