

Policy P108 Honorary Freeman of the City

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Chief Executive Officer, Governance

Policy Objectives

This Policy stipulates the procedure for the nomination, selection and awarding of the title ‘Honorary Freeman of the City of South Perth’ to a person.

Policy Scope

This Policy permits the title ‘Honorary Freeman of the City of South Perth’ to be bestowed upon any person who has served the City of South Perth community in an exceptional and meritorious manner, and whose activities have substantially improved the quality of life of the City’s residents.

Policy Statement

Subject to the eligibility and selection criteria of this policy being met, Council may, by Absolute Majority, decide to confer the title of ‘Honorary Freeman of the City’ on any person. The title shall be reserved for persons who have rendered exceptional service to the South Perth community. This prestigious honour will not be awarded regularly but only on rare and exceptional occasions.

The process for nomination and selection of a person for the award of the title ‘Honorary Freeman of the City of South Perth’ is as follows:

1. Eligibility

Nominees for selection must ordinarily be a resident of the City of South Perth and must have given distinguished service to the community, preferably in more than one capacity. A current Council Elected Member cannot be nominated for the award.

2. Selection Criteria

Nominees will be judged on their record of service to the community on the basis of the following criteria:

- Length of service in a field (or fields) of activity;
- Level of commitment to the field (or fields) of activity;
- Personal leadership qualities;
- Benefits to the community of the City of South Perth but including more broadly to the State of Western Australia or to the nation resulting from the nominee’s work; and,
- Special achievements of the nominee.

3. Nomination Procedure

In order to preserve the integrity and importance of bestowing the honour of 'Honorary Freeman of the City' upon any individual, the following procedure shall be adopted:

- Nominations must be in the form of a written submission to the Chief Executive Officer or the Mayor on the for initial consideration by the Audit, Risk and Governance Committee;
- Nominations for an 'Honorary Freeman of the City' are to clearly outline, in chronological order the history of community service of the person being nominated;
- Nominations may be made by individuals or organisations but must be sponsored by a Council member of the City of South Perth;
- The sponsoring Council member is entitled to attend the meeting of the Audit, Risk and Governance Committee which is considering the nomination;
- Nominations must be made in the strictest confidence without the knowledge of the nominee;
- On receipt of a nomination the Chief Executive Officer will circulate a copy of the nomination and any supporting information to all Council members;
- On receipt of the nomination and supporting information, Council members must consider the proposal for at least two weeks ;
- Council members in support of the nomination may make written submissions outlining the reasons for their support of the nomination;
- Where a Council member is not in favour of the nomination then the Council member must:
 - (i) lodge a written submission to the Chief Executive Officer (CEO), outlining reasons why the nomination should not be supported. The CEO will provide a copy of the submission to all members of the Audit, Risk and Governance Committee; and
 - (ii) attend the appropriate meeting of the Audit, Risk and Governance Committee to present the reasons for their submission.
- Council members who do not formally respond by lodging a written submission to the CEO are presumed to accept the nomination;
- The Audit, Risk and Governance Committee may recommend to Council that the title 'Honorary Freeman of the City' be conferred on the nominee, if it considers that it is appropriate to do so. The recommendation by the Committee shall be treated as confidential business.

4. Confidentiality

The nomination and consideration of proposals to award the title of 'Honorary Freeman of the City' shall be dealt with in the strictest confidence. Any decision of Council to adopt a recommendation of the Committee requires an Absolute Majority decision. When Council meets to consider the Committee's recommendation it will close the meeting to members of the public and the reports concerning the nomination procedure shall be deemed to be confidential items pursuant to section 5.23(2) of the *Local Government Act 1995*.

5. Awarding the Title

Once a nomination has been accepted by Council, the nominee shall be contacted by the CEO on a confidential basis to determine whether the award will be accepted. Should a nominee decline to accept the Award all Council members will be informed and the matter will lapse. On confirmation of this acceptance any person or organisation involved in the nomination procedure shall be informed of the decision and a suitable media statement may be prepared for release under the Mayor's name. Conferral of the title shall be carried out at a formal Council function. The CEO, in consultation with the Mayor, will decide the occasion and format of the conferral ceremony.

The successful nominee will receive an illuminated framed certificate and Freeman of the City honorary badge and presentation box which confirms their status as Honorary Freeman of the City. Thereafter they will be invited to attend all civic functions of the City.

Legislation / Local Law Requirements

Not Applicable

Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 2017-2027

