
CGP007 – Honorary Freeman of the Shire

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; and
- (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 triennially.

7. Associated Documents

Nil.

Division	Governance				
Policy Number	CGP007				
Contact Officer	Chief Executive Officer				
Related Legislation	Nil				
Related Shire Documents	CG7 – Honorary Freeman of the Shire Nomination Form				
Risk Rating	Low	Review Frequency	Triennially	Next Review	2027
Date Adopted	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
23/07/2024	Reviewed with minor amendments	OCM24/07/108
Previous Policies		
COM009 – Honorary Freeman of the Shire		
1.25 – Honorary Freeman of the Shire		