

Council Policy

Honorary Freedom of the City and Freedom of the City



Council Policy	
Legal Authority	<i>Local Government Act 1995</i>
Department	City Legal

1. **Title**
Honorary Freedom of the City and Freedom of the City

2. **Purpose**
To recognise outstanding achievements, dedicated service to the community over an enduring period of time and meritorious service to the City of Kwinana.

3. **Scope**
Subject to the eligibility and selection criteria of this Policy being met, Council may, by resolution, confer the title of:
 - 'Honorary Freedom of the City', to a former Mayor
 - Freedom of the City, to a person who has rendered exceptional service to the community.

Any nomination must be presented to Council for formal consideration and carried by an absolute majority of Council.

4. **Definitions**
Posthumous, awarded after death

Honorary Freedom of the City awarded to a former Mayor

Freedom of the City awarded to a person who has rendered exceptional service to the community.

5. **Policy statement**

- 5.1. Eligibility Criteria for **Freedom of the City**
Nominees for the conferring of the title **Freedom of the City** should have lived within the City of Kwinana for a significant number of years (significant is taken to mean at least 12 years) and who have given extensive and distinguished service to the community (e.g. service to other organisations, voluntary and community groups) in a largely voluntary capacity.

Council may also consider conferring of the title of 'Posthumous. **Freedom of the City** In this case, the abovementioned eligibility criteria would apply.

- 5.2. Selection Criteria
Nominees will be assessed on their record of service to the local community. The selection criteria are to include:
 - a. length of service in a field (or fields) of activity
 - b. level of commitment to the field (or fields) of activity
 - c. personal leadership qualities

- d. benefits to the community of the City of Kwinana resulting from the nominee's work
- e. specific and special achievements of the nominee

Note: Serving Elected Members and employees of the City of Kwinana are not eligible to be nominated. Nominators must declare any relationship between the nominee, and Elected Member or City Officer.

5.3. Nomination Procedure

- a. Nominations for the Award may be made by Elected Members, individuals or organisations and are to be sponsored by an Elected Member of the City of Kwinana. They are to be submitted to the Mayor on the ***Freedom of the City*** Nomination Form.

The ***Freedom of the City*** Nomination Form includes:

- i. Summary of nominee's achievements and service to the community
 - Examples of how they have demonstrated outstanding qualities
 - What they have done to make things better for others
 - The role(s) or area(s) in which they have excelled
 - The period of time, or dates of service (if known)
 - ii. Referee contact details and their 'Connection to Nominee's (max 1000 characters)
 - iii. All supporting documents (certificates etc) and evidence of other awards or recognition received by the nominee are to accompany the ***Freedom of the City*** Form.
- b. Nominations are to be made in the strictest confidence without the knowledge of the nominee.
 - c. On receipt of a nomination the Mayor is to convene a meeting of the ***Freedom of the City*** Working Group.
 - d. The ***Freedom of the City*** Working Group is to consider the nomination and make a recommendation to the Council whether or not to confer the title '***Freedom of the City***' on the nominee.
 - e) Council is to consider the item behind closed doors.
 - f) Once a nomination has been accepted by Council, the nominee and any person(s) or organisation(s) involved in the nomination are to be informed of the decision and a suitable media release is to be distributed.

5.4. Title of '***Freedom of the City***'

A person who has acted as Mayor at the City of Kwinana for a period of 12 consecutive years is to be made an Honorary ***Freedom of the City*** automatically in recognition of their service and leadership given to the City. The appointment is to be made at the conclusion of their term of office.

5.5. Awarding the Titles

The formal conferring of these titles is to be carried out at a civic reception held by Council. This may be a special reception for this purpose, or the ceremony may form a focal point of any other suitable reception hosted by Council. The decision on the occasion and format of the ceremony is to rest with the Mayor in consultation with the Chief Executive Officer.

The successful nominee is to receive a certificate (framed in a quality frame) and an official name badge (of a similar design to Elected Member badges) which confirms his or her status.

- 5.6. Privileges
The successful nominee is to have their name displayed on the City's Freeman honour board.

Freedom of the City and Honorary **Freedom of the City** shall be invited to attend civic functions of the City at the discretion of the Mayor.

A City of Kwinana corporate jacket is to be offered to each **Freedom of the City** or Honorary **Freedom of the City** upon request. Note: Corporate jackets are to be replaced where they are damaged to an extent to be unserviceable through reasonable wear and usage, approved by the Chief Executive Officer.

- 5.7. Number of **Freedom of the City** within the City
There is no limit on the number of persons upon which the title of Freedom of the City of Kwinana may be conveyed.
- 5.8. Revocation of Title of **Freedom of the City** or Honorary **Freedom of the City**, by resolution, shall also have the ability to revoke the title bestowed upon a person, if a criminal matter for which the **Freedom of the City** or Honorary **Freedom of the City** in question was found guilty of, or for any other matter, was considered by Council to have caused embarrassment, damage to the reputation of Council and/or the municipality, or that the ongoing recognition of such a title on this person by the City was deemed by Council to be inappropriate.

The removal of the name from Honour Boards and other places and any other such items will be at the discretion of Council and conducted through liaison with the Mayor and the Chief Executive Officer.

6. References

Date of adoption and resolution No.	23/07/2003 #077
Review dates and resolution No.	14/11/2007 #026 28/04/2010 #105 11/07/2012 #163 10/12/2014 #347 14/12/2016 #414 24/04/2018 #150 24/07/2019 #504 28/07/2021 #467 11/10/2023 #394
Next review due date	2025
Related documents	Acts/Regulations <i>Local Government Act 1995, Section 2.7</i> Plans/Strategies/Policies/Processes Freedom of the City Nomination Form

Note: Changes to references may be made without the need to take the Policy to Council for review.