



Freemen / Freedom of the Shire

Application	Councillors, governance staff and community members
Responsible Officer	General Manager
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Authorised by	Council
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Purpose

The purpose of this policy is to guide the nomination, selection and awarding of the prestigious ceremonial title to a person designated as "Honorary Freeman of the Carrathool Shire".

Definitions

Freemen A person, of any gender, on whom the Council has resolved to confer the prestigious ceremonial title of Honorary Freeman of the Carrathool Shire.

Reference

Nil

Policy statements

1. Council may, subject to eligibility, selection criteria being met, and the unanimous consent of all Councillors, resolve to confer the title of "Honorary Freeman of the Carrathool Shire" on any person who has rendered exceptional service to the communities of the Carrathool Shire.
2. Freemen of the Shire and their partners shall be invited to all formal civic functions conducted by the Shire.
3. Conferral of the title shall be carried out at a formal Council function to be determined by the Mayor and General Manager in consultation with the Council.
4. A certificate of "Honorary Freeman of the Carrathool Shire", signed under Common Seal by the Mayor and General Manager, will be presented to the recipient and a copy retained for records.
5. A framed photograph or certificate of the "Honorary Freeman of the Shire" will be hung in the Shire Administration Building.

Eligibility

Nominees must have lived, worked in, or served the communities of the Carrathool Shire for a significant number of years (20 years or more). Nomination is to be initiated by a councillor or a community organisation.

Selection Criteria

Nominees will be judged on their record of service to the community by the full Council on the following basis:

- level of commitment to their field(s) of activity
- outstanding personal leadership qualities and personal integrity
- benefits to the communities of the Carrathool Shire, State of NSW, or the Nation, resulting from the nominee's work; and
- Special achievements of the nominee.

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Nomination Process

To preserve the integrity and importance of bestowing the honour of "Honorary Freeman of the Shire of Carrathool, the following procedure shall be adopted:

- Nomination for an "Honorary Freeman of the Shire" clearly outlining in chronological order the history of community service and achievements of the nominated person, must be made in writing to the General Manager in the strictest confidence, without the nominee's knowledge.
- On receipt of a nomination the General Manager, or his nominee, will circulate a copy of the nomination and any supporting information to all elected members for initial consideration.
- Elected members shall have reasonable time, being no less than two weeks, to consider the proposal.
- If an elected member expresses an objection to the nomination, they must give their reasons for the objection in writing to the General Manager within the prescribed time frame.
- A nomination must be supported in writing by at least one third of the elected members of Council.
- Elected members who do not formally respond in writing will be presumed not to object to the proposal.
- If the nomination is sufficiently supported, the General Manager will submit a confidential report to Council. The matter is to be discussed and allowed to lay on the table for resolution at the next meeting.
- The nominee's name and identifying information will be maintained as "confidential" in all meeting papers.
- The recommendation to Council will include a clause requiring confidentiality of the report be maintained until the title is conferred upon the nominee at a formal Council function.
- The decision to confer the title of "Honorary Freeman of the Carrathool Shire" requires a unanimous vote by all councillors.
- It is imperative that confidentiality is maintained throughout the nomination process. The standing of the Shire and the individual concerned should not be brought into disrepute or embarrassment in any way.
- Once Council has accepted the nomination, the nominee shall be contacted by the General Manager 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.

Personal Conduct

An "Honorary Freeman of the Carrathool Shire" shall display high standards of personal conduct and behaviour at all times and shall not bring the Shire into disrepute.

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. This decision requires a majority vote of councillors.

Revision Table

Minute /Date	Amendment Summary	Reason or Reference
0557 / 15.09.1987		
3892 / 16.09.2003		Reviewed and reaffirmed
0552 / 18.03.2014		Reviewed and reaffirmed
0741 / 16.10.2018		Amended



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Associated Documents

Nil

Review

This policy may be amended from time to time and will be reviewed within four years of its adoption (or latest amendment) with reference to any relevant legislation, best practice guides, or other factor.