

1.31 Honorary Freeman of the City of Albany

Policy Owner	Executive Director Corporate & Commercial Services
Responsible Officer	Manager Governance & Risk
Date of Approval	01/07/2025
Amended/Revised	09/07/2025

Objective

The objective of this policy is to establish the circumstances under which the City of Albany Council may bestow the title of “Honorary Freeman of the City of Albany” upon individuals who have made an outstanding and exceptional contribution to our community.

Scope

Defined in the policy statement.

Policy Statement

From time to time, members of the Albany community demonstrate outstanding commitment and contribution to our community, and it is recognised that this contribution should be acknowledged.

The Council will do this by, in special circumstances that meet the criteria of this policy, awarding to an individual the title of “Honorary Freeman of the City of Albany”.

The title of Honorary Freeman is the most prestigious form of honour or recognition that can be conferred by the Council. This honour will therefore be conferred only in rare and exceptional circumstances to maintain both the significance and prestige of the title.

Service:

The nominee must have given extensive and distinguished service to our community that goes beyond local government (e.g. service to other organisations, voluntary and community groups) in a largely voluntary capacity.

The nominee’s contribution should be seen to stand above the contributions made by most other people.

Bestowing the title of Honorary Freeman of the City will only be by an absolute majority decision of the Council and in accordance with this policy.

Nomination Criteria

The following criteria shall be taken into account when consideration is being given to the conferring of the title of Honorary Freeman of the City of Albany:

- The nominee’s exceptional service must be recognised as a matter of public record;
- The nominee must have lived in, worked or served the City of Albany for a significant number of years (e.g. 20 years or more);
- The nominee must have identifiable and long-standing connections with the community;
- The nominee must have provided long and distinguished service to the local community;
- The nominee’s endeavours must have clearly benefited the Albany Community;
- The nominee must have demonstrated both outstanding leadership and personal integrity;
- It shall not be restricted to Council Members or City of Albany employees;
- Preference shall be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation;
- The contribution to the welfare of the community must involve one or more of the following factors:
 - Significant contribution of the nominee’s time in serving members of the Community for the improvement of their welfare;
 - The promotion, achievement and/or delivery of community services in which a real personal role and contribution is made;

- Whilst difficult to define, the contribution must be outstanding in that it can be seen to stand above the contributions of most other persons; and
- The title shall not be bestowed on anyone who is holding the office of Council Member of the City of Albany.

Nomination Procedure

- A nomination may be submitted at any time provided that the nomination is in writing and clearly addresses the nomination criteria.
- The nomination must clearly outline the history of the nominee in chronological order, outlining their history of the community service.
- Nominations must be made in the strictest confidence without the nominee's knowledge.
- A nomination must be sponsored by a Council Member and supported in writing by at least four other Council Members.
- Nominations are to be submitted to the Chief Executive Officer.
- The Chief Executive Officer will submit a confidential report to a Special and/or Ordinary Council Meeting with details of the nomination.
- The Agenda for the Council Meeting shall be delivered at least two weeks prior to the meeting date to all Council Members.
- If a Council Member expresses an objection to the nomination, that Council Member must give their reasons for the objection in writing to the Chief Executive Officer, at least one week before the Council Meeting. The Chief Executive Officer shall submit all objections (together with any other relevant information) to the Council Meeting.
- No record of the nominee's name shall be recorded in the Minutes of the Council Meeting, whether supported or not by the Council.
- In the event Council approves the nomination, it shall be by an absolute majority decision.
- Prior to any announcement, the Chief Executive Officer shall make personal contact with the nominee to confirm their acceptance of the honour.

Entitlements

Any person declared an Honorary Freeman of the City of Albany:

- May designate themselves as a "Honorary Freeman of the City of Albany".
- Will be invited to all civic events and functions and be acknowledged as a dignitary.
- Will have their photograph hung in the City's Council Chambers;
- Will be provided with a plaque to commemorate receipt of their Award; and
- Will be conferred at an appropriate civic ceremony for the purpose hosted by the City of Albany.

Limitations on Holders of the Award

At any one time, a maximum of four living persons only, unless otherwise decided by an Absolute Majority decision of the Council, may hold the title "Freeman of the City of Albany".

For avoidance of doubt, the honour shall not be awarded posthumously.

Personal Conduct

A person who has been conferred with the honour of "Honorary Freeman of the City of Albany" shall display high standards of personal conduct and behaviour at all times and shall not bring the City of Albany into disrepute.

The Council reserves the right to cancel the honour if the holder is convicted of a serious criminal offence or brings the City into disrepute. *(Any such decision shall be made by an absolute majority decision).*

Legislative and Strategic Context

This policy relates to the following elements of the City of Albany Strategic Community Plans and Corporate Business Plan:

- **Pillar:** People
- **Outcome:** A happy, healthy, and resilient community.
- **Objective:** Grow community capacity through volunteering.
- **Performance Measure:** Volunteer Support and Recognition.

Review Position and Date

This policy must be reviewed every two years after a general Local Government election, or earlier if the Council considers it necessary.