

City of Albany  
**Policy & Procedure**

# **Freedom of Entry & Keys to the City of Albany**

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## Objective

To effectively co-ordinate the administration of the Council's granting of:

- Freedom of Entry (FOE) rights to military units, ships and establishments who have long standing and significant links to the Albany community and/or the City of Albany in accordance with military law and tradition; and
- Key to the City rights to the above-mentioned military entities, or to other individuals or groups from Albany that have made a profound contribution in their field of endeavour, or to individuals or groups from elsewhere that have made a profound contribution to Albany.

## Scope

This policy applies to events, ceremonies and activities approved by the City of Albany.

## Policy Statements

The City of Albany endorses the following policy statements:

### A. Freedom of Entry:

The Freedom of Entry (FOE) to the City is an ancient honour bestowed to a military unit with historic ties to the area governed by an authority.

Eligibility for FOE requires a military unit to demonstrate a significant attachment to the City of Albany.

Granting of Freedom of Entry bestows the honour upon military units the right to parade through the streets of the city on ceremonial occasions and to be present at official functions and ceremonies. In accordance with military law and tradition this gives the Unit the right to march through the streets with swords drawn, bayonets fixed, and drums beating, bands playing unit colours or ensign flying.

FOE to the City of Albany may only be granted by a resolution of Council.

A civic function may be granted in conjunction with FOE event. It is at the discretion of the Mayor in conjunction with the CEO to determine the date, time, location, invitation list and refreshments to be provided.

### B. Exercising the Right to Freedom of Entry

A unit which has previously been granted freedom of entry to a city may exercise that freedom when invited to do so.

An invitation for a unit to exercise their right to parade may be given every 3 to 5 years at a mutually agreed time.

The exercising of Freedom of Entry of the City enables Council to honour a distinguished unit of the armed forces, and strengthen the ties between citizens and servicemen and women.

### C. The granting of the Keys to the City

The tradition of using a key dates back to medieval times, when many cities were enclosed with walled fortifications.

The key symbolised the political relationship between cities or a ruler of the land on which the city was located allowing a visiting hero or dignitary freedom to enter and leave the city at will.

Granting Keys to the City is a symbolic gesture to honour an individual or group for a significant contribution to the City.

This ceremony is a variation on the FOE tradition, allowing for non-current units of the Australian Defence Force, or other members and groups in the community, to have their service both at home and abroad acknowledged.

## Legislative and Strategic Context

This item relates to the following elements of the City of Albany Strategic Community Plan 2032 and Corporate Business Plan 2021 - 2025:

- **Leadership:** Proactive, visionary leaders who are aligned with community needs and values
- **Place:** Identify, preserve and showcase significant local history and heritage
- **Prosperity:** A thriving city with an abundance of opportunities

## Legislative Context:

Local Government Act 1995, section 2.8, in part:

- The Mayor - carries out civic and ceremonial duties on behalf of the local government; and speaks on behalf of the local government.

## Definitions

Key terms and acronyms used in the policy, and their definitions:

- **History of Granting for Freedom of Entry.** The right of FOE to the City is a symbolic honour, demonstrating trust, loyalty and sense of community between a city and a military unit.

The honour conveys no legal right but does allow military units the privilege of marching.

- **Granting of Keys to the City.** In modern times, an ornamental key or certificate is presented. This practice is a variation on the FOE tradition and has similar symbolic meaning.

## Review Position and Date

This policy and procedure is to be reviewed by the document owner every three years.

## Associated Documents

Strategies, procedures, references, guidelines or other documents that have a bearing on this policy and that may be useful reference material for users of this policy, follow:

- [Civic Affiliations Policy](#)
- [Civic Reception, Ceremonies and use of Council and Civic Rooms Policy & Guideline](#)

## PROCEDURES

### FREEDOM OF ENTRY (FOE) PROCEDURES

#### (1) Application Process:

Requests for the granting of FOE are to be provided in a written statement, which addresses the significant attachment to the City of Albany, to the Mayor clearly outlining:

- Proposed dates and times.
- Significance of occasion, if any.
- All arrangements requested to be made and/or funded by the City.

The Mayor will assess the 'significant attachment' outlined in letter of request, and determine if the request will be presented to Council for formal consideration.

Any corresponding ceremonial arrangements, including marches, celebrations and other formalities, that are proposed to be arranged by the City, will be included in the report to Council for formal consideration.

A civic function may be granted in conjunction with FOE event. It is at the discretion of the Mayor in conjunction with the CEO to determine the date, time, location, invitation list and if refreshments to be provided.

Once approved, the Mayor will formally advise the requesting unit (which will include details such as funding arrangements, date and location of the event).

#### (2) Scroll design requirements

The City of Albany is responsible for administering this process.

The unit is to provide an appropriate electronic version of its units crest or badge to be included on the scroll.

The scroll is to be approved by the City and unit with four copies produced and signed by the Mayor and CEO conferring the right to FOE on the unit.

On the day of the ceremonial parade, after the scroll has been presented to the unit by the Mayor, it is then to be signed by the unit Commanding Officer (CO) and the Mayor indicating the acceptance of the scroll.

#### (3) Suggested Event timeline

##### 4-6 months:

- Date, time and name of event arranged. Secure event location, march route and public space.
- Approval letter to military group.
- Traffic Management Plan (TMP) application and permit to hold a public meeting and or conduct a procession application to WA Police.

##### 3 months:

- Announcement of conferral of FOE-communications plan created for the event.
- Advise Mayor, CEO, Executive Directors and Elected Members of the Ceremony and Office of CEO to book in calendars/ diaries.
- Compile guest list with Office of CEO.
- Create invitation design and send out both hard copy and digital invitations.
- Receive RSVPs until 1-week out.
- Audio-visual equipment/ event marquees, seating, etc. send out briefing for quotation.

##### 2 months:

- Welcome to Country, photographer, MC, band and volunteers book and confirm.
- Food and beverage confirm at venue.
- Risk Management Plan/ Emergency Management Plan/ first aiders.
- Management of Media- Communications Coordinator.
- Organise vehicle permits for access and parking.
- Scroll designed, approved, sealed and framed.

##### 1 month:

- Official party confirmed.
- Bump in and bump out schedule confirmed.
- Arrival signage for civic reception, run sheet and speeches confirmed.
- Arrange run through of order of proceedings with Office of CEO.
- Customer Service requests for grounds maintenance / reticulation mark out.

#### **(4) Ceremonial Parade Staging and Route:**

The honorary unit may initiate their own specific FOE run sheet which will require implementing however, general sequence of events noted:

- A. The unit moves to the agreed parade ground.
- B. Main Stage at secondary location, the official party arrives. The CEO introduces unit and describes significance of event, welcomes distinguished guests, Councillors and public.
- C. Unit moves from parade ground lead by Parade Commander and halts at main stage. CEO to announce upstanding for the challenge.
- D. Challenge offered and accepted by Police Superintendent and Parade Commander. The Police Superintendent reads the scroll to Parade Commander, authorising the granting for the Freedom of Entry. Police Superintendent to acknowledge rights and privilege of Officers with the Mayor and Council's authority. The scroll is accepted by the Parade Commander.
- E. Addresses are made by the Parade Commander or honorary principal official.
- F. Mayor exits stage to inspect the parade (first two rows) and drum corp. Parade Commander to accompany Mayor back to main stage.
- G. CEO to introduce the Mayor for the general salute to the People of Albany. Parade Commander orders parade to attention and preforms five general salutes to the citizens of the city.
- H. Once salute complete, Parade Commander to ask permission to be farewelled by Mayor (normally symbolised by the nod of head).
- I. The Unit continues through the city where it is to pass the Town Hall and local war memorial before dispersal procedure.

## **GRANTING KEYS TO CITY PROCEDURES**

### **(1) Application Process**

Individuals and organisations who are considered to have made a profound contribution to Albany and/or attained excellence in their chosen field, are eligible for the Keys to the City award.

Nominations for an individual or group are to be provided in a written statement addressed to the Mayor, which addresses the significant contribution and/or achievement in humanitarian work at an international level. The award will only be presented once to any one person or group.

Each nomination must have two independent referees who can talk knowledgeably about the nominee and achievements identified. All applications will be assessed and awarded equitably. Nominations are confidential and under no circumstances will the nominee be contacted directly by City of Albany staff for any information.

Keys to the City of Albany may only be granted by a resolution of Council. Council may on its own, or following receipt of an application, grant the Keys to the City.

### **(2) Ceremony**

The Keys to the City of Albany is traditionally presented by the Mayor at a civic ceremony.

It is at the discretion of the Mayor in conjunction with the CEO to determine this date, time, location, invitation list along with the refreshments to be provided.