SHIRE POLICY 1.8
Conferral of Title – Honorary Freemen of the Shire of Chittering

Responsible Department:	Office of the CEO
Responsible Business Unit:	Governance
Date of Amendment:	18 March 2026
Council Resolution:	210326

1. OBJECTIVE

The objective of this Policy is to guide the eligibility, nomination, selection and awarding of the prestigious ceremonial title of 'Honorary Freeman of the Shire of Chittering' to a designated person.

2. SCOPE

This policy applies to all nominations for the award of the title of 'Honorary Freeman of the Shire of Chittering' (Honorary Freeman).

3. DEFINITIONS

Absolute Majority means the same definition given in accordance with the *Local Government Act 1995*.

Honorary Freeman means a person upon whom Council has formally conferred the ceremonial title of 'Honorary Freeman of the Shire of Chittering' in recognition of exceptional service to the community.

Nominee means a person proposed for consideration for the conferral of the title of Honorary Freeman.

4. POLICY STATEMENT

Council may, subject to eligibility and selection criteria of this policy being met, confer the title of 'Honorary Freeman of the Shire of Chittering' on any person who has rendered exceptional service to the Shire of Chittering (the Shire) community. This prestigious honour will not be awarded regularly, but only on rare and exceptional occasions.

The award is a title only with no financial benefit attached to the award. Recipients are however invited to significant events that are sponsored by the Shire.

4.1. Eligibility

1. All members of the Shire community including past Council Members and staff can be nominated.
2. A current Council Member or employee cannot be nominated for the award.
3. In recognition of the standing of this award a maximum of five living persons only may hold the title of 'Honorary Freeman of the Shire of Chittering' at any one time.
4. The honour shall not be awarded posthumously.

4.2. Nomination

Nomination of the conferral of the title of Honorary Freeman should be made in writing to the Chief Executive Officer (CEO) in the strictest confidence and without the nominee's knowledge. The nomination is to clearly outline, in chronological order, the history of community service and achievements of the nominated person and how this meets the Selection Criteria.

4.3. Selection Criteria

Nominees will be judged on their record of service to the community based on the following criteria:

1. Nominees must have lived in, worked or served the Shire for a significant number of years (20 years or more).
2. Level of commitment to their field(s) of activity.
3. Outstanding personal leadership qualities and personal integrity.
4. Benefits to the community of the Shire, the State of Western Australia or to the nation resulting from the nominee's work.
5. Special achievements of the nominee.

4.4. Nomination Assessment

1. On a receipt of a nomination the CEO will:
    a. Confirm that less than five living persons hold the title; and
    b. Circulate a copy of the nomination and any supporting information to all Council Members for initial consideration.
2. Council Members shall have reasonable time, being no less than two weeks, to consider the proposal.
3. If a Council Member expresses an objection to the nomination, they must give their reasons for the objection in writing to the CEO within the two week review period.
4. A nomination must be supported in writing by at least one third of the Council Members.
5. Council Members who do not formally respond in writing will be presumed not to object to the proposal.
6. If the nomination is sufficiently supported, the CEO will:
    a. Contact the nominee on a confidential basis to determine whether the award will be accepted. Should a nominee decline to accept the award, all Council Members will be informed and the matter will lapse.
    b. Prepare a confidential report to the next Council Meeting, once the nominee confirms acceptance of the award, recommending the conferral of the title Honorary Freeman on the nominee. The nominee's name and identifying information will be maintained as confidential in all meeting papers.
7. The recommendation to Council will include a clause requiring confidentiality of the report be maintained until the title is conferred upon the nominee at a formal Council function.
8. Approval of the CEO's recommendation to confer the title requires an absolute majority decision of Council

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5. ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for the implementation of this Policy.

6. COMPLIANCE

Legislation	*Local Government Act 1995* *Local Government (Administration) Regulations 1996*
Industry	Western Australian Local Government Association (WALGA) governance guidance materials
Organisational Documents	Policy 4.1 – Code of Conduct – Elected Members, Committee Members and Candidates Shire of Chittering Standing Orders Local Law 2023 Delegated Authority Register
Strategic Alignment	Connected Communities

7. ADMINISTRATION

Review Cycle	Every 3 years	**Next Review Due**	June 2027
Policy Owner	Chief Executive Officer		

Version	Decision Ref	Date	Change
1.0	Unknown	25/06/2014	Initial adoption
2.0	130722	20/07/2022	Amendment
3.0	180425	16/04/2025	Review
4.0	210326	18/03/2026	Review