Strategic Outcome Supported: 11 – An engaged community with positive customer experiences.

OBJECTIVE

1. The purpose of this policy is to set guidelines for the nomination, selection and awarding of the prestigious title of 'Honorary Freeman of the Shire of Donnybrook Balingup' to an individual.

SCOPE

2. This discretionary council policy applies to all applications for the award of 'Honorary Freeman of the Shire of Donnybrook Balingup'.

DEFINITIONS

3. **Absolute majority** means an absolute majority as defined in the *Local Government Act 1995*, being a majority comprising enough Council Members for their number to be more than 50% of the total number of Council offices, whether vacant or not.
4. **Freeman** means a person who has been bestowed certain privileges by the Shire.
5. **Shire** means Shire of Donnybrook Balingup.
6. **Significant number of years** means at least 15 years.

POLICY STATEMENT

7. Freeman is the most prestigious form of honour or recognition that can be conferred by Council and would not be awarded lightly. This honour will be conferred only in rare and exceptional circumstances to maintain both the significance and prestige of the title.

Eligibility

8. Nominees for selection must ordinarily be a resident of the Shire of Donnybrook Balingup who has lived within the Shire for a significant number of years and had a close association or identification with the Shire's community.
9. They must have given distinguished service to the community, preferably in more than one capacity.
10. A current Elected Member or employee cannot be nominated.
11. The nominee must be living at the time the title is conferred.

Criteria

12. Nominees will be selected based on their record of service to the community on the basis of the following criteria:

a. Should ordinarily have lived within the Shire for a significant number of years and had a close association and identification with the Shire;

b. The nominee should have given extensive and distinguished service to the community that goes beyond the local government concerns (e.g.: service to other organisations, voluntary and community groups) in a largely voluntary capacity. The nominee must have made an outstanding contribution to the Shire or State community such that the nominee's contribution can be seen to stand above the contributions made by most other people.

c. Should have displayed an outstanding level of achievement in the field (or fields) of activity; and

d. Should have demonstrated both outstanding leadership and personal integrity.

Nomination and Acceptance

13. Any person may nominate an individual for consideration as an Honorary Freeman of the Shire of Donnybrook Balingup.

14. In bestowing the title of 'Honorary Freeman of the Shire of Donnybrook Balingup', the nomination procedure is as follows:

a. Nomination must be made in writing and be addressed to the Chief Executive Officer without the nominee's knowledge.;

b. Nominations should outline the nominees key achievements, history of community service, any additional honours, awards and recognition conferred, examples of outstanding leadership and demonstration of exemplary personal integrity.

c. A nomination must be sponsored by an Elected Member and supported in writing by at least three other Elected Members; the nomination and consideration of proposals shall be dealt with in confidence;

d. A report will be presented by the Chief Executive Officer to an ordinary meeting of Council for a Council decision;

e. A Council decision to support the nomination is to be by an absolute majority vote;

f. Once Council has accepted the nomination, the nominee shall be contacted by the Chief Executive Officer to determine whether the award will be accepted. Should a nominee decline to accept the award, all Elected Members will be informed, and the matter will lapse;

g. On confirmation of the acceptance all Elected Members will be informed and a suitable media statement shall be prepared for release; and

h. Conferral of the title shall be carried out at a Council meeting or other formal Council function.

Entitlements

15. Any individual declared an 'Honorary Freeman of the Shire of Donnybrook Balingup':

a. May designate themselves 'Honorary Freeman of the Shire of Donnybrook Balingup';

b. Will be presented with a badge depicting their 'Honorary Freeman of the Shire of Donnybrook Balingup' title together with a certificate to commemorate receiving of the award;

c. Will have their name engraved/included on the Honour Board in the Council Chambers; and

d. May be invited to all civic events and functions of the Shire and acknowledged formally.

Personal Conduct requirements

16. An Honorary Freeman must conduct themselves in a manner that preserves the dignity and prestige of the title and must not engage in conduct that brings the Shire or the honour into disrepute.

Revocation of Title

17. Council may revoke the title of Honorary Freeman where the holder has been convicted of a serious criminal offence or has engaged in conduct that brings the Shire or the title into disrepute. A request for revocation must be submitted in writing to the Chief Executive Officer with supporting information. Any decision to revoke the title must be made by an Absolute Majority of Council.

DELEGATION AND AUTHORISATION

18. Nil.

LEGISLATION

- *Local Government Act 1995*
- *Shire of Donnybrook Balingup Meeting Procedures Local Law 2017*

APPENDIX

19. Nil.

GOVERNANCE

Related Policy(s):

- Nil.

Related Procedure(s):

- Nil.

Revision Requirements and Version Control:

Responsible Department(s):	Executive		
Review to be conducted by:	Executive Manager Corporate		
Revision Frequency:	☐ Annual (1yr)	☐ Triennial (3yr)	☒ Quinquennially (5yr)
Current Version Date:	23/09/2026	**Next Due:**	09/2031

Policy Version Details and Information:

#:	Synopsis:	Date:	Ref.:	Record:
1	Initial adoption of Council Policy.	01/01/1993	-	-
2	Removed policy number 1.4 and added new policy ID; and Added objective and scope; and Updated legislation; and Added information on: – Eligibility; – Selection Criteria; – Nomination and Acceptance Procedure Entitlements.	21/12/2021	213/21	NPP7988
3	The policy has been reformatted, renumbered, aligned to the new strategic framework, and the review frequency has changed from 3 years to 5 years.	23/09/2026	173/09-26	MONARCH-1594159990-139