

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 person 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 special majority (75%) vote, decide to confer the title of 'Honorary Freeman of the City' on any person. The title shall be bestowed on a person who has provided exceptional service to the City of Stirling community. 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 ordinarily be a resident of the City of Stirling 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.

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, to include at least 15 years of service as either an elected member of the City and/or an organisation/s closely associated with, or formally recognised by the City;
- Level of commitment to the field (or fields) of activity;
- Personal leadership qualities;
- Benefits to the community of the City of Stirling 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.

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 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 Council members for initial consideration by the appropriate Committee.
- The Committee may recommend to Council 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 by the Committee shall be treated as confidential business.
- No record of the nominee's name shall be recorded in the Council or Committee 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 of the Committee requires a special majority. When Council meets to consider the Committee's 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 of the title shall be carried out at a formal Council function.

After Acceptance by the Nominee

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

Normally at least three months is to be allowed to ensure the portrait of the Freeman will be available for unveiling at the Special Meeting of Council.

The Ceremony

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.

A Civic Reception will be offered.

Entitlements

Any person upon whom the title 'Honorary Freeman of the City' has been conferred may designate him/herself '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.

All Freeman of the City of Stirling shall be granted free access to the City's recreational facilities.

Definitions

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

Special majority means a decision of a 75% majority of the Council in accordance with section 1.10 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	4 December 2018	Resolution #	1218/012
Next review due	Date	2020		