

# Council Policy 1.1.7 – Honorary Freeman of the Municipality

<b>Responsible Directorate</b>	Executive Services
<b>Responsible Business Unit/s</b>	Executive Services Governance
<b>Responsible Officer</b>	Manager Governance
<b>Affected Business Units</b>	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 absolute majority 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.



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 absolute majority.
- 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 an absolute majority of Council.



### **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)

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



Continued

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<b>Office Use Only</b>				
<b>Relevant Delegations</b>	Nil			
<b>Council Adoption</b>	<b>Date</b>	25/09/1995	<b>Resolution #</b>	A092
<b>Reviewed/Modified</b>	<b>Date</b>	15/12/2008	<b>Resolution #</b>	CGAM050/12/08
<b>Reviewed/Modified</b>	<b>Date</b>	12/12/2012	<b>Resolution #</b>	OCM086/11/12
<b>Reviewed/Modified</b>	<b>Date</b>	29/09/2015	<b>Resolution #</b>	OCM187/09/15
<b>Reviewed/Modified</b>	<b>Date</b>	18/12/2017	<b>Resolution #</b>	OCM179/12/17
<b>Reviewed/Modified</b>	<b>Date</b>	14/02/2021	<b>Resolution #</b>	OCM040/02/21