

## Honorary Freedom of the Shire of Broome

### Policy Objective

To enable Council to honour exceptional individuals who have made an outstanding contribution to the community.

### Policy Statement

The Council acknowledges the importance of recognising exceptional contributions by individuals within the community through the bestowing of an honorary award at the local level.

The title Honorary Freedom is the most prestigious form of honour or recognition that can be conferred by the Council. This honour will therefore be conferred only in rare and exceptional circumstances to maintain both the significance and prestige of the title.

### Eligibility

- Nominees must ordinarily be a resident of the Shire of Broome and must have given distinguished service to the community, preferably in more than one capacity;
- A current elected member or employee cannot be nominated for the award.
- In recognition of the standing of this award a maximum of three (3) living persons only may hold the 'Honorary Freedom of the Shire of Broome' status.
- The honour shall not be awarded posthumously.

### 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 Broome for a significant number of years (typically 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 Broome, to the State of Western Australia or to the nation resulting from the nominee's work; and
- Special achievements of the nominee.

## Nomination Process

To preserve the integrity and importance of bestowing the honour of 'Honorary Freedom of the Shire' upon any individual, the following procedure shall be adopted:

Nomination for 'Honorary Freedom of the Shire' clearly outlining in chronological order the history of community service of the person being nominated must be made in writing to the Chief Executive Officer in the strictest confidence without the nominee's knowledge.

Copy to be provided to Elected Members at a Confidential Briefing.

A nomination must be supported by at least 75% of elected members.

On receipt of a nomination which has been supported at a briefing, the Chief Executive Officer will put a confidential report to Council with the nomination and any supporting information.

No record of the nominee's name shall be recorded in the Council minutes whether supported or not by Council.

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

## 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.

On confirmation of acceptance by the nominee all Elected Members will be informed, and a suitable media statement shall be prepared for release under the Shire President's name.

Should a nominee decline to accept the award, all elected members will be informed, and the matter will lapse.

## Entitlements

Any person awarded Honorary Freedom of the Shire of Broome:

may designate themselves as an "Honorary Freeman / Honorary Freewoman of the Shire of Broome";

will be invited to all subsequent formal civic functions and be acknowledged as a dignitary;

will have their name recorded on the Honour Board in Council Chambers;

will be provided with a plaque/certificate to commemorate receipt of their award; and

conferral of the title will be at an appropriate civic function hosted by the Shire of Broome.

## Personal Conduct

A person awarded the honour of "Honorary Freedom of the Shire of Broome" shall display high standards of personal conduct and behaviour at all times and shall not bring the Shire of Broome into disrepute.

The 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. (Any such decision shall be by an absolute majority decision).

## Document Control Box

### Document Responsibilities:

|                  |                                     |                             |            |
|------------------|-------------------------------------|-----------------------------|------------|
| <b>Owner:</b>    | Director Corporate Services         | <b>Owner Business Unit:</b> | Governance |
| <b>Reviewer:</b> | Manager Governance, Strategy & Risk | <b>Decision Maker:</b>      | Council    |

### Compliance Requirements:

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|------------------------|--|
| <b>Legislation:</b>    |  |
| <b>Industry:</b>       |  |
| <b>Organisational:</b> |  |

### Document Management:

|                     |                            |   |           |                  |         |                     |  |
|---------------------|----------------------------|---|-----------|------------------|---------|---------------------|--|
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| 2.                  | 12 December 2019           | Review and converted to new Policy Template |           |                  |         |                     |  |