

POL 0038: Conferring of Honours

Purpose

To provide guidelines for the bestowing of Honours by the Shire of Esperance including

1. Freedom of Entry;
2. Keys to the Shire; and
3. Freeman of the Shire of Esperance.

Scope

This Policy outlines the bestowing of honours to community members within the Shire of Esperance, and outlines the difference between each category.

Definitions

Freedom of Entry: a formal ceremonial event involving a parade and the ceremonial handing over of documentation to signify the bestowing of Freedom of the Shire.

Keys to the Shire: a symbolic presentation that represents the highest honour that the Shire can confer on an individual or an organisation.

Freeman of the Shire: the highest honour that the Shire can bestow on a person and is awarded to a recipient that meets the highest threshold of contribution to the community.

Practice

The following are high honours, which may be bestowed by the Shire of Esperance and bestow no legal right or privilege -

Freedom of Entry to the Shire of Esperance

The Freedom of Entry is to be granted to units of the Defence Forces, which have a significant attachment to the Shire of Esperance, as, determined by Council.

Key to the Shire of Esperance

The Key to the Shire of Esperance recognises the outstanding achievements by either an individual or organisation, as per the following guidelines -

1. an individual or group must be considered to have reached a high level of achievement and service in their chosen field.
2. individuals or groups must have been considered to have made a significant and meritorious contribution to the community of the Shire of Esperance, Western Australian, Australian or World Affairs.

Freeman of the Shire

The Freeman of the Shire is to be granted to Elected Members or Senior Staff of the Shire of Esperance

1. who have served the Shire for at least 12 years, although length of service is not the only criterion; and
2. whose outstanding contribution to the community is recognisable through recorded achievements, which can be seen to stand above the contributions of most other persons; and
3. who have consistently displayed commendable conduct; and
4. who are no longer a serving elected member or staff member of the Council.

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Feb 2002	1		New policy	O0202-0249	Feb 2004
Sept 2007	2	D12/24			
Mar 2018	3	D16/29007	Biennial review, no change	O0318-073	Mar 2020
Nov 2019	4	D16/29007[v2]	Change responsible officer, minor wording change	O1119-248	Nov 2021
Jan 2022	5	D16/29007[v3]	Minor change - Formatting and wording of d)	O0122-012	Jan 2024
Jan 2024	6	D16/29007[v4]	Include scope and definitions	O0124-004	Jan 2026
Dec 2025	7	D16/29007[v5]	Minor adjustment to Freeman of the Shire definition	O1225-098	Dec 2027