

	LG522 HONORARY FREEMAN OF THE TOWN
Key Focus Area Leadership and Governance	Responsible Directorate Office of the Chief Executive Council Delegation Nil

Purpose

This policy outline the procedure for the nomination, selection and awarding of the title to a person designated as ‘Honorary Freeman of the Town of Claremont’.

Policy

The Town of Claremont recognises that from time to time members of the community demonstrate outstanding commitment and contribution to the Town’s community and that this contribution should be acknowledged.

The Town will achieve this by awarding an individual the title of “Honorary Freeman of the Town of Claremont”. This honour will be awarded on rare and exceptional occasions and selected on the criteria within this Policy.

The process for nomination and selection of a person for the award of the title is as follows:

1. Eligibility

Nominees for selection must ordinarily be a resident of the Town of Claremont and must have given distinguished service to the community, preferably in more than one capacity. A serving council member cannot be nominated for the award.

2. Selection Criteria

- a) Nominees will be judged on their record of service to the community on the basis of the following criteria:
- Length of service in a field (or fields) of activity;
 - Level of commitment to the field (or fields) of activity;
 - Personal leadership qualities;
 - Benefits to the community of the Town of Claremont but including more broadly to the State of Western Australia or to the nation resulting from the nominee’s work; and,

- Special achievements of the nominee.

3. Selection Criteria

- a) Nominations for the Award may be made by individuals or organisations but must be sponsored by a Council Member of Claremont. Nominations must be submitted in writing to the Chief Executive Officer or the Mayor;
- b) Nominations must be made in the strictest confidence without the knowledge of the nominee;
- c) On receipt of a nomination the Chief Executive Officer will circulate a copy of the nomination and any supporting information to all Council Members.
- d) On receipt of the nomination and supporting information, Council Members must have at least two weeks to consider the proposal. If a Council Member is in support of the nomination then they may make a written submission outlining the reasons for their support of the nomination. If a Council Member is not in favour of the proposal then the Council Member must:
 - Lodge a written submission to the Chief Executive Officer, outlining reasons why the nomination should not be supported. The CEO will provide a copy of the submission to all Council Members.
- e) Council Members who do not formally respond by lodging a written submission to the CEO are presumed not to object to the nomination.
- f) No record of the nominee's name shall be recorded in the Council or Committee minutes whether supported or not by Council.

4. Confidentiality

The nomination and consideration of proposals to award the title of Honorary Freeman of the Town shall be dealt with in strictest confidence. Any decision of Council to adopt a recommendation requires an absolute majority. When Council meets to consider the recommendation it may close the meeting to members of the public and reports concerning the nomination procedure shall be deemed to be confidential items pursuant to section 5.95(3) of the *Local Government Act 1995*.

5. Awarding the Title

Once a nomination has been accepted by Council, the nominee shall be contacted by the CEO on a confidential basis to determine whether the award will be accepted. Should a nominee decline to accept the Award all Council Members will be informed and the matter will lapse. On confirmation of acceptance any person or organisation involved in the nomination procedure shall be informed of the decision and a suitable media statement may be prepared for release under the Mayor's name. Conferral of the title shall be carried out at a formal Council function. The CEO, in consultation with the Mayor, will decide the occasion and format of the conferral ceremony.

6. Entitlements

- Any person declared an 'Honorary Freeman of the Town of Claremont' may designate him/herself 'Honorary Freeman of the Town of Claremont'.
- The recipient shall be awarded a certificate to commemorate receiving the award.
- Any Honorary Freeman of the Town shall be invited to all subsequent Civic events and functions.

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