



**DATE ADOPTED: 23 AUGUST 2022**

**VERSION: 1.0**

## **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 outstanding 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](mailto: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.
- 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

<b>Award</b>	A mark of recognition given in honour of an achievement.
<b>Civic ceremony</b>	A gathering of invited people for an official purpose which acknowledges contribution, significant achievement, commemoration and social inclusion in the community.
<b>Civic function</b>	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 – 23 August 2022
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

