

## Strategic Outcome Supported: 13 – Increased Community Capacity

### 1. Policy Objective

- 1.1. 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.

### 2. Policy Scope

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

### 3. Policy Definitions

- 3.1. **Freeman** means a person who has been bestowed certain privileges by the Shire.
- 3.2. **Simple majority** means more than 50% of the members present and voting.

### 4. Policy Statements

#### Eligibility

- 4.1. Nominees for selection must ordinarily be a resident of the Shire of Donnybrook Balingup and must have given distinguished service to the community, preferably in more than one capacity. A current Elected Member cannot be nominated.

#### Selection Criteria

- 4.2. Nominees will be judged 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 (significant would usually mean at least 15 years) and had a close association and identification with the Shire;
  - b. should have provided long and distinguished service to the local 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 demonstrate both outstanding leadership and personal integrity.

## Nomination and Acceptance Procedure

- 4.3. In bestowing the title of ‘Honorary Freeman of the Shire of Donnybrook Balingup’, the nomination procedure is as follows:
- a. the nomination must be made in writing and be addressed to the Chief Executive Officer in the strictest confidence without the nominee’s knowledge. The nomination should outline in chronological order the history of community service;
  - b. 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 strictest confidence;
  - c. a confidential report will be presented by the Chief Executive Officer to the next ordinary meeting of Council;
  - d. a Council decision to support the nomination is to be by a simple majority vote;
  - e. the recommendation by Council shall be treated as a confidential business pursuant to section 5.93(3) of the *Local Government Act 1995*;
  - f. no record of the nominee’s name shall be recorded in the Council minutes whether supported or not by Council;
  - g. once Council has accepted the nomination, the nominee shall be contacted by the Chief Executive Officer on a confidential basis 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;
  - h. on confirmation of the acceptance all Elected Members will be informed and a suitable media statement shall be prepared for release under the President’s name; and
  - i. conferral of the title shall be carried out at a Council meeting or other formal Council function.

## Entitlements

- 4.4. 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. will be invited to all civic events and functions of the Shire and acknowledged formally.

## 5. Delegation and Authorisation

5.1. Nil.

## 6. Legislation

6.1. *Local Government Act 1995*

6.2. *Shire of Donnybrook Balingup Meeting Procedures Local Law 2018*

## 7. Version Control – Governance

**Related Policy(s):** Nil.

**Related Procedure(s):** Nil.

**Responsible Department(s):** Executive

**Review to be conducted by:** Governance Officer

**Review frequency:**  Annual (1 year)  Biennial (2 years)  Triennial (3 years)

**Version Date:** 26/03/2024

**Next Due:** 03/2027

### Policy Version Details:

Ver. #:	Synopsis:	Ver. Date:	Ref.:	Synergy:
1	<i>Initial adoption of procedure</i>	<i>01/01/1993</i>	-	-
2	<ul style="list-style-type: none"> <li>• <i>Removed policy number 1.4 and added new policy ID; and</i></li> <li>• <i>Added objective and scope; and</i></li> <li>• <i>Updated legislation; and</i></li> <li>• <i>Added information on:</i> <ul style="list-style-type: none"> <li>- <i>Eligibility</i></li> <li>- <i>Selection Criteria</i></li> <li>- <i>Nomination and Acceptance Procedure</i></li> <li>- <i>Entitlements</i></li> </ul> </li> </ul>	<i>21/12/2021</i>	<i>213/21</i>	<i>NPP7988</i>
3	<i>Reformatted to new template</i>	<i>26/03/2024</i>	-	<i>NPP11912</i>