

Policy

Governance 21 – Freeman of the City

Policy Category	Governance
Responsible Directorate	Office of the Chief Executive Officer
Responsible Business Unit	Governance
Relevant Legislation	<i>Local Government Act 1995</i>

1. Objective

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. Policy

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 by the *Local Government Act 1995*.

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

2.1 Criteria for Assessment

Requests for the naming of a Freeman must be made in writing and contain the following details of the person intended to be recognised:

- Full Name.
- Date of birth and year of death, if applicable.
- (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

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

Only one new Freeman will be conferred in any 12 month period.

The naming of a Freeman shall be determined by Council in a report prepared by the Office of the CEO with a recommendation in accordance with the Policy.

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.

2.2 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.

2.3 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 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.

2.4 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 Elected 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.

2.5 After Acceptance by the Nominee

The Chief Executive Officer in consultation with the Mayor shall organise an appropriate civic function for the presentation of the Honour of Freeman.

3. Influencing Strategies or Plans

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

Priority 4: Kalamunda Leads

Objective 4.2 - To proactively engage and partner for the benefit of community.

Strategy 4.2.1 - Actively engage with the community in innovative ways.

4. Definitions

<i>Act</i>	means the <i>Local Government Act 1995</i> .
<i>Administration</i>	means both: The process of administering the business of the City; and The administrative body of the City itself, including employees of the local government as headed by the CEO.
<i>CEO</i>	means the Chief Executive Officer of the City of Kalamunda.
<i>City</i>	means the City of Kalamunda.
<i>Community</i>	means the overall population and residents of the district. It could also be extended to those who work in, or visit, the area for recreational or similar reasons.
<i>Council</i>	means the elected Council of the City of Kalamunda.
<i>Elected Member</i>	Means the Mayor or a Councillor of the City of Kalamunda.

5. Relevant Legislation

Local Government Act 1995

s.5.23(4)(b) Meetings generally open to public

s.5.95(3) Further provisions relating to right to inspect local government information

Version Control			
Relevant delegated authority		N/A	
Council adopted	2022	Reference	OCM 29/2022
Last review	2026	Reference	OCM XX/2026
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