2.6 HONORARY FREEMAN OF THE SHIRE OF MUNDARING

Responsible Directorate	Corporate Services	
Responsible Service Area	Governance	
Adopted	May 2013	C28.05.13 (OR-18)
Reviewed	May 2023 Oct 2026	C12.05.23 C-15-10-2026
Procedure Ref	N/A	

1. PURPOSE

This policy guides the nomination, selection and awarding of the prestigious ceremonial title to a person designated as “Honorary Freeman of the Shire of Mundaring”.

The title Honorary Freeman of the Shire of Mundaring is a gender-neutral civic honour and may be conferred on any eligible person regardless of gender, age, cultural background, disability, religion or other protected attribute.

Recipients of the title are allowed to choose to be referred as “Freeman, Freewoman or Freeperson”.

2. POLICY

Council is committed to ensuring nominations are assessed fairly and equitably. Consideration will be given to contributions from people of diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse communities, people with disability, younger leaders and volunteers.

Council may, subject to eligibility and selection criteria of this policy being met by absolute majority, decide to confer the title of “Honorary Freeman of the Shire of Mundaring” on any person who has rendered exceptional service to the Shire of Mundaring community. Recognition will be based on the impact, outcomes and community benefit arising from the nominee's contribution rather than their title, status or public profile

The process for nominating and selecting a person and awarding the title is as follows:

2.1. Eligibility

- Nomination shall not be restricted to council members or Shire of Mundaring employees.
- A current council member or employee cannot be nominated for the award.
- A former Council Member or former employee shall not be eligible for nomination until two years after ceasing office or employment with the Shire.

- In recognition of the standing of this award a maximum of five living persons only may hold the title “Honorary Freeman of the Shire of Mundaring” at any one time.
- The honour shall not be awarded posthumously.

Council may depart from standard eligibility criteria where a nominee has made an extraordinary contribution that is demonstrably exceptional and in the broader interests of the Mundaring community.

2.2. Selection criteria

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

- Nominees must have lived in, worked or served the Shire of Mundaring for a significant number of years (20 years or more);
- Level of commitment to their field(s) of activity;
- Outstanding personal leadership qualities and personal integrity;
- Benefits to the community of the Shire of Mundaring,; and
- Special achievements of the nominee.

For the purposes of this policy, exceptional service may include:

- outstanding civic leadership;
- significant voluntary service;
- substantial sustained contribution to community wellbeing;
- a combination of contributions resulting in significant long-term benefit to the community.

The nominee must demonstrate conduct consistent with the values of integrity, respect, inclusion and service to the community. Council May Consider:

- criminal convictions relevant to public trust;
- findings of misconduct;
- conduct likely to bring the Shire into disrepute.

2.3. Nomination process

To preserve the integrity and importance of bestowing the honour of “Honorary Freeman of the Shire of Mundaring” upon any individual, the following procedure shall be adopted:

- Nomination for an “Honorary Freeman of the Shire” clearly outlining in chronological order the history of community service and achievements of the nominated person, must be made in writing to the Chief Executive Officer in the strictest confidence, without the nominee’s knowledge.
- On receipt of a nomination the Chief Executive Officer will circulate a copy of the nomination and any supporting information to all council members for initial consideration.

- Any Council Member with a financial, proximity, family, association or impartiality interest in a nominee must disclose the interest and comply with the requirements of the *Local Government Act 1995* and applicable Codes of Conduct.
- Council members shall have reasonable time, being no less than two weeks, to consider the proposal.
- If an 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 prescribed time frame.
- A nomination must be supported in writing by at least one third of the council members of Council.
- Council members who do not formally respond will be presumed not to object to the proposal.
- If the nomination is sufficiently supported, the Chief Executive Officer will submit a confidential report to Council.
- The nominee's name and identifying information will be maintained as "confidential" in all meeting papers.
- All records relating to unsuccessful nominations, including supporting documentation and Council deliberations, shall remain confidential and shall not be publicly disclosed unless required by law
- 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.
- The decision of Council to adopt the Chief Executive Officer's recommendation requires an absolute majority.

It is imperative that confidentiality is maintained throughout the nomination process. The standing of the Shire and the individual concerned should not be brought into disrepute or embarrassment in any way.

2.4. Awarding the title

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 council members will be informed and the matter will lapse.

Conferral of the title shall be carried out at a formal Council function. The Chief Executive Officer, 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 of "Honorary Freeman of the Shire of Mundaring", signed under Common Seal by the Shire President and Chief Executive Officer, will be presented to the recipient.

A suitable media statement shall be prepared for release on behalf of the Shire President.

A framed photograph of the "Honorary Freeman of the Shire" will be hung in the Shire Administration Building.

2.5. Entitlements

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

2.6. Personal conduct

An “Honorary Freeman of the Shire of Mundaring” 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 cancel 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.

Prior to determining whether the honour should be revoked, Council shall provide the recipient with written notice of the proposed revocation and an opportunity to make submissions for Council's consideration.

3. RELATED LEGISLATION

Local Government Act 1995

Local Government (Model Code of Conduct) Regulations 2021

4. RELATED DOCUMENTS

Code of Conduct for Council Members, Committee Members and Candidates