



1.19 Honorary Freeman Policy

Objective / Purpose

To provide guidelines for conferral of the honour of Honorary Freeman of the Town of Port Hedland and the administration of Honorary Freeman Entitlements.

Policy Statement

Civic Honour Framework

The Town may confer the title of Honorary Freeman upon a person who has rendered distinguished and meritorious service to the Town and the community. The title is ceremonial in nature and does not confer legal rights or decision-making authority.

Eligibility Criteria

To be eligible for nomination, a person must:

- have provided distinguished service to the Town or community;
- demonstrate integrity and conduct consistent with the Town's governance standards; and
- not be subject to disqualification under any applicable legislation; and

Nomination Process

Nominations must be submitted in writing and managed administratively by the Chief Executive Officer. Nominations are confidential and will be reported to the Town for consideration.

Decision-Making Authority

The title of Honorary Freeman may only be conferred by resolution of the Town supported by an absolute majority. Withdrawal of the honour must also be determined by absolute majority resolution of the Town.

Behavioural Expectations

The recipient may be presented with a certificate and may be invited to appropriate civic or community events at the discretion of the Mayor.

The recipient must:

- conduct themselves in a manner befitting the honour;
- demonstrate integrity and behaviour consistent with the Town's governance standards
- refrain from conduct that may bring the Town into disrepute; and
- not be subject to disqualification under any applicable legislation.

Withdrawal of Honour

The Town may withdraw the honour where:

- the recipient is convicted of a criminal offence or is the subject of a substantiated finding of misconduct by a properly constituted authority;
- the recipient becomes disqualified under any applicable legislation referred to in the eligibility requirements of this Policy (including circumstances such as bankruptcy); or
- the recipient engages in conduct that is inconsistent with the integrity of the honour or that may bring the Town into disrepute.

Decision-Making Principles – Discretion

In exercising discretion under this Policy, the Town will apply the following principles:

- decisions will be proportionate to the circumstances;
- procedural fairness will be afforded to affected individuals;
- decisions will be based on relevant evidence and information;
- similar matters will be treated consistently; and
- reasons for decisions will be appropriately documented.

Legislative Framework

This Policy is to be read and applied in conjunction with the Local Government Act 1995 (WA), which provides the Council with authority to make decisions by resolution and administer civic functions.

Where there is any inconsistency between this policy and applicable legislation, the legislation prevails.

Related Policies and Governance Instruments

This policy is to be read and applied in conjunction with the Town's broader governance framework, including:

- the Code of Conduct for Elected Members;
- the Town's Delegations Register (administrative alignment only); and
- any relevant governance or complaints frameworks adopted by the Town.

The conferral and withdrawal of the honour of Honorary Freeman is determined by resolution of the Town supported by an absolute majority and is not subject to delegation.

Definitions

Absolute Majority – A majority of all the members of the Town, whether present or not at the meeting.

Honorary Freeman – A person upon whom the Town has conferred the ceremonial honour in accordance with this policy.

Council – The elected members.

Policy Administration

Administration	Detail
Business Unit	Governance
Directorate	Corporate Services
Delegated Authority	Nil
Review Frequency	3 yearly

Document Control

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01	CM201415/210	25.03.2015
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