

Council Policy

Honorary Freeman and Freeman



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D13/64389[v5]

- 1. Title**
Honorary Freeman and Freeman
- 2. Purpose**
To recognise outstanding 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 Freeman of the Municipality' to a former Mayor or 'Freeman of the Municipality'. The title is to be reserved for persons who have rendered exceptional service to the community.
- 4. Definitions**
List definitions and terminology that will assist in the understanding of this Policy.
- 5. Policy Statement**
 - 5.1. Eligibility Criteria for 'Freeman of the Municipality'**
Nominees for the conferring of the title 'Freeman of the Municipality' should have lived within the City of Kwinana for a significant number of years (significant is taken to mean at least 10 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 Freeman of the Municipality'. In this case, the abovementioned eligibility criteria would apply.
 - 5.2. Selection Criteria**
Nominees are to be judged on their record of service to the 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 achievements of the nominee
 - 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 Official Nomination 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 Freeman Working Group.

- d. The Freeman Working Group is to consider the nomination and make a recommendation to the Council whether or not to confer the title 'Freeman of the Municipality' 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 'Honorary Freeman of the Municipality'

A person who has acted as Mayor at the City of Kwinana for a period of eight consecutive years is to be made an Honorary Freeman 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 Chief Executive Officer in consultation with the Mayor.

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.

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

5.7. Number of Freeman within the City

There is no limit on the number of persons upon which the title of Freeman of the City of Kwinana may be conveyed.

5.8. Revocation of Title of Freeman or Honorary Freeman

Council, by resolution, shall also have the ability to revoke the title bestowed upon a person, if a criminal matter for which the Freeman or Honorary Freeman in question was found guilty of, or for any other matter, was considered by Council to have caused embarrassment to the municipality or that the ongoing recognition of such a title on this person by the City was 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 Chief Executive Officer.

6. Financial/Budget Implications

Expenses will be incurred associated with the bestowing of an award including the cost of a civic reception to award the title, the cost of a certificate and the amending of the honour board.

As there would likely be little or no prior knowledge of the bestowing of a Freeman of the City award, funds would not likely be set aside in the annual budget. Unless excess funds can be identified during that financial year, the holding of a reception

will be held over until the following year where a budget allocation can be made.

7. Asset Management Implications

There are no specific asset management implications associated with this Policy.

8. Environmental Implications

There are no specific environmental implications associated with this Policy.

9. Strategic/Social Implications

Strategic Community Plan 2017 – 2027 Objective 1.2: Inspire and strengthen community spirit through community activities and event

10. Occupational Safety and Health Implications

There are no specific OSH implications associated with this Policy.

11. Risk Assessment

A risk assessment conducted as part of the Policy review has indicated that the risk to the City by not assessing nominees in accordance with the criteria could lead to negative reputation. The risk rating would be moderate.

It is assessed that the risk rating following the implementation of this Policy would reduce the risk rating to low.

12. References

Name of Policy	Honorary Freeman and Freeman
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
Next review date due	24/04/2020
Legal Authority	Local Government Act 1995 Section 2.7 – Role of Council
Directorate	City Strategy
Department	City Strategy
Related documents	Acts/Regulations Local Government Act 1995 Plans/Strategies Strategic Community Plan Policies D13/64401[v3] – Policy Development Work Instructions Nil Other documents Nil

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