



POLICY NO. CP 5.4.26

POLICY STATEMENT FREEMAN OF THE CITY

PURPOSE To provide a process by which Council may formally recognise outstanding and meritorious service to the community of the City of Gosnells.

POLICY

1. Council may bestow the honorary title of Freeman of the City upon a person who has served the community on a continuous basis for greater than 15 years in an outstanding and meritorious manner that stands above contributions of most other persons in assisting in both the advancement of the City and the provision of benefits for the greater community.

2. ENTITLEMENTS

- 2.1. Any person upon whom the title Honorary Freeman of the City has been conferred may designate him/herself “Honorary Freeman of the City of Gosnells”.
- 2.2. The recipient shall be presented with a name badge which identifies them as Freeman of the City along with an engraved award and certificate to commemorate receiving the award.
- 2.3. Any Honorary Freeman of the City shall be invited to all subsequent formal Civic functions conducted by the City and on an annual basis be presented with an appropriate nominal gift at the annual Civic Dinner.

3. LIMITATIONS ON HOLDERS OF AWARD

- 3.1 In recognition of the standing of this award a maximum of four living persons only may hold the title “Honorary Freeman of the City of Gosnells”, at any one time.
- 3.2 The title of “Honorary Freeman of the City of Gosnells” shall not be bestowed on any person currently holding the office of Councillor at the City.

4. NOMINATION PROCEDURE

To preserve the integrity and importance of bestowing the honour of “Honorary Freeman of the City of Gosnells” upon any individual, the following procedure applies:

- 4.1. Nominations for an “Honorary Freeman of the City of Gosnells” are to outline the history of community service of the person being nominated and must be made in writing to the Chief Executive Officer in the strictest confidence without the nominee’s knowledge.
- 4.2. Any resident or elector of the City may make a nomination but it must be countersigned by at least one third of the number of Offices of Member of Council.



- 4.3. On receipt of the nomination, the Chief Executive Officer will circulate the nomination to Elected Members for consideration on a confidential basis.
- 4.4. Elected Members will have three weeks to consider the proposal.
- 4.5. If an Elected Member wants to express an objection to the nomination, that Elected Member must give their reasons for the objection in writing to the Chief Executive Officer within the three week timeframe.
- 4.6. Elected Members who do not formally respond in writing will be presumed not to object to the proposal.
- 4.7. The Chief Executive Officer will submit a confidential report to a meeting of Council with details of the nomination, including any objections raised, for determination by Council.
- 4.8. In the event Council supports the nomination, prior to any announcement, the Chief Executive Officer shall make personal contact with the nominee to confirm their acceptance of the honour.
- 4.9. Should the nomination be supported and accepted the award shall be presented to the nominee at Council's Annual Civic Dinner.

GOVERNANCE REFERENCES

Statutory Compliance	Nil.
Industry Compliance	Nil.
Organisational Compliance	Policy 5.4.6 Civic and Ceremonial Functions.
Process Links	Nil.

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Chief Executive Officer		Chief Executive Officer		9397 3000	
Risk Rating	Low	Review Cycle	Triennial	Next Due:	2026
Version	Decision Reference	Synopsis			
1.	OCM 568:26/08/2003	New policy adopted.			
2.	OCM 412:26/08/2008	Reviewed			
3.	OCM 409:25/08/2009	Standardised numbering, implement a limitation on entitlement to exclude sitting Councillors and ensure Local Government Act compliance regarding content of minutes (clause 3.8)			
4.	OCM 375:23/08/2011	Amended time of presentation of annual gift from the Christmas season to the Annual Civic Dinner.			
5.	OCM 415:24/09/2013	Amended to clarify events and functions to which Freeman of the City are to be invited.			
6.	OCM 384:25/10/2016	Reviewed with minor amendments.			
7.	OCM 261:24/09/2019	Reviewed and amended			
8.	OCM 96:18/04/2023	Reviewed and amended.			