

### Introduction

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The Shire of Capel recognises that from time to time members of the community demonstrate outstanding commitment and contribution to the Shire's community and that this contribution should be acknowledged.

The Shire will achieve this by awarding an individual the title of "Honorary Freeman of the Shire of Capel". This honour will be awarded on rare and exceptional occasions and recipients will be selected according to the criteria within this Policy.

### Purpose

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To provide a framework for recognising significant achievements by individuals within the Shire of Capel.

### Policy statement

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The process for nomination and selection of a person for the award of the title will be as follows.

#### 1. Eligibility

Nominees for selection must ordinarily be a resident of the Shire of Capel and must have given distinguished service to the community, preferably in more than one capacity.

A serving Councillor cannot be nominated for the award.

#### 2. Selection Criteria

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

- 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 Capel but including more broadly to the State of Western Australia or to the nation resulting from the nominee's work; and
- e. Special achievements of the nominee.

#### 3. Nomination Procedure

- a. Nominations for the Award may be made by individuals or organisations but must be sponsored by a Councillor of the Shire of Capel. Nominations must be submitted in writing to the Chief Executive Officer (CEO) or the President.

- b. Nominations must be made in the strictest confidence without the knowledge of the nominee.
- c. On receipt of a nomination the CEO will circulate a copy of the nomination and any supporting information to all Councillors.
- d. On receipt of the nomination and supporting information, Councillors must have at least two weeks to consider the proposal. If a Councillor is in support of the nomination then they may make a written submission outlining the reasons for their support of the nomination.

If a Councillor is not in favour of the proposal then the Councillor must lodge a written submission to the CEO, outlining reasons why the nomination should not be supported. The CEO will provide a copy of the submission to all Councillors.

- e. Councillors who do not formally respond by lodging a written submission to the CEO are presumed not to object to the nomination.
- f. No record of the nominee's name shall be recorded in the Council or Committee minutes whether supported or not by Council.

#### 4. Confidentiality

The nomination and consideration of proposals to award the title of Honorary Freeman of the Shire shall be dealt with in strictest confidence. Any decision of Council to adopt a recommendation requires an absolute majority. When Council meets to consider the recommendation it may close the meeting to members of the public and reports concerning the nomination procedure shall be deemed to be confidential items pursuant to section 5.95(3) of the Local Government Act 1995.

#### 5. Awarding the Title

Once a nomination has been accepted by Council, the nominee shall be contacted by the CEO on a confidential basis to determine whether the award will be accepted. Should a nominee decline to accept the Award all Councillors will be informed and the matter will lapse. On confirmation of this acceptance any person or organisation involved in the nomination procedure shall be informed of the decision and a suitable media statement may be prepared for release under the President's name.

Conferral of the title shall be carried out at a formal Council function. The CEO, in consultation with the President, will decide the occasion and format of the conferral ceremony.

#### 6. Entitlements

Any person declared an 'Honorary Freeman of the Shire of Capel' may designate themselves 'Honorary Freeman of the Shire of Capel'.

The conferring of the title of 'Honorary Freeman of the Shire of Capel' does not grant to that person any right or privilege other than that of permitting that person to designate themselves by the title so conferred.

## Application

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The policy will apply throughout the Shire of Capel and any person wishing to nominate a person as a Freeman of the Shire will be required to follow these guidelines.

# Procedure

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<b>Department:</b>	CEO'S Division	<b>Next review:</b>	December 2019
<b>Reviewer:</b>	CEO	<b>Legislation:</b>	Local Government Act 1995
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