



Honorary Freeman of the
Municipality Policy

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Policy Objective

This Policy stipulates the procedures for the nomination, selection and induction of persons designated as 'Freeman of the Municipality'.

Policy Background

Section 619A of the Local Government Act 1960 prescribed that, Council may, by absolute majority, pass a resolution which confers the title of 'Honorary Freeman of the Municipality' on any person. This does not confer any right or privilege on that person other than the right to use the title so conferred.

Although the Local Government Act 1995 does not provide for conferring this title, Council has resolved to introduce the award.

Policy Scope

Subject to the eligibility and selection criteria of this policy being met, Council may, by an absolute majority decision, confer the title of 'Honorary Freeman of the Municipality' on any person. The title shall be reserved for persons who have rendered exceptional service to the community. The process for nomination and selection of persons for the title are as follows:

1. Eligibility Criteria

- 1.1 Nominees for the conferring of the title 'Honorary Freeman of the Municipality' should be residents of the Shire of Denmark who have given distinguished service to the Shire, preferably in more than one capacity.

2. Selection Criteria

- 2.1 Nominees will be judged on their record of service to the community. The selection criteria are to include:
 - a) Length of service in a field (or fields) of activity.
 - b) Level of commitment to the field (or fields) of activity.
 - c) Personal leadership qualities.
 - d) Benefits to the community of the Shire of Denmark and/or State of Western Australia resulting from the nominee's work.
 - e) Special achievements of the nominee.

3. Nomination Procedure

- f) Nominations for the Award may be made by individuals or organizations and are to be sponsored by a Councillor of the Shire of Denmark. They are to be submitted to the Chief Executive Officer on the Official Nomination Form (as appended to this policy) for consideration by the Council.
- g) Nominations are to be made in the strictest confidence without the knowledge of the nominee.
- h) On receipt of a nomination the Chief Executive Officer shall circulate a copy of the nomination and any supporting information to all Councillors.

- i) On receipt of the information, Councillors shall have at least two weeks to consider the proposal. If a Councillor is not in favour of the proposal then he/she should either submit his/her views;
 - (i) In writing to the CEO, who will provide a copy to all Councillors; or
 - (ii) Verbally at the relevant Council meeting.

Councillors who do not formally respond will be presumed not to object to the nomination.

- j) If it is considered by Council that it would not be appropriate to pursue such nomination, then no record is to be made in the Minutes and if the Councillor sponsoring the nomination is not in attendance, the Shire President shall verbally advise that Councillor that the nomination has not been supported.

4. Awarding the Title

- 4.1 Once a nomination has been accepted by Council, the nominee and any person(s) or organization(s) involved in the nomination are to be informed of the decision and a suitable press statement is to be released.
- 4.2 The formal conferring of the title is to be carried out at a reception held by Council. This may be a special reception for this purpose, or the ceremony may form the focal point of any other suitable reception hosted by Council. The decision on the occasion and format of the ceremony shall rest with the President, in consultation with the Chief Executive Officer.
- 4.3 The successful nominee shall receive a framed certificate and lapel pin which confirms his or her status and shall be invited to attend all civic functions.
- 4.4 Photographs of the Honorary Freeman of the Municipality will be displayed in the Council Chambers which will show pertinent information identifying the recipient and their service to the community.

5. Current Awardees

- 5.1 Percy Berridge [*dec.*] November 1973), Eileen Lunan [*dec.*] (February 2006) and Beth Franz OAM (November 2020).

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