

**Objectives:** People

**Outcome:** 1.1 - A healthy, active, connected and inclusive community.

**Strategy:** 1.1.2 - Provide a healthy community environment.

## **Purpose**

The Council may 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 and the 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.

## **Definition**

**"Freeman"** means a person who has been bestowed certain privileges by the Shire.

## **Policy**

The Council will recognise, under appropriate circumstances, individuals who have demonstrated outstanding service to the community by awarding the title of Honorary Freeman.

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.

Bestowing of the title of Honorary Freeman of the Shire will only be by resolution of Council and in accordance with this policy.

## **Selection Criteria**

Any successful candidate for the honour must be a person with the following areas:

### **1. Criteria for Bestowing the Honour**

The criteria for bestowing the title of Honorary Freeman of the Municipality is as follows:

- a) Resident of the District for all, or most of the period relating to their eligibility to be nominated.
- b) Minimum service of 15 years to the Serpentine Jarrahdale community in any capacity (not necessarily as an elected member or employee of the Shire).



- c) No currently serving elected member or employee is eligible to be nominated, although former elected members and employees may be nominated.

## 2. Principle of Confidentiality

All proceedings of Council when dealing with a proposal to consider a nomination for Freeman of the Municipality is considered to be dealing with the personal affairs of a person and is to be dealt with as a confidential item. As such it is to be considered behind closed doors pursuant to Section 5.23(2)(b) of the *Local Government Act 1995* and the relevant reports shall be deemed to be confidential items pursuant to Section 5.95(3) of the *Local Government Act 1995*.

## 3. Nomination and Consideration of Awarding the Honour

Any elected member may nominate, in writing, a person as Freeman of the Municipality, to the CEO in the strictest confidence and without the nominee's knowledge. The CEO is to ensure that the nomination is drawn to the attention of the Shire President. Consideration of a nomination for Freeman of the Municipality is to be dealt with as follows, following submission to the CEO of the nomination:

- a) The person's name is to be raised by the Shire President to the Leadership Team. A report is to be prepared for consideration at an ordinary meeting of the Council. The nominating elected member is to be given the opportunity, if he/she wishes, to provide supporting information/documentation for inclusion in this report.
- b) On receipt of such nomination, the Council is to require that the report be circulated to all elected members as a confidential item.
- c) At the ordinary meeting of the Council (and behind closed doors), if an elected member is not in favour of the proposal, then he/she should advise of his/her views and the reason/s why.
- d) The Council is to determine whether the nomination should be pursued.
- e) If it is considered appropriate to pursue the nomination further, then it should 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, then no record of the discussion is to be made in the minutes, however the recommendation is to reflect that the person concerned has not received the support of the Council.
- g) If the candidate for Freeman declines the nomination, the Council is to be informed and the matter shall lapse.

**4. 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 to be taken by an absolute majority of the Council.

**5. Code of 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.

**References**

<b>Name of Policy</b>	1.1.13 Honorary Freeman of the Municipality			
<b>Previous Policy</b>	G005 – Honorary Freeman of the Municipality (E15/5096)			
<b>Date of Adoption and Resolution Number</b>	Adopted	A092	25/09/1995	
<b>Review dates and Resolution Numbers</b>	Modified	CGAM050/12/08	15/12/2008	Ordinary Council Meeting
	Reviewed	OCM086/11/12	12/12/2012	Ordinary Council Meeting
	Reviewed	OCM187/09/15	29/09/2015	Ordinary Council Meeting
	Modified	OCM179/12/17	18/12/2017	Ordinary Council Meeting
<b>Next review date</b>				
<b>Related documents</b>	<p><b>Acts/Regulations</b> <i>Local Government Act 1995 s.5.23(2)(b), s5.95 (3)</i></p> <p><b>Plans/Strategies</b> Strategic Community Plan 2017 - 2027</p> <p><b>Policies/References</b> Business Operating Policy 1.2.0 – Honorary Freeman Function Arrangements E16/678 – Honorary Freeman Contact List E16/677 – Honorary Freeman Certificate Template</p> <p><b>Delegations</b> Nil</p> <p><b>Work Procedures</b> To be developed</p>			

Note: changes to references may be made without the need to take the Policy to Council for review.