

Responsible Directorate	Office of the Chief Executive Officer
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	Governance

Objective

This policy stipulates the procedure for the nomination, selection and awarding of the prestigious title to a person designated as 'Honorary Freeman of the City of Stirling'.

Scope

This policy may bestow the honorary title upon any former Elected Member who has served the City of Stirling community in an exceptional and meritorious manner, and whose activities have substantially improved the quality of life of the City's residents.

Policy

Statement

Council may, subject to eligibility and selection criteria of this policy being met by Absolute Majority vote, decide to confer the title of 'Honorary Freeman of the City' on any former Elected Member. The title shall be bestowed on a person who has provided exceptional service to the City of Stirling community, or made a landmark achievement, in addition to their service as an Elected Member. This prestigious honour is awarded on an individual basis from time to time.

The process for nomination and selection of a person for the award of the title is as follows:

Eligibility

Nominees for selection must be a former Elected Member of the City of Stirling and must have given distinguished service to the community, preferably in more than one capacity.

Selection Criteria

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

- At least 8 years of service as an Elected Member of the City;
- Either exceptional service to the City of Stirling community outside of their role as Elected Member or a landmark achievement;
- Personal leadership qualities;
- Benefits to the community of the City of Stirling or including more broadly to the State of Western Australia or to the nation; and
- Special achievements of the nominee.

Nomination Procedure

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:

- Nomination for an 'Honorary Freeman of the City' clearly outlining in chronological order the history of community service of the person being nominated must be made in writing to the Chief Executive Officer in the strictest confidence without the nominee's knowledge.
- A nomination must be supported in writing by at least one third of the total number of current Elected Members of Council.
- On receipt of a nomination, the Chief Executive Officer will circulate a copy of the nomination and any supporting information to all Elected Members.
- Council may resolve that the title of 'Honorary Freeman of the City of Stirling' be conferred on the nominee, if it is considered that it is appropriate to do so.
- The recommendation to Council shall be treated as confidential business.
- No record of the nominee's name shall be recorded in the Council minutes whether supported or not by Council.

Confidentiality

The nomination and consideration of proposals to award the title of 'Honorary Freeman of the City' shall be dealt with in strictest confidence. Any decision of Council to adopt a recommendation to award the title of 'Honorary Freeman' requires an Absolute Majority. When Council meets to consider the recommendation, the meeting shall be closed to the members of the public and reports concerning the nomination procedure shall be deemed to be confidential items pursuant to section 5.95(3) of the *Local Government Act 1995*.

It is imperative as part of the nomination procedure that confidentiality is maintained at all times. The standing of the City and the individual concerned should not be brought into disrepute or embarrassment in any way.

Awarding the Title

Once Council has accepted the nomination, the nominee shall be contacted by the Chief Executive Officer 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, all Elected Members will be informed and a suitable media statement shall be prepared for release under the Mayor's name.

Conferral at Council Meeting

Once accepted by the nominee, the Chief Executive Officer in consultation with the Mayor shall organise for the presentation of the Honour of Freeman at a Meeting of Council.

The Governor of Western Australia, the Premier and the Opposition Leader shall be included on the invited distinguished guest list.

The Special Meeting of Council be held with the order of business as follows:

- Nominating Elected Member to move the recommendation to confer upon the recipient the title of 'Honorary Freeman of the City'.
- The motion to be seconded by an Elected Member.

- Resolution to affix the Common Seal and to sign the certificate of ‘Honorary Freeman of the City’.
- Presentation Ceremony.
- Response by recipient.

Reception Event

One or more Reception Events may be organised to recognise the conferral of the title. This may be a stand-alone event or combined with a signature City of Stirling Civic Event (for example Australia Day Citizenship and Community Citizen of the Year Ceremony or the annual Mayoral Dinner).

Portrait

A portrait will be prepared of the Honorary Freeman for unveiling at either the Council Meeting at which the title is conferred or at a Reception Event.

Entitlements

Any person upon whom the title ‘Honorary Freeman of the City’ has been conferred may designate themselves ‘Honorary Freeman of the City of Stirling’.

The recipient shall be presented with a special badge depicting the ‘Honorary Freeman of the City’ status together with a plaque and certificate to commemorate receiving the award.

An Honorary Freeman of the City shall be invited to all subsequent formal Civic functions conducted by the City and, on an annual basis, be presented with an appropriate nominal gift during the Christmas festivities.

A portrait of the ‘Honorary Freeman of the City’ will be hung in the Parmelia Room.

Each Freeman of the City of Stirling shall be granted free access to the City’s recreational facilities.

The designation of Honorary Freeman of the City is a privilege bestowed by the City on an individual.

Each Honorary Freeman of the City is expected to maintain the standards of values and conduct that led to them being awarded the designation. The Council of the City of Stirling may revoke the status of an individual as Honorary Freeman through the same process required to nominate an individual as Honorary Freeman.

Definitions

Freeman means a person who has been bestowed certain privileges by the City.

Absolute Majority means a decision of the majority of the members of Council in accordance with section 1.9 of the *Local Government Act 1995*.

Relevant management practices/documents

Nil

Legislation/local law requirements

Local Government Act 1995

Office use only			
Relevant delegations	Not applicable		
Initial Council adoption	Date 11 December 2007	Resolution #	Item 11.3/A2
Last reviewed	Date 25 October 2022	Resolution #	1022/033
Next review due	Date 2024		