

## COUNCIL POLICY LG522

# HONORARY FREEMAN OF THE TOWN OF CLAREMONT

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

### Purpose

The purpose of this policy is to provide direction for the eligibility, nomination and selection process for the awarding by Council of the title of 'Honorary Freeman of the Town of Claremont'.

### Policy

Council recognises that from time to time members of the community demonstrate outstanding commitment and contribution to Claremont that should be acknowledged.

### *Eligibility and Nominations*

Nominees for selection must ordinarily be a resident (or past resident) of the Town of Claremont (**Town**). A serving Council Member cannot be nominated for the award.

Nominations:

1. Must be submitted in writing to the Chief Executive Officer or the Mayor.
2. May be made by individuals or organisations.
3. Are required to be sponsored by a Council Member.
4. Must be made in the strictest confidence without the knowledge of the nominee.

### *Submissions and Selection Criteria*

1. On receipt of a nomination the CEO or the Mayor will circulate a copy of the nomination and any supporting information to all Council Members.
2. Council Members will be given at least two weeks to consider the nomination. A Council member may provide a written submission for or against the nomination.
3. The CEO will provide a copy of any submissions received to all Council Members.
4. A confidential Council report will be prepared by the CEO unless 2 objections are received.
5. Nominees will be judged on their record of service to the community including on 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;
  - Service to and benefits for the community of the Town;
  - Service to and benefits for the State of Western Australia or to the nation; and
  - Special achievements of the nominee.

- Council may resolve by simple majority to confer the award on the nominee.

***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 of the award 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.
- Any person declared an ‘Honorary Freeman of the Town of Claremont’ may designate themselves as such.

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<b>Organisational:</b>			
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1.	Adopted	5 October 2010	210/10
2.	Reviewed	10 December 2013	360/13
3.	Reviewed	9 December 2014	203/14
4.	Reviewed	15 December 2015	226/15
5.	Reviewed	13 December 2016	206/16
6.	Modified	18 December 2018	228/18
7.	Modified	25 June 2024	88/24