

POL-C-136 Honorary Freeman of the City of Swan

1. OBJECTIVE

The objective of this policy is to establish the circumstances under which the City of Swan Council may bestow the title of Honorary Freeman of the City upon individuals who have made an outstanding and exceptional contribution to the community.

2. POLICY STATEMENT

The Council will recognise, 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. This honour will therefore be conferred only in rare and exceptional circumstances to maintain both the significance and prestige of the title.

Bestowing of the title of Honorary Freeman of the City will only be by resolution of Council and in accordance with this policy.

2.1 Selection Criteria

Any successful candidate for the honour must be a person:

- a) with a close identification with the City;
- b) of the highest personal integrity and demonstrated outstanding leadership;
- c) have a long and distinguished record of service to the local or State community which can be seen to stand above the contributions made by most other people; and
- d) displayed an outstanding level of achievement in the field (or fields) of activity.

2.2 Nomination Procedure

A nomination may be submitted at any time, provided that:

- a) nominations are in writing and addresses the selection criteria;
- b) nominations must be made in the strictest confidence without the nominee's knowledge;
- c) nominations must be sponsored by a Councillor and supported in writing by at least three other Councillors;
- d) nominations are to be submitted to the Chief Executive Officer (CEO);
- e) a recommendation to support or not support the nomination will be put forward by the CEO in the form of a confidential report to an ordinary meeting of Council;
- f) a Council decision to support the nomination is to be by an absolute majority vote; and
- g) acceptance of the award must be determined prior to being conferred.

2.3 Entitlements

Any person declared an Honorary Freeman of the City of Swan:

- a) may designate themselves as a Freeman of the City of Swan;
- b) will be invited with their partner to the following civic events and functions:
 - i. public citizenship ceremonies and Australia Day event;

- ii. annual Mayoral Dinner;
 - iii. official openings of new assets;
 - iv. annual Rates Prize Draw function; and
 - v. annual Avon Descent function.
- c) will have their portrait hung in the City's Council Chambers;
 - d) will be conferred at an appropriate civic ceremony for the purpose hosted by the City of Swan and presented with a framed certificate to commemorate receipt of their award;
 - e) will be provided with a name badge and pin which identifies them as a Freeman. The badge must not be used for election purposes; and
 - f) upon request, be issued with 250 business cards per financial year depicting name, title and contact details (telephone number/e-mail address) for purposes associated with the Swan community. The business cards must not be used for election purposes.

2.4 Code of Conduct

Honorary Freeman of the City attending events or functions at the invitation of the Mayor will behave in a manner befitting the honour bestowed and will at all times:

- a) refrain from making critical or disparaging remarks about Council or past and present Councillors and employees;
- b) refrain from any behaviour that may embarrass Council or bring it into disrepute; and
- c) comply with all City policies, procedures and guidelines in relation to the use of the City's crest.

Document Control

Document Approvals:			
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2.	Ordinary Meeting of Council 10 September 2014 adopted policy for two years.		
3.	Ordinary Meeting of Council 2 March 2016 adopted revised policy.		
4.	Ordinary Meeting of Council 27 September 2017 adopted revised policy.		
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