

Council Policy

Council Policy Name: Honorary Freeman of the City of Busselton
Responsible Directorate: Corporate Strategy and Performance **Version:** ADOPTED

1. PURPOSE

- 1.1. The purpose of this Policy is to set guidelines for the nomination, selection and awarding of the prestigious title of 'Honorary Freeman of the City of Busselton' to an individual.

2. SCOPE

- 2.1. This Policy is applicable to all nominations, applications and awards of the title Honorary Freeman of the City of Busselton.

3. DEFINITIONS

Term	Meaning
Australian Honours System	a system of honours and awards in recognition of excellence, achievement or meritorious service and contribution to society, free of patronage or political influence
Policy	this City of Busselton Council policy titled "Honorary Freeman of the City of Busselton"

4. STRATEGIC CONTEXT

Strategic Theme	Objective
LIFESTYLE	2. Recognise, respect and support arts, heritage and cultural diversity

5. POLICY STATEMENT

- 5.1. The Council may bestow the title of Honorary Freeman of the City of Busselton upon an individual in recognition of outstanding and meritorious service to the City of Busselton.
- 5.2. The high honour associated with an Honorary Freeman is reserved for the community's most significant contributors.

Eligibility Criteria

- 5.3. Nominees will ordinarily be a resident of the City of Busselton and have lived within the City for a significant number of years, usually 15 years or greater, although this may be reduced by the significance of service.
- 5.4. The nominee should have given extensive and distinguished service to the community in either a civic, professional, or voluntary capacity and have made a contribution that is considered extraordinary.
- 5.5. The nominee's endeavours will have demonstrable benefits to the community of the City of Busselton and possibly the wider region.
- 5.6. The nominee's specific achievement/s must be of a nature which would encourage the City of Busselton to nominate that person for an honour under the Australian Honours System.

5.7. A current Elected Member cannot be nominated for the award.

Nomination Procedure

5.8. The following nomination procedure is to be observed:

- a. nominations must be made in the strictest confidence without the nominee's knowledge;
- b. any resident or elector of the City of Busselton may make a nomination;
- c. nominations must clearly outline in chronological order the history of service to the community of the person being nominated;
- d. nominations must be made in writing to the Chief Executive Officer. The CEO must obtain support for the nomination, in writing by at least one third of the total number of Elected Members of Council; and;
- e. on receiving a conforming nomination, the nomination is to be submitted as a confidential report for consideration at the next practicable Ordinary Council Meeting .

Awarding the Title

5.9. An Honorary Freeman will be awarded on an individual basis by a decision of the Council.

5.10. Once the Council has approved the award, the nominee will 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.

5.11. On confirmation of the acceptance of the award, all Elected Members will be informed and a suitable media statement shall be prepared for release.

Entitlements and Presentation

5.12. Any individual awarded an Honorary Freeman of the City of Busselton may designate themselves 'Honorary Freeman of the City of Busselton.'

5.13. Conferral of the title is to be carried out at a formal function of the Council.

5.14. The recipient shall be awarded a certificate to commemorate the receipt of the award.

5.15. Any Honorary Freeman of the City of Busselton is to be invited to all subsequent civic events and functions.

5.16. The recipient's name shall be engraved/included on the City of Busselton Honour Roll Board.

5.17. The Council reserves the right to revoke the honour of Honorary Freeman if the holder is convicted of a serious criminal offence or brings the City into disrepute. This decision will be made by the Council.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Nil

7. REVIEW DETAILS

Review Frequency		3 yearly			
Council Adoption	DATE	11 February 2026	Resolution #	C2602/31	
Previous Adoption	DATE	15 February 2023	Resolution #	C2302/021	