

# Honorary Freeman of the City Policy

<b>Responsible Division</b>	Office of the CEO
<b>Responsible Business Unit</b>	Governance and Strategy
<b>Responsible Officer</b>	Chief Executive Officer
<b>Affected Business Units</b>	Governance and Strategy
<b>ECM Document Set ID</b>	3658430

## Purpose

To provide a consistent and transparent approach for nomination and declaration of Freeman of the City of Bayswater.

## Definitions

For the purpose of this policy —

**Absolute majority** means absolute majority as defined in section 1.4 of the Local Government Act 1995.

## Policy Statement

1. The Council is committed to providing appropriate recognition to residents and other individuals who have served the Bayswater community with distinction.

## Nomination

2. A nomination may be made to Council that an individual be designated an Honorary Freeman.
3. A nomination can be made by any resident but must be sponsored by at least three serving members of the Council.
4. Requests for the naming of a Freeman must be made in writing, addressed to the Chief Executive Officer, 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. Detailed information and supporting documentation (for example, letters, media articles, photographs, etc) to demonstrate that person's outstanding, and extensive contribution to the City of Baywater community.
  - d. The period, or dates of service, if known.
  - e. Contact details for at least two referees.

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5. The nomination and consideration of proposals to award the title of Honorary Freeman of the City will be dealt with in confidence.

### Naming of a Freeman

6. When Council meets to consider a nomination, the meeting shall be closed to the public and reports regarding the nomination shall be deemed confidential in accordance with section 5.95(3) of the *Local Government Act 1995*.
7. In passing a resolution to confer this award Council must have regard to whether the person nominated has:
  - (a) made a valuable contribution to the community of the City of Bayswater. A valuable contribution could include three or more terms of office as a City of Bayswater Council member, 30 or more years association with a local sporting or community association and/or extensive evidence of volunteering with the community;
  - (b) maintained the highest standard of personal integrity;
  - (c) a distinguished and long-standing record of service;
  - (d) acted lawfully at all times; and
  - (e) always treated others with respect and fairness
  - (f) not spoken adversely about the City or the Council.
8. An absolute majority is required for Council to confer or withdraw this award.

### Awarding the Title

9. Upon Council's conferral of this award, the Chief Executive Officer or their delegate will contact the nominee to ask whether they wish to accept the award.
10. Should the nominee decline the award, the Council will be informed and the matter will be considered to have lapsed.
11. Should the nominee accept the award, the Council will be informed, and a media release will be prepared under the Mayor's name.
12. The title will be awarded at a formal meeting or function of the Council.

### Role of a Freeman

13. The conferral of the status of Honorary Freeman of the City carries no legal rights or entitlements.
14. The bearer of this award may be invited to attend or officiate at civic events as a special guest of the City.
15. A portrait of the bearer of this award will be on display in the City of Bayswater Civic Area.
16. The City will maintain a page on its website detailing the achievements of its Honorary Freeman.

## Withdrawal

17. Council is entitled to withdraw the award (by an absolute majority) where the conduct of the individual reflects adversely on the City's reputation.

## Related Legislation

*Local Government Act 1995*

## Related Documentation

Nil.

## Document details

<b>Relevant delegations</b>	Nil.		
<b>Risk evaluation</b>	Low		
<b>Strategic link</b>	Communicate in a clear and transparent way.		
<b>Council adoption</b>	24 April 2001	<b>Resolution</b>	
<b>Reviewed/modified</b>	24 April 2006	<b>Resolution</b>	
<b>Reviewed/modified</b>	25 September 2007	<b>Resolution</b>	
<b>Reviewed/modified</b>	19 July 2010	<b>Resolution</b>	
<b>Reviewed/modified</b>	20 February 2018	<b>Resolution</b>	
<b>Reviewed/modified</b>	30 April 2024	<b>Resolution</b>	10.5.1.7
<b>Next review due</b>	March 2028		