



Conferral of Title - Honorary Freeman of the Shire of Chittering Policy

OBJECTIVE

This policy guides the eligibility, nomination, selection and awarding of the prestigious ceremonial title of 'Honorary Freeman of the Shire of Chittering' to a designated person.

SCOPE

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

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.

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.

Nomination

Nomination for the conferral of the title of Honorary Freeman of the Shire of Chittering should be made in writing to the Chief Executive Officer 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.

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.

Nomination Assessment

1. On receipt of a nomination the Chief Executive Officer will
 - a. Confirm that less than five living persons hold the title; and



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- 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 Chief Executive Officer 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 Chief Executive Officer (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 of the Shire of Chittering 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.

Awarding the Title

Conferral of the title shall be carried out at a formal Council function. The CEO, in consultation with the Shire President, will decide the occasion and format of the conferral ceremony. The Governor of Western Australia, the Premier and the Opposition Leader shall be included on the list of distinguished invited guests.

A certificate, signed by the Shire President and Chief Executive Officer, will be presented to the recipient. A media statement shall be prepared for release on behalf of the Shire President.

Entitlements

The Honorary Freeman and their partner shall be invited to all formal civic functions conducted by the Shire.

Conditions

An 'Honorary Freeman of the Shire of Chittering' shall display high standards of personal conduct and behaviour at all times and shall not bring the Shire into disrepute.

Council reserves the right to revoke the honour in the event that the holder is convicted of a serious criminal offence or brings the Shire into disrepute. This decision shall be made by absolute majority decision of Council.



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DEFINITIONS

Nil

ROLES AND RESPONSIBILITIES

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

COMPLIANCE

Legislation	Nil
Industry	Nil
Organisational	Nil
Strategic Community Plan	

POLICY ADMINISTRATION

Review Cycle	3 Years	Next Review Due	2028
Policy Owner			

Version	Decision Ref	Date	Change
1		25 June 2014	Adoption
2		20 July 2022	Amendment