



Ararat Rural City

# Keys to the City and Freedom of Entry to the City Policy

## DOCUMENT CONTROL

Category: Policy  
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Responsible Officer: Executive Assistant

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Stakeholder Engagement:  
Councillors  
Chief Executive Officer  
Executive Assistant  
Ararat RSL Representatives

## INTENT

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

The objectives are:

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

## POLICY

### Keys to the City

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.

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

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 the 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 Ararat Rural City 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.

### Freedom of Entry to City

Freedom of Entry to the Ararat Rural City is a ceremonial honour. The honour 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 Ararat Rural City. 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.

## PROCEDURE

Keys to the City will be awarded to an individual or organisation in furthering the ideals of the Ararat Rural City or to recognise outstanding achievement in public life.

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

Council may on its own initiative, or following receipt of an application, award the Keys to the City or Freedom of Entry to the City to any eligible person or organisation.

Granting of Keys to the City or Freedom of Entry to the City may only be made by prior resolution of Council.

Nominations are to be discussed informally by Councillors prior to any resolution being put before Council.

Any proposed resolution to grant Keys to the City or Freedom of Entry to the City may only be made by Notice of Motion at a Council meeting.

Such document conferring the Keys to the City or Freedom of Entry to the City be prepared and Council's Common Seal affixed.

## ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

## REFERENCES

Nil

## APPENDICES

Nil