

Administration

Freeman of the Shire of Koorda – Guidelines for Appointments

Objective

The objective of this policy is to establish the circumstances under which the Shire of Koorda (“**the Shire**”) may bestow the title of “Honorary Freeman of the Shire of Koorda” upon individuals who have made an outstanding and exceptional contribution to the community and to ensure the status of the honour should be protected over time.

This Policy sets out the method by which Council may assess and grant the honour of Freeman of the Municipality in recognition of a person’s contribution to the community of Koorda. This policy establishes how the nomination of a candidate is to be made, the eligibility and selection criteria against which nominations are to be considered.

Policy

From time-to-time members of the Koorda community may demonstrate outstanding commitment and contribution to the Shire or community and it is recognised that this contribution should be acknowledged. The Council will do this by, in special circumstances that meet the criteria of this policy, awarding to an individual the title of “Honorary Freeman of the Shire of Koorda”. The Council will recognise, under appropriate circumstances, individuals who have demonstrated an outstanding contribution. It is the highest honour available to the Shire.

General

- The conferring of the honour of the Freeman of the Shire of Koorda will occur only in rare and exceptional circumstances to maintain both the significance and prestige of the title.
- The nominee must have given extensive and distinguished service to the Shire or community in a largely voluntary capacity. The nominee must have made an outstanding contribution to the Shire or community such that the nominee’s contribution can be seen to stand above the contributions made by most other people.
- Bestowing the title of Honorary Freeman of the Shire will only be by an absolute majority decision of the Council and in accordance with this policy.

Eligibility and Selection Criteria

In making a determination, Council is to give consideration of the following selection criteria (%) and eligibility criteria (grouped under each selection criteria). It shall be taken into account when consideration is being given to the conferring of the title of Honorary Freeman of the Shire of Koorda:

- The title shall not be bestowed on anyone who is holding the office of Council Member of the Shire of Koorda.
- Level of commitment to their field of activity. (20 per cent)
 - The nominee must have lived in, worked or served the Shire of Koorda for a significant number of years.
 - The nominee must have identifiable and long-standing connections with the community in the Shire of Koorda.
 - Preference shall be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.
- Outstanding personal leadership qualities and personal integrity. (20 per cent)
 - The nominee must have demonstrated both outstanding leadership and personal integrity.
- Benefits to the community of the district. (40 per cent)
 - The nominee must have provided long and distinguished service to the local community.

- The nominee's endeavours must have clearly benefited the Shire of Koorda community.
- The contribution to the welfare of the community must involve one or more of the following factors:
 - significant contribution of the nominee's time in serving members of the Community for the improvement of their welfare.
 - the promotion, achievement and/or delivery of community services in which a real personal role and contribution is made.
 - while difficult to define, the contribution must be outstanding in that it can be seen to stand above the contributions of most other persons.
- Special achievements of the nominee. (20 per cent)
- The nominee's exceptional service must be recognised as a matter of public record.

Nomination Procedure

- Formal nominations for the honour may only be made by a Councillor of the Shire of Koorda. A Councillor may make a nomination on his or her own cognisance or act as a sponsor for a wider community desire to honour a person.
- A nomination for the honour may be submitted at any time provided that the nomination is in writing and clearly addresses the nomination criteria.
- Nominations must be made in the strictest confidence without the nominee's knowledge and be sponsored by a Councillor and supported in writing by at least two other Councillors.
- The nominating Councillor must provide supporting information/documentation for inclusion in the report to enable an assessment of the eligibility and selection criteria.
- Nominations are to be submitted to the Chief Executive Officer. The Chief Executive Officer will submit a confidential report to a Council Meeting with details of the nomination. The confidential report for the Council Meeting shall be delivered at least two weeks prior to the meeting date to all Councillors.
- The Officer's report will make comment regarding eligibility of the nominee. The report will also include the Assessment Sheet provided for in Appendix 1. Councillors should complete the Assessment Sheet and return to Officers for collation prior to the publication of the report. The assessment sheets are anonymous.
- A pass mark of at least 85% is required for the nomination to proceed.
- If a Councillor expresses an objection to the nomination, that Councillor must give their reasons for the objection in writing to the Chief Executive Officer, at least one week before the Council Meeting. The Chief Executive Officer shall submit all objections (together with any other relevant information) to the Council Meeting.
- Deliberations on the matter will take place behind closed doors. No record of the nominee's name shall be recorded in the Minutes of the Council Meeting, whether supported or not by the Council.
- In the event Council approves the nomination, it shall be by an Absolute Majority decision.
- 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 Elected Members will be informed, and the matter will lapse.
- On confirmation of the acceptance all Elected Members will be informed and a suitable media statement shall be prepared for release under the President's name; and
- Conferral of the title shall be carried out at a Council meeting or other formal Council function.

Entitlements

Any person declared an Honorary Freeman of the Shire of Koorda:

- May designate themselves as an "Honorary Freeman of the Shire of Koorda";
- Will be invited to all civic events and functions and be acknowledged as a dignitary;
- Will have their photograph and certificate hung in the Shire's Council Chambers;
- Will be provided with a plaque to commemorate receipt of their Award; and

- Will be conferred at an appropriate civic ceremony for the purpose hosted by the Shire of Koorda.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Nil.

Review History

Review Due: March 2024

Date	Council Resolution	Description of review/amendment
28/06/2023	RES: 120623	V1.0. Review and updating of policy. Addition of further nomination criteria, nomination procedure and assessment sheet.
Former Policy No: C11 Freeman of the Shire of Koorda - Guidelines for Appointments		
19/07/2000		Adoption of Policy



APPENDIX 1 - Freeman of the Shire of Koorda - Assessment Sheet

Eligibility and Selection Criteria

- The nominee is not currently holding the office of Council Member of the Shire of Koorda.

Level of commitment to their field of activity (20 per cent)

- The nominee has have lived in, worked and/or served the Shire of Koorda for a significant number of years.
- The nominee has identifiable and long-standing connections with the community in the Shire of Koorda.
- Preference has been given to a person who performs in a voluntary capacity, but has not precluded the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.

Outstanding personal leadership qualities and personal integrity (20 per cent)

- The nominee has demonstrated both outstanding leadership and personal integrity.

Benefits to the community of the district (40 per cent)

- The nominee has provided long and distinguished service to the local community.
- The nominee's endeavours have clearly benefited the Shire of Koorda community.
- The contribution to the welfare of the community has involved one or more of the following factors:
 - significant contribution of the nominee's time in serving members of the Community for the improvement of their welfare.
 - the promotion, achievement and/or delivery of community services in which a real personal role and contribution is made.
 - while difficult to define, the contribution has been outstanding in that it can be seen to stand above the contributions of most other persons.

Special achievements of the nominee (20 per cent)

- The nominee's exceptional service has been recognised as a matter of public record.

Assessment

Each criterion to be scored out of five (whole numbers only)

Councillor	Level of commitment to their field of activity (20 per cent)	Outstanding personal leadership qualities and personal integrity (20 per cent)	Benefits to the community of the district (40 per cent)	Special achievements of the nominee (20 per cent)
1				
2				
3				
4				
5				
6				
7				