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## CGP007 – Honorary Freeman of the Shire

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### 1. Intention

To set out the circumstances under which the Shire of Waroona may bestow the title of “Honorary Freeman of the Shire” upon individuals who have made an outstanding and exceptional contribution to the Shire or community.

### 2. Scope

This policy applies throughout the district.

### 3. Statement

Council may bestow the honorary title of “Honorary Freeman of the Shire” upon a person who has served the community for a period greater than fifteen (15) years in an outstanding and meritorious manner that stands above contributions of most other persons and who is exemplary in character.

#### 3.1 Entitlements

- Any person upon whom the title Honorary Freeman of the Shire has been conferred may designate himself/herself “Honorary Freeman of the Shire of Waroona”.
- The recipient shall be presented with a certificate to commemorate receiving the award. Other commemorative memorabilia may be given at the discretion of Council.
- The recipient’s award shall be formally acknowledged at a public ceremony.
- An Honorary Freeman of the Shire shall be invited to formal civic functions conducted by the Council.

#### 3.2 Limitation on Holders of the Title

In recognition of the standing of such title a maximum of four (4) living persons only may hold the title.

### 4. Nomination Procedure

Nominations of an individual may be made to Council by an individual or group. Council may also make such nomination.

To preserve the integrity and importance of bestowing the honour of Honorary Freeman of the Shire of Waroona upon any individual, the following shall occur:

1. Nominations, where submitted by an individual or group, for an Honorary Freeman of the Shire of Waroona must be in writing and clearly outline the history of community service of the person being nominated. Nominations are to be delivered to the Chief Executive Officer in the strictest confidence with or without the nominee’s knowledge.
2. The decision to bestow an Honorary Freeman title is at the absolute discretion of Council and shall be made by an absolute majority decision.

### 5. Legislative and Strategic Context

Nil.

## 6. Review

This policy is to be reviewed as required.

## 7. Associated Documents

Nil.

|                                |   |                         |             |                    |               |
|--------------------------------|---|-------------------------|-------------|--------------------|---------------|
| <b>Division</b>                | Governance  |                         |             |                    |               |
| <b>Policy Number</b>           | CGP007  |                         |             |                    |               |
| <b>Contact Officer</b>         | Chief Executive Officer                             |                         |             |                    |               |
| <b>Related Legislation</b>     | Nil   |                         |             |                    |               |
| <b>Related Shire Documents</b> | CG7 – Honorary Freeman of the Shire Nomination Form |                         |             |                    |               |
| <b>Risk Rating</b>             | Low   | <b>Review Frequency</b> | As required | <b>Next Review</b> | When required |
| <b>Date Adopted</b>            | 24/07/2007  |                         |             |                    | OCM07/128     |

| Amendments                             |  |              |
|--|--|--------------|
| Date                                   | Details of Amendment                             | Reference    |
| 18/12/2018                             | Updated as part of major review.                 | OCM18/12/126 |
| 22/06/2021                             | Updated as part of major review and reformatted. | OCM21/06/071 |
| Previous Policies                      |  |              |
| COM009 – Honorary Freeman of the Shire |  |              |
| 1.25 – Honorary Freeman of the Shire   |  |              |