

HONORARY FREEMAN OF THE CITY OF KARRATHA

Document Control Statement – This Policy is maintained by Governance and Organisational Strategy Department. Any printed copy may not be up to date and you are advised to check the electronic copy on the City website to ensure that you have the current version. Alternatively, you may contact Customer Service on (08) 9186 8555.

1. OBJECTIVE

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

2. PRINCIPLES

2.1 Policy Provisions

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.

2.2 Limitation on Holders of Award

In recognition of the standing of such an award, a maximum of three living persons only may hold the title Honorary Freeman of the City of Karratha, at any one time.

2.3 Selection Criteria

- a) Nominees for the conferring of the title of Honorary Freeman of the City of Karratha should have lived within the City for a significant number of years (significant would usually mean at least 20 years) and had a close association and identification with the City;
- b) Nominees should have provided long and distinguished service to the local or State community such that the nominee's contribution can be seen to stand above the contributions made by most other people;
- c) Nominees should have displayed an outstanding level of achievement in the field (or fields) of activity; and
- d) Nominees should have demonstrated both outstanding leadership and personal integrity.

2.4 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 confidential report will be presented by the Chief Executive Officer to the next 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.

2.5 Entitlements

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

- a) may designate themselves as a Freeman of the City of Karratha;
- b) will be invited to all civic events and functions;
- c) will have their name recorded on the Honour Board in Council Chambers; and
- d) will be presented with a plaque to commemorate receipt of their award.

2.6 The Award

The award will be conferred at a Council Meeting or other function to be determined by Council.

3. CONSEQUENCES

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

4. REFERENCES TO RELATED DOCUMENTS

- Nil

Policy Number:	CG-02
Previous Policy Number:	CE-06
Resolution Numbers:	14648-Jun 2009; 153109-Apr 2015; 153772-Apr 2017
Last Review:	April 2017
Next Review:	April 2019
Responsible Officer:	Manager Governance and Organisational Strategy

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.