

SB2.1 HONORARY FREEMAN OF THE CITY**Policy Objective**

To provide a process by which Council can formally recognise outstanding and meritorious service to the City of Belmont community.

Policy Statement

Council may bestow the honorary title of Honorary Freeman of the City upon any person who has served the City of Belmont community on a continuous basis for a minimum of 10 years in an outstanding and meritorious manner that stands above contributions made by most other persons, and whose activities have contributed significantly to the wellbeing of the City's citizens and advancement of the City's strategic direction.

Policy Detail**Eligibility**

1. Contribution to the City of Belmont's community must involve the following:
 - i. significant contribution of the person's time in serving the Belmont community;
 - ii. significant contribution to improving the quality of life of the citizens of the City of Belmont;
 - iii. contribution must be outstanding in that it can be seen to stand above the contributions of most other persons; and
 - iv. a consistent display of commendable conduct
- ~~2. Preference shall be given to a person who performs in a voluntary capacity, but this shall not preclude a person whose dedication and contribution to the Belmont community is significantly above that usually expected from their role as an Elected Member or through their occupation.~~
2. A contribution shall be given by a person in a voluntary capacity, but this shall not preclude an elected member, whose dedication and contribution to the Belmont community is significantly above that usually expected from their role as an elected member.
3. Eligibility does not include contribution at a State, National or International level, unless a significant contribution in line with (1) above prevails.

Entitlements

1. Any person upon whom the title Honorary Freeman of the City has been conferred may designate themselves 'Honorary Freeman of the City of Belmont'.
2. The recipient shall be presented with a special badge which identifies them as Freeman of the City along with a plaque and certificate to commemorate receiving the award.

Nomination Procedure

1. Nominations for an 'Honorary Freeman of the City of Belmont' should include an outline of the history of community service of the person being nominated in chronological order.
2. Nominations must be made in writing to the Chief Executive Officer in the strictest confidence.
3. The Chief Executive Officer will submit a Confidential Report to a meeting of Council, which will be considered behind closed doors in accordance with section 5.23 (2) (b) of the *Local Government Act 1995*.
4. If the nomination is approved by Council, the Chief Executive Officer will seek the nominee's acceptance of the honour, prior to its formal presentation and announcement.
5. The successful nomination will remain confidential until officially bestowed on the nominee at a Bestowal Ceremony.

Bestowal of Title

A Bestowal Ceremony (where the citation will be read and the plaque and certificate will be presented to the recipient) is to be scheduled within two months of the recipient's acceptance of the title.

Reference/Associated Documents

[Local Government Act 1995](#)

Reference to Internal Procedure

N/A

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CHIEF EXECUTIVE'S OFFICE
POLICY OWNER:	PRINCIPAL GOVERNANCE AND COMPLIANCE ADVISOR

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
08/02/05		11.3.4
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW – MINOR	10.7
27/09/16	MINOR	12.9
10/12/19	REVIEW – NONE	12.8

NEXT REVIEW DATE	2021
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