



## **DRAFT Governance # : Freeman of the City**

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### **1. Purpose**

To provide a consistent and transparent approach for the City of Kalamunda's (City) requirements for the Nomination and Declaration of Freeman of the City of Kalamunda.

### **2. Planning**

The Freeman of the City of Kalamunda Policy is a Council Policy and will be reviewed every 2 years.

### **3. Policy Statement**

The Council is committed to recognising, under appropriate circumstances, individuals who have demonstrated outstanding service to the community by awarding the title of Honorary Freeman.

The title of Honorary Freeman is the most prestigious form of honour or recognition that can be conferred by the Council and City. This honour will therefore be conferred only in rare and exceptional circumstances to maintain both the significance and prestige of the title.

Council is entitled to withdraw the award where the conduct of the individual reflects adversely on the City's reputation, including, but not limited to, being found guilty of a crime or of a serious local government offence as prescribed in the Local Government Act.

The decision to approve the naming of a Freeman shall remain with Council and not delegated without Council approval.

### **4. Detail**

Freedom of the City is an honour given by a local council, to a person in recognition of their exceptional service to the City. It's one of our oldest surviving traditional ceremonies.

#### Criteria for Assessment

1. Requests for the naming of a Freeman must be made in writing and contain the following details of the person intended to be recognised:
  - a) Full Name.
  - b) Date of birth and year of death, if applicable.
  - c) (If applicable) Detailed information and supporting documentation (e.g. letters, newspaper articles, oral histories, photographs etc.) to demonstrate the person's significant contribution(s)/relevance to the local community
  - d) : Examples of how they have demonstrated outstanding qualities



- e) What they have done to make things better for others in the community
- f) The role(s) or area(s) in which they have excelled
- g) The period, or dates of service (if known)
- h) Evidence they have shown outstanding, on-going and extensive community involvement.
- i) Evidence of other awards or recognition received by the nominee
- j) At least two referees (including contact details)

A significant contribution could include:

- i. Three or more terms of office on a local government council.
- ii. Thirty (30) or more years association with a local sporting or community association.
- iii. Extensive evidence of volunteering in the community

2. The naming of a Freeman shall be determined by Council.
3. The Council shall in reviewing nominations for Freeman.
  - (a) Give due consideration to any submissions received.
  - (b) Receive a confidential report from the Chief Executive Officer detailing the request.
  - (c) Approve of any nomination only by an Absolute Majority Decision.

### **Role of A Freeman**

Being awarded the most prestigious honour by the Council comes with an expectation that a Freeman:

- will support the Council in achieving its vision positively,
- will demonstrate the values of the Council within the community, and
- will to attend civic functions as special guests as required.

### **Confidentiality**

The nomination and consideration of proposals to award the title of 'Honorary Freeman of the City' shall be dealt with in strictest confidence. When Council meets to consider a nomination, 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 or their delegate 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 meeting or function.

#### **After Acceptance by the Nominee**

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

#### **5. Community Consultation**

Council may determine if the Policy is to be the subject of Community consultation.

#### **6. Governance**

Nominations of Freeman are to be lodged with the City of Kalamunda Administration.

The Office of the CEO will make a recommendation to Council in accordance with the Policy.

#### **7. Measures of Success**

Review of the effectiveness of the Policy in ensuring appropriate nominations and recommendations to Council.

#### **8. Definitions**

**Administration:** Means both:

- a) the process of administering the business of the City; and
- b) the administrative body of the City itself, including employees of the local government, as headed by the CEO

**CEO:** Means the Chief Executive Officer appointed by the Council who has statutory obligations as set out in the Local Government Act 1995 along with the responsibilities of leadership and management required for the position. The most senior officer in the administration. He or she is directly accountable to the Council.

**City:** Means the administrative and management arm of the local government constituted as the City of Kalamunda.

**Community:** means entire population of the City of Kalamunda. It could also be extended to those who work in, or visit, the area for recreational or similar reasons.

**Council:** means the Elected Members sitting formally as a Council under the Act.

**Councillor:** means the Title given to an individual elected representative of a local government. Also known as "Elected member".



**Council Policy:** A formal statement or directive, strategic in nature, that gives effect to the City's legislation and external regulatory requirements. Policies guide decision making and govern the City's activities.

**Act:** means the *Local Government Act 1995* and associated amendments or regulations.

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|-----------------------------|---|------------------|------|
| Status                      | Council Policy  |                  |      |
| Related Local Law           | Not Applicable  |                  |      |
| Related Council Policies    | Not Applicable  |                  |      |
| Relevant Delegation         | Not Applicable  |                  |      |
| Related Internal Procedures | Not Applicable  |                  |      |
| Related Budget Schedule     | Not applicable  |                  |      |
| Legislation                 | <i>Local Government Act 1995</i><br><i>Local Government (Administration) Regulations 1996</i> |                  |      |
| Notes and Conditions        |   |                  |      |
| Authority                   | Council   |                  |      |
| Adopted                     | 2022  | Next Review Date | 2025 |