

# HONORARY FREEMAN OF THE CITY OF BUNBURY COUNCIL POLICY

## POLICY STATEMENT

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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 Bunbury'.

## POLICY SCOPE

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This policy applies to: Elected Members, City of Bunbury staff

## POLICY DETAILS

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Council may, subject to the eligibility and selection criteria of this Policy being met, decide by absolute majority 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 City of Bunbury community. This prestigious honour will not be awarded regularly but only on rare and exceptional occasions.

The nomination and consideration of proposals to award the title of 'Honorary Freeman of the City' shall be dealt with in strictness of confidence. When Council meets to consider the 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*.

### **Eligibility**

Nominees for selection must ordinarily be a resident of the City of Bunbury and must have given distinguished service to the community, preferably in more than one capacity. A current serving 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 length of service in a field (or fields) of activity, to include significant and substantial service as either an elected member of the City and/or an organisation/s closely associated with, or formally recognised by the City through:

- Level of commitment to the field (or fields) of activity;
- Personal leadership qualities;
- Benefits to the community of the City of Bunbury but including more broadly to the State of Western Australia or to the nation resulting from the nominee's work;
- Special achievements of the nominee.

## POLICY PROCEDURE

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### 1. 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:

- 1.1 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.
- 1.2 Copy to be provided to a Confidential Briefing.
- 1.3 An initial nomination must be supported by at least two elected members.
- 1.4 On receipt of a nomination which has been supported at a briefing, the Chief Executive Officer will put a report to Council with the nomination and any supporting information.
- 1.5 No record of the nominee's name shall be recorded in the Council minutes whether supported or not by Council.

### 2. 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 Councillors 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.

### 3. After Acceptance by the Nominee

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

### 4. The Ceremony

The current elected members, Directors and up to 50 guests of the Honorary Freeman's choosing shall be included on the invited distinguished guest list, at a time and date selected by the Mayor's Office and Honorary Freeman.

### 5. 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 Bunbury'. The recipient shall be presented with a special badge, which identifies them as 'Honorary Freeman of the City' along with a certificate to commemorate receiving the award.

Any Honorary Freeman of the City shall be invited to all subsequent formal Civic functions conducted by the City.

All Freeman of the City of Bunbury shall be granted free access to the City's Recreational and parking facilities 'adjective and generous'.

## COMPLIANCE REQUIREMENTS

### LEGISLATION

- *Local Government Act 1995*

### INDUSTRY

### ORGANISATIONAL

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