
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

It is intended to:

- standardise the guidelines and criteria for selection; and
- standardise the form of recognition of Council.

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

2.1 Selection Criteria

Nominees for the conferring of the title of Honorary Freeman of the City of Swan should preferably be a resident of the City and must have:

- a) a close identification with the City;
- b) provided long and distinguished service to the local or State community;
- c) displayed an outstanding level of achievement in the field (or fields) of activity; and
- d) demonstrated both outstanding leadership and personal integrity.

2.2 Nomination Procedure

- a) A nomination may be submitted at any time, provided that the nomination is in writing and addresses the selection criteria
- b) Nominations must be made in the strictest confidence without the nominee's knowledge
- c) A nomination 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
- 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
- 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 to all civic events and functions;
- (c) will have their portrait hung in the City's Council Chambers;
- (e) will be conferred at an appropriate civic ceremony for the purpose hosted by the City of Swan.

Governance References

Statutory Compliance	.
Industry Compliance	.
Organisational Compliance	
Decision Maker	Council
Process Links	

Policy Administration

Business Unit Name		Officer Title		Contact:
Council Support		Manager Council Support		9267 9110
Risk Complexity Classification	2	Review Frequency	Biennial	
		Next Due	2011	

Version	Decision Reference	Synopsis
1.	Governance Committee - 20/01/09 - 8.3	New policy endorsed by Governance Committee.
2.	OCM - 04/02/09 - Pt.B 1.1	New policy endorsed by Council.