Council Policy Manual

CP1.10 Freeman of the City

POLICY OBJECTIVE

To provide guidelines for conferral of the honour of Freeman of the City and the administration of Freeman Entitlements.

POLICY STATEMENT

Freeman of the City is a high honour which may be conferred by the City of Perth. The honour conveys no legal right.

1. Nomination Criteria

   1.1 The title of Freeman of the City may be conferred on Elected Members or employees of the City of Perth:
      
      a. who have served the City for at least three consecutive Terms of Office as an Elected Member or nine years, although length of service is not the only criterion; and
      
      b. whose outstanding contribution to the community is recognisable through recorded achievements, which can be seen to stand above the contributions of most other persons; and
      
      c. who have consistently displayed commendable conduct.
   
   1.2 Nominations are to be provided in a confidential statement that addresses the nomination criteria and submitted to the Lord Mayor or Chief Executive Officer.

2. Decision Making

   2.1 Council will consider nominations behind closed doors and determine to either:
      
      a. grant or refuse the conferral of the honour of Freeman of the City; or
      
      b. request that additional research into the nomination be undertaken and presented for Council’s further consideration within a three-month period.
   
   2.2 The nominee’s acceptance of the honour is to be confirmed prior to public announcement.
3. **Conferral Arrangements**

A formal certificate will be presented to the accepting recipient.

4. **Freeman Recipients**

Recipients of Freeman of the City honours are detailed in the Schedule appended to this policy.

5. **Freeman Entitlements**

5.1 **Dining Room Hospitality**

a. In accordance with clause 1.8 of Policy 10.12 Provision of Hospitality, Freemen may use the City’s Dining Room:

i. during the City’s scheduled Friday Dining Room days / hours usually being (unless otherwise determined) every Friday between 12.30pm and 3.30pm, other than the second Friday of each month when the Dining Room is open between 7.30pm and 10.30pm;

ii. in the company of a maximum of three guests inclusive of their spouse / partner; and

b. Freemen are limited to total expenditure of $2,500 per financial year, with expenditure above this amount to be reimbursed to the City by the Freeman.

c. Freemen may not reallocate the unspent portion of their entitlement to another Freeman.

d. Where a Dining Room booking is cancelled with less than 24-hours notice and the associated costs of the booking are incurred to the City, such costs shall be debited to the respective Freeman’s Dining Room allocation.

5.2 **Civic Receptions**

Freemen and their spouse / partner will be invited to all Civic Receptions.

5.3 **Parking Permits**

a. An annual parking permit will be provided to Freemen, to support their use of the Dining Room and conditioned as follows:

i. The Permit is only to be valid for use at the Council House Car Park on the scheduled Friday Dining Room days / opening hours usually being every
CP1.10 Freeman of the City

Friday between 12.30pm and 3.30pm, other than the second Friday of each month when the Dining Room is open between 7.30pm and 10.30pm;

ii. The Permit does not guarantee parking availability and may only be used where parking is available.

b. A special parking permit or parking card will be provided to Freemen, following their acceptance of an invitation to a Civic Reception for a parking facility and time period appropriate to that Civic Reception.

5.4 Freeman Business Cards

A Freeman may apply for and be provided with City of Perth Freeman Business Cards.

Transitional Arrangements:
Clauses 5.1(b) and 5.3(a) become effective from 1 July 2013, with relevant existing entitlements remaining effective to the end of the 2012/13 financial year, being a $2000 Dining Room expenditure limit and parking permits issued on an as required basis.

<table>
<thead>
<tr>
<th>Name</th>
<th>Service to the City</th>
<th>Council Decision</th>
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</thead>
<tbody>
<tr>
<td>Mr Rod Evans (Dec’d 1998)</td>
<td>Service as a Councillor from 1964 to his retirement in 1990</td>
<td>21/05/90</td>
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<tr>
<td>Mr John MacMillan, JP</td>
<td>Councillor 1965 - 1993</td>
<td>18/10/93</td>
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<tr>
<td>Mr John Lee (Dec’d)</td>
<td>Councillor</td>
<td>18/10/93</td>
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</table>
| Mr Reg Dawson, AM              | Deputy Town Clerk 1965 - 1981  
Town Clerk 1981 - 1994            | 31/05/94                      |
| Sir Ernest Lee-Steere, KBE (Dec’d 2011) | Lord Mayor 1972 - 1978                                                                | 22/07/97         |
| Sir Frederick Chaney (Dec’d 2001) | Lord Mayor 1978 - 1982                                                                | 22/07/97         |
Lord Mayor 1982 - 1988            | 22/07/97                      |
| Mr Charles (Chas) Hopkins      | Councillor 1975 - 1988  
Lord Mayor 1988 - 1991            | 22/07/97                      |
| Mr George O (Ossie) Edwards, OBE | Town Clerk 1966 -1981                                                               | 25/05/99         |
### POLICY 1.10 - SCHEDULE

**FREEMAN OF THE CITY HONOUR RECIPIENTS**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Dr Peter Nattrass</td>
<td>Councillor 1977 - 1995, Lord Mayor 1995 - 2007</td>
<td>19/02/08</td>
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<tr>
<td>Mr Michael Sutherland</td>
<td>Councillor 1995 - 2009, (three terms as Deputy Lord Mayor)</td>
<td>27/01/09</td>
</tr>
<tr>
<td>Mr Francis (Frank) Edwards</td>
<td>Chief Executive Officer 2002 - 2012</td>
<td>09/10/12</td>
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Document Control Box

**Document Responsibilities:**

- **Custodian:** Economic Development and Activation
- **Custodian Unit:** Marketing and Events
- **Decision Maker:** Council

**Compliance Requirements:**

- **Legislation:**
- **Industry:**
- **Organisational:**

**Document Management:**

- **Risk Rating:**
- **Review Frequency:**
- **Next Due:**
- **TRIM Ref:** 75522/04

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<th>Version #</th>
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<th>Synopsis</th>
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<tr>
<td>1.</td>
<td>Council – 07/08/12 (377/12)</td>
<td>Previous Policy No: CS48, CS24, Policy No. 1.4</td>
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<td>2.</td>
<td>OCM – 19/02/13 (77/13)</td>
<td>Amended</td>
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