

Policy Number:	ADM 14
Policy Type:	Administration Policy
Policy Name:	Selection and Presentation of the Honorary Freeman Title
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

The title of Honorary Freeman is the highest local honour that can be awarded to a citizen of the Shire. The title should be bestowed on an individual who has provided substantial and significant service to the Shire of Nannup.

The title is not intended to be bestowed on an individual basis but conferred when a candidate meets the identified criteria. Application forms for the title will be available from the Shire of Nannup front office. Should there be a successful nomination during the year the title will be presented at the same time as the Australia Day breakfast held on January 26 each year.

Procedure:

(This procedure is to be read in conjunction with the *Selecting and Presenting the Premier's Australia Day Citizenship Awards* ADM 16)

1. The Economic and Community Development Officer is to ensure that application forms are made available at the Shire Offices throughout the year.
2. Councillors on the Australia Day Advisory Committee, with assistance from the Economic and Community Development Officer, may nominate potential recipients against the following criteria:
 - Any resident, elector, ratepayer, community or sporting group within the local government region.
 - The nomination is supported by such information as is necessary for the Advisory Committee and Council to make an informed decision on the matter.
 - The candidate has demonstrated long and/or distinguished service to the community of the local government.
 - The candidate has an achievement in any sphere which brings the local government area wide recognition.
 - As a mark of appreciation for a service or services rendered by a member of Council, community, sport, environmental and/or business of the local government.
3. Any successful nominations will be presented to Council for consideration at a closed door meeting of the Council.

4. Council may, by a resolution passed by an Absolute Majority of members, confer upon any resident of the local government the title of 'Honorary Freeman of the Shire of Nannup'.
5. All nominees will be advised in writing of their nomination, along with details of the Australia Day ceremony.
6. There will be an embargo on announcing the recipient until the Australia Day ceremony.
7. The Economic and Community Development Officer will prepare a press release that is forwarded to media after the official presentation ceremony.
8. Awardees will be promoted on the Shire website and included on the invitation list for civic functions and on an honour board of people awarded the Honorary Freeman title. A special lapel pin or broach will be awarded to the recipient.
9. The Shire President will write to congratulate the recipient on behalf of Council.

Related Policies	Selecting and Presenting the Premier's Australia Day Citizenship Awards ADM 16
Related Procedures/Documents	
Delegated Level	
Adopted	OM 26 May 2011
Reviewed	OM 25 January 2018