

Council Policy Name: Honorary Freeman of the City of Busselton

Responsible Directorate: Finance and Corporate Services

Version: Current

1. PURPOSE

1.1. The purpose of this policy is to set guidelines for the nomination, selection and awarding of the prestigious title of Honorary Freeman of the City of Busselton to an individual.

2. SCOPE

2.1. This policy is applicable to all nominations, applications and awards of the title Honorary Freeman of the City of Busselton.

3. DEFINITIONS

Term	Meaning
Australian Honours System	A system of honours and awards in recognition of excellence, achievement or meritorious service and contribution to society, free of patronage or political influence.
Policy	this City of Busselton Council policy entitled “Honorary Freeman of the City of Busselton”

4. STRATEGIC CONTEXT

4.1. This policy links to Key Goal Area 1 - Community of the City’s Strategic Community Plan 2017 and specifically Community Objective:
 a. 1.1: A friendly safe and inclusive community with a strong community spirit.

5. POLICY STATEMENT

5.1. Subject to the eligibility and selection criteria of this Policy, Council may bestow the title of Honorary Freeman of the City of Busselton upon an individual in recognition of outstanding and meritorious service to the City of Busselton.

5.2. Council recognises the contribution made by many members of the community through the awarding of the annual Australia Day WA Community Citizen of the Year Awards, and the Volunteer of the Year Awards. The high honour associated with an Honorary Freeman is however reserved for the community’s most significant contributors.

Eligibility Criteria

5.3. Nominees will ordinarily be a resident of the City of Busselton and have lived within the City for a significant number of years, usually 15 years or greater, although this may be reduced by the significance of service.

5.4. The nominee should have given extensive and distinguished service to the community in either a civic, professional, or voluntary capacity and have made a contribution that is considered extraordinary.

- 5.5. The nominee's endeavours will have demonstrable benefits to the community of the City of Busselton and possibly also the wider region.
- 5.6. The nominee's specific achievement/s must be of a nature which would encourage the City of Busselton to nominate that person for an honour under the Australian Honours System.
- 5.7. A current Elected Member cannot be nominated for the award.

Nomination Procedure

- 5.8. In bestowing the title of Honorary Freeman of the City of Busselton, the following nomination procedure is to be observed:
 - a. Nominations must be made in the strictest confidence without the nominee's knowledge;
 - b. Any resident or elector of the City of Busselton may make a nomination;
 - c. Nominations must clearly outline in chronological order the history of service to the community of the person being nominated;
 - d. Nominations must be made in writing to the Chief Executive Officer. A nomination must be supported in writing by at least one third of the total number of Elected Members of Council; and
 - e. On receiving a conforming nomination, the nomination is to be submitted as a confidential report for consideration at an Ordinary Meeting of Council.

Awarding the Title

- 5.9. An Honorary Freeman will be awarded on an individual basis and by absolute majority of Council.
- 5.10. Once Council has approved the award, the nominee will be contacted by the Chief Executive Officer on a confidential basis to determine whether the award will be accepted. Should a nominee decline to accept the award, all Elected Members will be informed and the matter will lapse.
- 5.11. On confirmation of the acceptance of the award, all Elected Members will be informed and a suitable media statement shall be prepared for release under the Mayor's name.

Entitlements and Presentation

- 5.12. Any individual declared an Honorary Freeman of the City of Busselton may designate themselves 'Honorary Freeman of the City of Busselton'.
- 5.13. Conferral of the title is to be carried out at a formal function of Council.
- 5.14. The recipient shall be awarded a certificate to commemorate the receiving of the award.
- 5.15. Any Honorary Freeman of the City of Busselton is to be invited to all subsequent Civic events and functions.
- 5.16. The recipient's name shall be engraved/included on the City of Busselton Honour Roll Board.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Nil

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	12 June 2019	Resolution #	C1906/095