



Policy: Council

FREEMAN OF THE CITY AWARD



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Document Status and Version Control

Ownership and Version Control

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Scope:	<i>All Staff</i>

Version History

Version	Adoption Date	Reason for Change

OBJECTIVE / PURPOSE

The objectives of this policy are to provide governance for selecting individuals within the local government area for nomination as a Freeman of the City.

BACKGROUND / DEFINITIONS

The Blue Mountains City Council's Freeman of the City Award recognises and celebrates the outstanding achievements and dedicated service of an individual over their lifetime, from the community within our Local Government Area, as well as fosters positive role models within our community.

To be nominated as a candidate for a Freeman of the City Award, a resident must meet the necessary selection criteria.

SELECTION CRITERIA

An individual cannot be admitted as a Freeman of The City of the Blue Mountains by gift, purchase or benefit.

The nominated candidate must meet a range of the selection criteria across a number of categories as outlined below:

1. Socio-demographic profile: Prominent resident of the Blue Mountains Local Government Area who has had predominant and lengthy service and residency within the City;
2. Personal Profile: demonstrated ethical and moral values;
3. Service profile: The nominated person has made a significant contribution to the wellbeing or amenity of residents within the City and/or its support networks as a volunteer; or, provided eminent services to the Blue Mountains City as an elected member of Council for a substantial continuous or cumulative total of years e.g. more than 10 years; or, as a distinguished elected representative at Federal or State; or, Local level; or, as a business person; and
4. Outcomes for City profile: The nominee's endeavours have a demonstrated benefit to the City and community that is a matter of public record.

Exclusions for this award are current elected representatives at all levels of Government or existing or past Council Officers.

NOMINATION PROCESS

Any individual or organisation may nominate a resident of the Blue Mountains local government area (LGA) for a Freeman of the City Award at any time by a Selection Panel. This process is outlined below:

Nominating a Candidate

The following information is provided to assist in the nomination process;

- Nomination forms are available on the Council internet at www.bmcc.nsw.gov.au/freemanofcity
- The nominee must meet or exceed all selection criteria;

- Nomination forms, and any supporting, certified documents e.g. certificates, letters of appreciation, other awards, are to be completed by three Referees (organisation/persons or mixture of both) on behalf of the Nominee and substantiate that the Freeman of the City Award would be conferred on merit;
- A nomination may be submitted by any person at any time provided that the nomination addresses and meets the Selection Criteria for the award;
- A nominee must be made aware of their nomination and sign for their acceptance of the nomination as this personal information will be made public;
- All nominations must be marked 'Private & Confidential – Freeman of the City Awards' and be sent to:

The Mayor
'Private & Confidential – Freeman of the City Awards'
Blue Mountains City Council
Locked Bag 1005
KATOOMBA NSW 2780

All nominations are Confidential until the Selection Panel have made a determination on the conferring of a Freeman of the City Award. Any additional information should be photocopied and signed by a Justice of the Peace – original documents should not be sent.

Selection Panel

A selection panel convened by the Mayor and two Councillors will preside and determine the application on behalf of any nominee.

Referral to Council

Any nomination that is reviewed and accepted by the Selection Committee will be placed in a Business Paper before an Ordinary Meeting of the Council for resolution that the Freeman of the City Award will be granted.

Conferring of Award

The Conferring of a Freeman of the City Award will be undertaken at either a relevant Civic Event e.g. a Citizenship Ceremony, at a Council Meeting or as part of a Mayoral Reception.

ENTITLEMENTS IF AWARDED

The following entitlements apply to the recipient of the Freeman of the City Award;

- The award recipients name and portrait will be added to the Freeman of the City of the Blue Mountains Honour Board within the Council Chamber;
- A Freeman of the City of the Blue Mountains will be invited to relevant civic events and functions; and
- The Mayor may call on a Freeman of the City to preside at a public event as a delegate of the Mayor.

The title of Freeman of the City within the City of the Blue Mountains does not confer on that individual any special privileges, rights or any exemption from duties or obligations under the law.

ATTACHMENTS

Freeman of the City Award Nomination Form

PRIVATE & CONFIDENTIAL

Freeman of the City Award Nomination Form

SOCIO-DEMOGRAPHIC PROFILE OF NOMINEE:

Title:

Surname:

Given Name(s):

Date of Birth:

Telephone: (H)..... (M).....(B).....

Email address:

Occupation:

Relevant degrees/Awards obtained:

SERVICE AND OUTCOMES PROFILE OF NOMINEE:

Please ensure that there is enough detail of why you consider the candidate should receive a Freeman of the City Award by outlining all community contributions by the candidate. Any relevant literature about the candidate is encouraged to be included e.g. certificates, other awards, and letters of appreciation from relevant organisations.

List names of Service Organisations:

Organisation	Type of Service Provided	Total Years of Service

Organisation	Type of Service Provided	Total Years of Service

Outcomes to community from this service:

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Outcomes to City of Blue Mountains from this service:

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List names of any Individuals assisted by Nominee:

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Confirm that all service was voluntary (place an X in correct response):

YES

NO

Certified additional information attached:

YES

NO

List of additional information:

.....
.....
.....
.....

NOMINATION PROFILE:

Referee 1:

Full name:

Organisation (if relevant):.....

Address:

State:Postcode:.....

Telephone: (H)..... (M).....(B).....

Email address:

Occupation/Role in Organisation:

Referee2:

Full name:

Organisation (if relevant):.....

Address:

State:Postcode:.....

Telephone: (H)..... (M).....(B).....

Email address:

Occupation/Role in Organisation:

Referee 3:

Full name:

Organisation (if relevant):.....

Address:

State:Postcode:.....

Telephone: (H)..... (M).....(B).....

Email address:

Occupation/Role in Organisation:

NOMINEES ACCEPTANCE:

I.....

accept this nomination to be considered for a Freeman of the City Award and note that the information contained in this nomination will be made public, apart from personal details i.e. address and telephone numbers, should the Council endorse this nomination.

Full name:

Signature:.....

Date:
