

Council Policy – Honorary Freeman of the Municipality

Responsible Directorate	Executive Services
Responsible Business Unit/s	Executive Services Governance
Responsible Officer	Manager Corporate Performance
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. The objective of this policy is to establish how the nomination of a candidate is to be made, the eligibility and selection criteria against which nominations are to be considered and the circumstances under which the Shire of Serpentine Jarrahdale may bestow the title of Honorary Freeman of the Shire.

Scope

This Policy applies to all Elected Members, Officers and nominees of the award 'Honorary Freeman of the Municipality' within the Shire of Serpentine Jarrahdale.

Policy

Introduction

The Shire of Serpentine Jarrahdale is committed to recognising individuals who have demonstrated outstanding commitment and contribution to the community.

In special circumstances that meet the criteria of this policy, Council may award 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:

1. Have served the Serpentine Jarrahdale community for a minimum 15 years in any capacity.
2. Been a resident of the district for all, or most of the period relating to their eligibility.
3. Not be a currently serving Councillor or employee.

4. 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.

Nominations

Any Elected Member may nominate to the CEO a person as Freeman of the Municipality, in the strictest confidence and without the nominee's knowledge. Nominations must be made in writing and contain the following details of the person to be accepted:

- Full name
- Contact details (if known)
- Detailed information (including examples) to demonstrate the persons significant contributions.
- The roles or areas in which they have excelled.
- Dates of service (if known)
- Evidence of other awards or recognition
- What they have done to benefit the community
- How they have demonstrated outstanding personal leadership and personal integrity
- At least 2 referees (including contact details)

Adequate information needs to be provided in the nomination to enable Council to make a determination against the following selection criteria:

Selection Criteria	Weighting
Level of commitment to their field of activity	20%
Outstanding personal leadership qualities and personal integrity	20%
Benefits to the community of the district.	40%
Special achievements of the nominee.	20%

Process

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) On receipt of a nomination, the Chief Executive Officer will circulate a copy of the nomination and the Selection Criteria Assessment Sheet (Assessment Sheet) provided in Appendix 1 to all Elected Members.

- b) Elected Members will be given at least 2 weeks to consider the nomination and return their Assessment Sheet to the Chief Executive Officer. The Assessment Sheets are anonymous.
- c) Nominations must be supported in writing by at least one third of Elected members
- d) If the nomination is supported, Officers are to prepare a report for the consideration of Council at the next practicable Ordinary Council Meeting as a Confidential Item.
- e) The Officer's report will make comment regarding eligibility of the nominee. The report will also include the completed Assessment Sheets.
- f) Council is to give consideration of the Assessment Sheet results when making a Resolution.
- g) The bestowing of the title of Honorary Freeman of the Shire will only be by absolute majority.
- h) 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 should the nominee accept the award'.
- i) Once a nomination has been accepted by Council, the nominee shall be contacted by the Chief Executive Officer to determine whether the award will be accepted.
- j) If the candidate for Freeman declines the nomination, Council is to be informed and the matter shall lapse.
- k) 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.

Awarding the Title

The award is to be presented at a Civic reception held by the Shire such as the Australia Day Awards and Citizenship Ceremony or any other civic event held by the Shire.

Entitlements

- Any person awarded an Honorary Freeman of the Shire may designate themselves "Honorary Freeman of the Shire of Serpentine Jarrahdale"
- Be presented with a plaque and certificate signed under the Shire's common seal by the CEO and Shire President to commemorate receiving the award.
- Be invited to attend or officiate civic events as a special guest

Rescission/Revocation of Award of Freeman

The Shire reserves the right, at its absolute discretion, to rescind/revoke the award of Honorary Freeman if the individual is found guilty of a criminal matter or where Council considers the conduct of the individual has caused embarrassment or damage to the reputation of the Shire. A request to rescind the award must be made in writing to the CEO, including supporting information detailing the reasons for revocation. A confidential report will then be provided to Council and be made by an Absolute Majority.

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 Elected Members 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

Absolute Majority means a decision of the majority of members of Council in accordance with section 1.9 of the *Local Government Act 1995*.

Related Documents

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

Legislation / Local Law Requirements

- *Local Government Act 1995*

Amendment Record

Relevant Delegations		Nil	
		Date	Resolution Number
Council Adoption		25 September 1995	A092
Version	Date	Resolution Number	Amendment Details
1	15 December 2008	CGAM050/12/08	
3	12 November 2012	OCM086/11/12	
4	29 September 2015	OCM187/09/15	
5	18 December 2017	OCM179/12/17	
6	14 February 2021	OCM040/02/21	
7	17 March 2025	OCM068/03/25	Updated template and process amendments and removal of the need for a special council meeting for consideration of the application.

Appendix 1 – Freeman of the Shire Selection Criteria 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 Elected Member 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)

Selection Criteria	Score	Comment	Weighting
Level of commitment to their field of activity			20%
Outstanding personal leadership qualities and personal integrity			20%
Benefits to the community of the district			40%
Special achievements of the nominee			20%