

EME018	HONORARY FREEMAN OF THE SHIRE & NOTABLE AWARDS		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	FC7/8/22
25/06/2024	Council	Nil	OCM 04/06/24

EME018 Honorary Freeman of the Shire

OBJECTIVES

To provide guidance on the nomination and awarding of the “Freeman of the Shire of Carnarvon” and notable awards.

POLICY STATEMENT/S

From time-to-time Council may receive a nomination for prestigious awards such as of “Honorary Freeman of the Shire of Carnarvon” or Order of Australia.

All nominations will be referred to the Awards Committee for review and recommendation to Council.

Council may also wish to nominate any person for the award who have rendered exceptional service to the Shire of Carnarvon community.

The nomination and consideration of proposal to award the title of “Freeman of the Shire of Carnarvon” or Order of Australia shall be dealt with in the strictness of confidence.

When Council meets to consider nominations, the meeting shall be closed to the public and reports concerning the nomination procedure shall be deemed to be a confidential item pursuant to s.5.93(3) of the Local Government Act.

Majority requirements are mandated by legislation.

Eligibility Criteria for ‘Freeman of the Shire’ and Order of Australia

Nominees for the conferring of the title ‘Freeman of the Municipality’ should have lived within the Shire of Carnarvon for a significant number of years and who have given extensive and distinguished service to the community (e.g., service to other organisations, voluntary and community groups) in a largely voluntary capacity.

Council may also consider conferring of the title of ‘Posthumous Freeman of the Shire’. In this case, the abovementioned eligibility criteria would apply.



Nominees will be assessed on their record of service to the local community.

The selection criteria are to include:

- a. length of service in a field (or fields) of activity
- b. level of commitment to the field (or fields) of activity
- c. personal leadership qualities
- d. benefits to the community of the Shire of Carnarvon resulting from the nominee's work
- e. specific and special achievements of the nominee

Note: Serving Elected Members and employees of the Shire are not eligible to be nominated.

Nominators must declare any relationship between the nominee, and Elected Member or Shire employee.

Awarding the Titles

The formal conferring of these titles is to be carried out at a civic reception held by Council.

This may be a special reception for this purpose, or the ceremony may form a focal point of any other suitable reception hosted by Council.

The decision on the occasion and format of the ceremony is to rest with the Shire President in consultation with the Chief Executive Officer.

The successful nominee is to receive a certificate (framed in a quality frame) and an official name badge (of a similar design to Elected Member badges) which confirms his or her status.