



POLICY			
TITLE:	FREEMAN OF THE CITY	CODE:	GM.01
PURPOSE:	To define the parameters and outline a consistent process for nominating and awarding the title of Honorary Freeman of the City of Canning to a member of the community.		
REFERENCE DOCUMENTS:	Not applicable		

POLICY STATEMENT	
<p>The Council of the City of Canning will consider conferring the title of Honorary Freeman of the City to a member of the community who is a resident of the City of Canning, a person of integrity* and who, in the opinion of Council, has a history of long and distinguished service to the local or state community, or an outstanding level of achievement in the nominee’s field of activity.</p> <p>A serving Councillor or Mayor of the City is not eligible for nomination.</p> <p>The principles underpinning this policy are:</p> <ul style="list-style-type: none"> the City’s commitment to providing quality services to the community; respect for historic City traditions and heritage; the primacy of community support in granting honorary titles. <p><i>* as demonstrated by a lack of evidence to the contrary made public by a State or Commonwealth authority</i></p>	

1. Scope

This policy applies to persons who wish to nominate an individual as a recipient of the title of Honorary Freeman of the City.

2. Definitions

<i>Honorary Freeman of the City of Canning</i>	The title conferred on an outstanding member of the community in recognition of past or present achievements in the service of the community
<i>principal petitioner</i>	The initiator of a petition, properly listed on the petition with his or her address and contact details
<i>Panel of Community Representatives</i>	A panel established under Clause 3.(3) to assess nominations for the title of Honorary Freeman of the City
<i>sponsor</i>	The Chief Executive Officer, or the person acting for the time being as Chief Executive Officer, acting as the conduit between the Council Committee or the Panel of Community Representatives (as the case may be) and the Council

3. Submission of a Proposal

- (1) A member of the community or an organisation can initiate the process to grant to an outstanding individual the title of Honorary Freeman of the City of Canning.
- (2) The proposal to nominate a candidate is to be submitted to the City by way of a petition signed by the principal petitioner and not less than 150 petitioners.
- (3) Upon receipt by the City of Canning such a petition will be referred to the Governance section of the City’s administration to be processed in accordance with this procedure.

- (4) The Governance Section will undertake an assessment of the petition and may request additional information from the principal petitioner regarding the eligibility and selection criteria of the person proposed to be nominated.

4. Assessment of a Nomination

- (1) The Governance Section will ascertain that the submitted petition:
 - (a) has at least 150 signatures; and
 - (b) provides sufficient information to enable an informed assessment of whether the proposed candidate meets the eligibility and selection criteria; andif both conditions are met, will consider the petition a valid nomination and refer it in accordance with Clause 3.(2).
- (2) A nomination will be referred by the Governance Section:
 - (a) to a Council Committee that can, within its Terms of Reference, deal with a nomination; or
 - (b) to the Council if there is no Council Committee that can, within its Terms of Reference, deal with a nomination; or
 - (c) to the Panel of Community Representatives established under Clause 3.(3) if there is no Council in office that can deal with a nomination.
- (3) In the absence of a duly elected Council, the Governance Section will convene a Panel of Elected Representatives consisting of three or four local members of State Parliament whose electorates at least partially fall within the boundaries of the City of Canning.
- (4) The Council Committee, the Council or the Panel of Elected Representatives, as the case may be, will assess the eligibility of the nominated person and the extent to which he or she meets the selection criteria and make a recommendation.

5. Task of the Sponsor

- (1) If the nomination is dealt with by a Council Committee, the CEO will invite any interested Councillor to be heard as part of the deliberations.
- (2) Following the referral by the Governance Section of the nomination to the appropriate forum, the sponsor will progress the nomination through its remaining stages until the final Council decision, including preparing the report to Council with a recommendation pursuant to Clause 3.(4).
- (3) The sponsor in cooperation with the Governance Section will take appropriate measures for the nomination and the ensuing process leading to the final decision by Council or the Panel to be treated as confidential.

6. Council Deliberation and Decision

- (1) The deliberation on a recommendation under Clause 3.(4) will take place behind closed doors.
- (2) To be successful, the nomination must be carried by an absolute majority vote.

7. Entitlements

The City of Canning will;

- (1) award the title at a specially convened civic ceremony;
- (2) issue a press statement announcing the awarding of the title;
- (3) present the endorsed nominated person with a certificate attesting his or her quality as the Honorary Freeman of the City;
- (4) cause a portrait of the Honorary Freeman to be displayed in a visible place in the City Administration Building; and
- (5) cause the name of the Honorary Freeman to be engraved on the City's Board of Past and Present Freemen.

8. Withdrawing or Declining a Title

- (1) The City of Canning may, by written notification to the person awarded, withdraw the title of Honorary Freeman at any time without having to provide any justification for doing so.
- (2) A nominated person may decline at any time, without having to provide any justification for doing so, his or her nomination for the title of Honorary Freeman.
- (3) A person holding the title of Honorary Freeman may at any time, without having to provide any justification for doing so, renounce the title.

GOVERNANCE REFERENCES

Statutory Compliance	N/A
Process Links	N/A

POLICY ADMINISTRATION

Directorate		Officer Title	Authority to Approve
CEO		Chief Executive Officer	Council
Version	Decision Reference	Synopsis	Delegation No: 602
1	7/5/2013 (CR-036-13)	Policy adopted	
2	25/2/2014	Policy redrafted and reformatted to new template	