

Award of the title “Honorary Freeman of the City of Wanneroo”

Policy Owner:	Governance & Executive Services
Contact Person:	Coordinator Governance
Date of Approval:	14 December 2010 – CS06-12/10

POLICY OBJECTIVE

To provide a policy on the awarding of the title Honorary Freeman of the City of Wanneroo, including how, why and to whom it should be awarded.

POLICY STATEMENT/BACKGROUND

The City has historically recognised that from time to time members of the community demonstrate outstanding commitment and contribution to the City and that this contribution should be recognised. It will do this by, in special circumstances that meet the criteria of this policy, awarding to an individual the title of “Honorary Freeman of the City of Wanneroo”. This honour will not be awarded annually but only on rare and exceptional occasions.

SCOPE**Residency Eligibility**

Nominees should have lived within the City of Wanneroo for a significant number of years (significant would usually mean at least 20 years) and had a long and close association and identification with the City.

Service

The nominee should have given extensive and distinguished service to the community that goes beyond the particular local government concerned (e.g. service to other organisations, voluntary and community groups) in a largely voluntary capacity. The nominee must have made an outstanding contribution to the City of Wanneroo such that the nominee’s contribution can be seen to stand above the contributions made by most other people.

Outcomes

The nominee’s community endeavour will have demonstrable benefits to both the community of the City of Wanneroo and the wider community of WA.

Specific Achievements

The nominee’s specific achievement must be of a nature which would encourage the City to nominate that person for an honour under the Australian honours system.

Nomination Procedure

Nominations must be made in the strictest confidence without the nominee's knowledge.

Any resident or elector of the City of Wanneroo may make a nomination but it must be sponsored by an **elected member**.

Nominations must be made in writing to the Chief Executive Officer. On receipt of a nomination, the nomination shall be submitted as a confidential report for consideration at an Ordinary Meeting of Council.

Entitlements

Any person declared an Honorary Freeman of the City may designate him/herself 'Honorary Freeman of the City of Wanneroo'.

The award shall be made at a small ceremony, which may take place at a Council meeting.

The recipient shall be awarded a plaque to commemorate receiving the award.

A portrait of the Honorary Freeman of the City shall be taken and hung in the Council Chambers.

Any Honorary Freeman of the City shall be invited to all subsequent Civic events and functions.

Limitation on Holders of Award

At any one time, a maximum of four living persons only may hold the title 'Freeman of the City of Wanneroo'. Any portraits of a previous holder of the title shall be placed in a suitable location within the Civic Centre.

CONSULTATION WITH STAKEHOLDERS

Elected members to be advised via a confidential report presented to an Ordinary Meeting of Council.

IMPLICATIONS, EVALUATION AND REVIEW PROVISIONS

The Mayor's Office will be responsible in ensuring any new plaques and portraits are commissioned according to the policy, with the funds taken from a Support Elected Members budget. Marketing staff will be responsible to ensure Honorary Freeman of the City are invited to Civic events and functions.

It is noted that the cost of commissioning and framing a portrait for any new Honorary Freeman is currently estimated to be in the vicinity of \$5,500.00. This is a substantial cost for which provision must be made during the budget preparation process.

The Policy is to be reviewed every two years in consultation with elected members to ensure the objectives and scope are correct.

ROLES AND RESPONSIBILITIES

Governance and Executive Services is responsible for the publication and implementation of this policy and will provide compliance advice when required.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.

Elected Member(s)	Being The Mayor and Councillors
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Responsibility for Implementation

Governance & Executive Services

Version	Next Review	Record No:
8 August 2006 (GS01-08/06)	July 2008	534276
14 December 2010 – CS06-12/10	December 2012	TRIM 10/24752