

Freeman of the City Policy

Date Adopted: 27 January 2026

Version: 2.0

Policy Objectives

The objectives of this policy are to:

- Ensure a formal and consistent approach is taken to the awarding of the Freeman of the City award.
- Establish clear criteria for assessing and awarding the honour of Freeman of the City.
- Outline the ways in which award recipients will be recognised.
- Provide clarity on circumstances in which an award may be retracted.

Policy Scope

This policy applies to the Mayor, Councillors, General Manager, Council's Awards and Recognition Committee, employees of Maitland City Council, nominators and individuals who are nominated for the award of Freeman of the City.

Policy Statement

The award of Freeman of the City recognises the lifelong achievements of an individual for the highest level of service in the community. It is an honorary award that is bestowed on occasion by Maitland City Council and this policy is designed to ensure a formal and consistent approach is taken to nominate, select, and award recipients of the honorary award through a clear and comprehensive process.

Criteria

Nominators must evidence how a nominee has:

- Demonstrated a long standing and exemplary level of commitment to their field (s) of activity or service.
- Demonstrated diversity of roles and ways in which they have contributed to their field (s) of activity or service, for example across paid employment, volunteering, philanthropy etc.
- Demonstrated an outstanding level of achievement in their field (s) of activity or service.
- Benefited broader society and/or the Maitland community through their activity or service.

Nominations

- The award of Freeman of the City will always be open for nominations.
- Any individual or organisation can nominate a person who they believe meet the criteria and are worthy of consideration for the award of Freeman of the City.

- The nominee does not need to be a current resident of Maitland Local Government Area however the nominator must be able to evidence that the nominee has/had a long standing connection to the City.
- Nominators must disclose to the nominee that they are being nominated and self nomination will not be accepted.
- Nominations must be submitted on the official Maitland City Council nomination form, ensuring all sections have been completed.
- Nominations must be submitted to the General Manager by post at PO Box 220, Maitland NSW 2320 or via email to executive@maitland.nsw.gov.au.
- Nominators must declare any conflicts of interest they have with a Councillor or member of Council staff.

Assessment

Each nomination will be considered by Council's Awards and Recognition Committee in accordance with the following:

- Nominations will be assessed twice per year in May and November.
- Each nomination will be assessed against the award criteria using Council's standard evaluation matrix.
- The assessment determination will be presented to the Council by way of an Information Only report for noting.

Recognition

The awarding of Freeman of the City is one of the highest achievements the City can bestow on a member of the community and suitable recognition of recipients is appropriate. Following is a list of ways in which recipients will be recognised.

- The General Manager of Maitland City Council will keep a list called the Freeman of the City Roll of Honour, a framed list displayed in an appropriate Council building and detailed on Council's website.
- Council will issue formal communication to media and through its social media and other channels to announce the decision to honour a recipient with the award of Freeman of the City.
- Once confirmed, the award will be presented to the recipient at the next Australia Day Ceremony held on January 26 each year.
- The Freeman of the City will be invited to attend official civic ceremonies and functions held by the Council.

Retraction

On a rare occasion there may be a need to retract the award of Freeman of the City. Council reserves the right to retract an award of Freeman of the City where, in the opinion of Council's Awards and Recognition Committee:

- Information contained in the nomination was false, misleading or incomplete
- The recipient's actual or alleged conduct has the capacity to damage Council's reputation or bring Council, the Freeman of the City award or the recipient into disrepute.

If Council's Awards and Recognition Committee determines to retract an award, Council will cease to recognise the recipient as a Freeman of the City and may:

- Formally communicate this decision to media and through its social media and other channels

- Remove all references to the recipient receiving the award, including by expunging the recipient’s name from the Freeman of the City Roll of Honour
- Withdraw any current invitations and not issue any future invitations to the recipient to attend official civic ceremonies and functions held by Council.

Policy Definitions

Award	A mark of recognition given in honour of an achievement.
Civic ceremony	A gathering of invited people for an official purpose which acknowledges contribution, significant achievement, commemoration and social inclusion in the community.
Civic function	A gathering of people for an official purpose that often involves but is not limited to a ceremony.

Policy Administration

Business Group:	Office Of the General Manager
Responsible Officer:	General Manager
Council Reference:	Ordinary Council Meeting 27 January 2026 – Item 10.1
Guideline Review Date:	Three (3) Years from Date of Adoption
File Number:	35/15 – Freeman of the City

Policy History

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	23 August 2022	New policy adopted
1.1	-	Updated to new branding. No content changed.
2.0	27 January 2026	The policy was reviewed as part of the periodic review process, with minor changes applied.

Freeman of the City Nomination Form

Freeman of the City Nomination Form

The Freeman of the City is awarded for the lifelong achievements of an individual for the highest level of service in the community. Please complete this nomination form including providing details of the nominee's contributions to the community and why they should be considered for the Freeman of the City award.

NOMINEE DETAILS

Title		First Name		Surname	
Date of Birth				Age	
Address				Postcode	
Email Address					
Phone Contact					

NOMINATED BY DETAILS

Title		First Name		Surname	
Address				Postcode	
Email Address					
Phone Contact					

Organisation Represented (if any):

Persons representing an organisation in submitting a nomination form must attach proof that he or she has the authority to represent that organisation.

DETAILS OF THE NOMINEE

1. In what field (s) of activity or service has the nominee contributed and outline the period of time the nominee was/has been/is in a field (s) of activity or service in the community. *Here we would like you to provide a list of the activity/service(s) and include date range (s) noting that longevity of service is not predominately sufficient to merit the award. 125-300 words.*

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2. Detail how the nominee has demonstrated an outstanding level of commitment to their field (s) of activity or service. *Here we want you to tell us about their effort, and how they have gone above and beyond, in their commitment to their particular field (s) of activity or service. 125-300 words.*

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3. Detail how the nominee has demonstrated a diversity in roles and ways in which they have contributed to their field (s) of service. *Here we want you to tell us how the nominee has contributed in different ways, for example across paid employment, volunteering, philanthropy etc. noting that a single form of service does not necessarily warrant merit for the award. 125-300 words.*

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4. Detail how the nominee has achieved an outstanding level of achievement in their field (s) or activity of service. *Here we want you to tell us about the outstanding level of achievement the nominee has reached in their particular field (s) of activity or service. 125-300 words.*

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REFEREE CONTACT 2

Title		First Name		Surname	
Address				Postcode	
Email Address					
Phone Contact					
Relationship to nominee					

RELATED POLICIES

- Freeman of the City
- Code of Conduct
- Privacy Management Plan
- Awards and Recognition Policy

PRIVACY NOTIFICATION

Information collected as part of the award nomination process will be managed as per Council's Privacy Management Plan. The information provided by the nominator will be used by the Awards and Recognition Committee during the assessment process and some information may be used to form the Report presented at an Ordinary Council Meeting if the nomination is successful and it is recommended that the recipient receive the Freeman of the City award.

GUIDELINES AND ELIGIBILITY CRITERIA

Nominations

1. The award of Freeman of the City will always be open for nominations.
2. Any individual or organisation can nominate a person who they believe meet the criteria and are worthy of consideration for the award of Freeman of the City.
3. The nominee does not need to be a current resident of Maitland Local Government Area however the nominator must be able to evidence that the nominee has/had a long standing connection to the City.
4. Nominators must disclose to the nominee that they are being nominated and self nomination will not be accepted.
5. Nominations must be submitted on the official Maitland City Council nomination form, ensuring all sections have been completed.
6. Nominations must be submitted to the General Manager by post at PO Box 220, Maitland NSW 2320 or via email to executive@maitland.nsw.gov.au.
7. Nominators must declare any conflicts of interest they have with a Councillor or member of Council staff.

Assessment

13. Nominations will be assessed by the Awards and Recognition Committee.
14. Each nomination will be assessed against an award criteria using Council's standard evaluation matrix.
15. Council is not obligated to award the Freeman of the City every year.

Eligibility Criteria

The nominator must articulate how the nominee has:

16. Demonstrated a long standing and outstanding level of commitment to their field (s) of activity or service.
17. Demonstrated diversity of roles and ways in which they have contributed to their field (s) of activity or service, for example across paid employment, volunteering, philanthropy etc.
18. Demonstrated an outstanding level of achievement in their field (s) of activity or service.
19. Benefited broader society and/or the Maitland community through their activity or service.
20. The application for the nominee must have support for nomination by two referees.
21. List any other previously bequeathed awards.
22. Provide copies of supporting newspaper articles, social media posts or any other articles detailing the nominees' achievements.
23. Written submissions should be at least 625 words, maximum 1,500 words.
24. Each nomination will be acknowledged by Council in writing.

Recognition

25. The award will be presented to the recipient at the next Australia Day Ceremony held on January 26 each year.
26. The General Manager of Maitland City Council will keep a list called the Freeman of the City Roll of Honour, a framed list displayed in an appropriate Council building and detailed on Council's website.
27. Council will issue formal communication to media and through its social media and other channels to announce the decision to honour a recipient with the award of Freeman of the City.
28. Freeman of the City will be invited to attend official civic ceremonies and functions held by the Council.

Submission

Maitland City Council
Office of the General Manager
263 High Street
MAITLAND NSW 2320
executive@maitland.nsw.gov.au
Ph: 02 4934 9700

I/ We have read and accept the eligibility criteria for the Freeman of the City award. The information contained in this nomination is, to my knowledge, true and accurate. Yes

Signature of Person Nominating

Date