

Honorary Freeman of the City Policy

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

Purpose

To provide a consistent and transparent approach for nomination, selection and awarding of the title of 'Honorary 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.

Freeman of the City of Bayswater means a person who has been bestowed the honorary title by the City of Bayswater and is given certain privileges by the City

Policy Statement

1. The Council is committed to providing appropriate recognition to residents and other individuals who have served the Bayswater community with distinction
2. Freeman of the City of Bayswater is a unique and prestigious civic honour, reserved for individuals whose contributions have had a profound and lasting positive effect on the local community.

Eligibility Criteria

3. A person is eligible to be nominated for the title of 'Honorary Freeman of the City of Bayswater', if:
 - (a) They have provided a long standing, outstanding contribution to the City of Bayswater community (at least 10 years). The nominee's achievements must be exceptional and have had a direct, positive and lasting impact on the local community, standing above the contributions of most others; and
 - (b) They are a current or past resident of the City of Bayswater; and
 - (c) They are not currently serving as an Elected Member, and not less than six months has elapsed since the conclusion of their term of office as an Elected Member; and
 - (d) They are not a current employee of the City, and not less than six months has elapsed since the conclusion of their employment with the City.

Nomination

4. A nomination may be made to Council that an individual be designated an Honorary Freeman of the City of Bayswater.
5. A nomination can be made by any resident but must be sponsored by at least three serving members of the Council.
6. 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.
7. The nomination of proposals to award the title of Honorary Freeman of the City will be dealt with in confidence, and without the nominee's knowledge.
8. Upon receiving a nomination for Honorary Freeman of the City that meets the eligibility criteria in clause 2, the City will draft a confidential report for the next available Council meeting, so that the Council may consider the nomination.

Consideration

9. 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*.
10. An absolute majority vote is required for Council to confer or withdraw this award.
11. The Council resolution will be kept confidential until such time as the nominee has accepted the award in accordance with clauses 13 to 16 of this policy below.

Selection Criteria

12. 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:
 - (i) Demonstration of personal leadership, innovation or significant achievements in civic roles.
 - (ii) Extensive volunteering within the community.
 - (b) A distinguished and long-standing record of service to the City of Bayswater community, for example:
 - (i) Three or more terms of office as a City of Bayswater Council member.

- (ii) 30 or more years volunteering with a local sporting or community association.
- (c) Always maintained the highest standard of personal integrity.
- (d) Acted lawfully at all times.
- (e) Always treated others with respect and fairness.
- (f) Not spoken adversely about the City or the Council.

Awarding the Title

- 13. 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.
- 14. Should the nominee decline the award, the Council will be informed and the matter will be considered to have lapsed.
- 15. Should the nominee accept the award, the Council will be informed, and a media release will be prepared under the Mayor's name.
- 16. The title will be awarded at a formal meeting or function of the Council.

Role of a Freeman

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

Withdrawal

- 21. 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

Relevant delegations Nil.

Risk evaluation Low

Strategic link Communicate in a clear and transparent way.

Council adoption 24 April 2001

Resolution

Reviewed/modified	24 April 2006	Resolution	
Reviewed/modified	25 September 2007	Resolution	
Reviewed/modified	19 July 2010	Resolution	
Reviewed/modified	20 February 2018	Resolution	13.2.1
Reviewed/modified	30 April 2024	Resolution	10.5.1.7
Reviewed/modified	26 August 2025	Resolution	10.5.1.8
Next review due	26 August 2029		