

Responsible Directorate	Executive Services
Responsible Business Unit/s	Executive Services Governance
Responsible Officer	Manager Governance
Affected Business Units	Executive Services Governance

Objective

This Policy sets out the method by which Council may assess and grant the honour of Freeman of the Municipality in recognition of a person's contribution to the community of Serpentine Jarrahdale. This policy establishes how the nomination of a candidate is to be made, the eligibility and selection criteria against which nominations are to be considered.

The objective of this policy is to establish the circumstances under which the Shire of Serpentine Jarrahdale may bestow the title of Honorary Freeman of the Shire upon individuals who have made an outstanding and exceptional contribution to the community.

Policy

Criteria for appointment

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

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 Shire of Serpentine Jarrahdale".

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

Bestowing of the title of Honorary Freeman of the Shire will only be by at least seven Councillors in the affirmative and in accordance with this policy.

Eligibility Criteria

To be eligible, any successful candidate for the honour must:

- Have served the Serpentine Jarrahdale community for a minimum 15 years in any capacity.
- Been a resident of the district for all, or most of the period relating to their eligibility.
- Not be a currently serving Councillor or employee.
- The nominee's specific achievement/s must be of a nature which would encourage the local government to nominate that person for an honour under the Australian Honours System.



Council Policy 1.1.7 – Honorary Freeman of the Municipality

The relevant criteria in determining number four, being that the nominee has:

- i. demonstrated achievement at a high level;
- ii. made a contribution over and above what might be reasonably expected through paid employment; or
- iii. whose voluntary contribution to the community stands out from others who may have also made a valuable contribution.

Selection Criteria

In making a determination, Council is to give consideration of the following selection criteria:

- Level of commitment to their field of activity. (20 per cent)
- Outstanding personal leadership qualities and personal integrity. (20 per cent)
- Benefits to the community of the district. (40 per cent)
- Special achievements of the nominee. (20 per cent)

Process

Any Councillor may nominate, in writing, a person as Freeman of the Municipality, to the CEO in the strictest confidence and without the nominee's knowledge. Following submission to the CEO of the nomination, consideration of a nomination for Freeman of the Municipality is to be dealt with as follows:

- a) Officers are to prepare a report for the consideration of Council at a Special Meeting of the Council held for that purpose as a Confidential Item. The nominating Councillor must provide supporting information/documentation for inclusion in the report to enable an assessment of the eligibility and selection criteria.
- b) The Officer's report will make comment regarding eligibility of the nominee. The report will also include the Assessment Sheet provided for in Appendix 1. Councillors should complete the Assessment Sheet and return to Officers for collation prior to the publication of the report. The assessment sheets are anonymous.
- c) Council is to give consideration of the Assessment Sheet results when making a Resolution.
- d) The bestowing of the title of Honorary Freeman of the Shire will only be by at least being seven Councillors in the affirmative.
- e) If it is considered appropriate to pursue the nomination further, it should then be resolved 'that Council bestow the honour of Honorary Freeman of the Municipality as indicated in this report'. A letter advising of this Council decision is to be sent to the nominated Freeman.
- f) If it is considered by Council that it would not be appropriate to pursue such a nomination, the recommendation is to reflect that the nomination has not received the support of Council.
- g) If the candidate for Freeman declines the nomination, Council is to be informed and the matter shall lapse.

Rescission/Revocation of Award of Freeman

The Shire reserves the right, at its absolute discretion, to rescind/revoke the award of Honorary Freeman. Such decision is to be taken by a special majority of Council, being seven Councillors in the affirmative.



Conduct

Honorary Freeman of the Shire attending events or functions at the invitation of the Shire President, will behave in a manner befitting the honour bestowed and will at all times:

- a) Refrain from making critical or disparaging remarks about Council or past and present Councillors and employees;
- b) Refrain from any behaviour that may embarrass Council or bring it into disrepute; and
- c) Comply with all Shire's policies, procedures and guidelines in relation to the use of the Shire's crest.

Definitions

Freeman means a person who has been bestowed the honorary title of Freeman.

Relevant Policies/Council Documents

- E16/678 – Honorary Freeman Contact List
- E16/677 – Honorary Freeman Certificate Template



Appendix 1 – Freeman of the Shire Assessment Sheet

Eligibility Criteria

1. Minimum service of 15 years to the Serpentine Jarrahdale community in any capacity.
2. Resident of the district for all, or most of the period relating to their eligibility.
3. Not a currently serving Councillor or employee.
4. Nominee's specific achievement/s must be of a nature that would encourage the local government to nominate that person for an honour under the Australian Honours System.

The relevant criteria in determining number four being:

- i. demonstrated achievement at a high level;
- ii. made a contribution over and above what might be reasonably expected through paid employment; or
- iii. whose voluntary contribution to the community stands out from others who may have also made a valuable contribution.

Selection Criteria

Each criteria to be scored out of five (whole numbers only)

Councillor	Level of commitment to their field of activity (20 per cent)	Outstanding personal leadership qualities and personal integrity (20 per cent)	Benefits to the community of the district (40 per cent)	Special achievements of the nominee (20 per cent)
1				
2				
3				
4				
5				
6				
7				
8				
9				



Continued

10.5.4 - attachment 2
Council Policy 1.1.7 – Honorary Freeman of the Municipality

Office Use Only				
Relevant Delegations	Nil			
Council Adoption	Date	25/09/1995	Resolution #	A092
Reviewed/Modified	Date	15/12/2008	Resolution #	CGAM050/12/08
Reviewed/Modified	Date	12/12/2012	Resolution #	OCM086/11/12
Reviewed/Modified	Date	29/09/2015	Resolution #	OCM187/09/15
Reviewed/Modified	Date	18/12/2017	Resolution #	OCM179/12/17
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