



Shire of Derby / West Kimberley

HONORARY FREEMAN OF THE SHIRE OF DERBY / WEST KIMBERLEY POLICY

1. POLICY OBJECTIVE

To stipulate the procedure for the nomination, selection and awarding of the prestigious title to a person designated as 'Honorary Freeman of the Shire of Derby / West Kimberley'.

2. SCOPE

Subject to the eligibility and selection criteria of this policy being met, Council may, by resolution, confer the title of 'Honorary Freeman of the Shire' to any person who has served the region in an exceptional manner, and whose activities have substantially improved the quality of life of the Shire's residents.

3. DEFINITION

Absolute Majority means absolute majority as defined in section 1.4 of the *Local Government Act 1995*.

Honorary Freeman of the Shire of Derby / West Kimberley means a person who has been bestowed the honorary title by the Shire of Derby / West Kimberley.

4. POLICY STATEMENT

4.1 Eligibility Criteria

A person is eligible to be nominated for the title of 'Honorary Freeman of the Shire of Derby/West Kimberley', if:

- a) They have provided extensive and distinguished service to the community. The nominee's achievements must be exceptional and have had a direct, positive and lasting impact on the local community, standing above the contributions of most others; and
- b) They are a current or past resident of the Shire; and
- c) They are not currently serving as a Council Member, and not less than six months has elapsed since the conclusion of their term of office as a Council Member; and
- d) They are not a current employee of the Shire, and not less than six months has elapsed since the conclusion of their employment with the Shire.

4.2 Nomination

1. A nomination may be made to Council that an individual be designated as an 'Honorary Freeman of the Shire of Derby/West Kimberley'.
2. A nomination can be made by any resident but must be sponsored by three serving members of Council.
3. Requests must be made in writing, addressed to the Chief Executive Officer (CEO) and contain the following information:
 - a) Full name.
 - b) Date of birth and year of death (if applicable).
 - c) Detailed information and supporting information (for example, letters, media articles, photographs etc.) of how they have demonstrated outstanding qualities and their extensive contribution to the Shire's community.
 - d) The period of time, or dates of service if known on Council.
 - e) Contact details for at least two referees
4. Nominations are to be made in the strictest confidence without the knowledge of the nominee.
5. Upon receiving a nomination that meets the eligibility criteria, the CEO will prepare a confidential report for the next available Council meeting, so that Council may consider the nomination.



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4.3 Consideration

1. When Council meets to consider the nomination, the meeting shall be closed to the public and reports regarding the nomination will be confidential in accordance with section 9.95(3) of the *Local Government Act 1995*.
2. An absolute majority vote is required for Council to confer this award.
3. The Council resolution will be kept confidential until such time as the nominee or their delegate has accepted the award.

4.4 Selection Criteria

1. When considering a nomination, Council must have regard to whether the person nominated has:
 - a) Undertaken longstanding, exceptional service towards and made valuable contribution to the community. Valuable contribution could include:
 - I. Demonstrated personal leadership, innovation or significant achievements in civic roles.
 - II. Extensive volunteering in the community.
 - b) Long standing, exceptional service to the community.
 - c) A high standard of personal integrity, consistently displaying commendable conduct.
 - d) Not having spoken adversely about the Shire or Council.

4.5 Awarding the Title

1. The nominee's or their delegates acceptance of the award is to be confirmed prior to the public announcement.
2. Should the nominee or their delegate accept the award, Council will be informed and a media release will be prepared under the Presidents name.
3. The title will be awarded at a formal meeting or function of Council, and a formal certificate will be presented.

4.6 Role of a Freeman

1. A recipient of 'Honorary Freeman of the Shire of Derby / West Kimberley' carries no legal rights or entitlements.
2. The bearer of the reward where applicable, may be invited to attend or officiate at civic events as a special guest of the Shire.



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Policy Details			
Original Adoption date:		Review Frequency (Annual/Bi-ennial):	2 years
		Next Review Due:	November 2027
Policy Implementing Officer or Team	Chief Executive Officer	Policy Reviewer:	Chief Executive Officer
Legislative Head of Power (Act, Regulation, or Local Law):	<i>Local Government Act 1995</i>		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):			
Version Control Council Meeting Review Details:			
Review #:	Council Meeting Date:	Item/Resolution#:	
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