



**DATE ADOPTED: 24 JULY 2018**

**VERSION: 3.0**

## **POLICY OBJECTIVES**

The objectives of this policy are to:

- Ensure a formal and consistent approach is taken to recognise the outstanding contribution of volunteers to the Maitland community through the Maitland City Service Awards program.
- Establish clear criteria for the City of Maitland Medal, City of Maitland Service Award and Maitland City Council Volunteer Service Award.

## **POLICY SCOPE**

This policy applies to the Mayor, Councillors, General Manager and staff of Maitland City Council and volunteers that contribute to both the Maitland community and Maitland City Council.

## **POLICY STATEMENT**

The Maitland City Service Awards program will be conducted on an annual basis.

### **Award categories**

Under the Maitland City Service Awards program, awards will be given for the following:

#### **1. City of Maitland Medal**

The City of Maitland Medal is awarded to an organisation or group for outstanding service to Maitland and its citizens as a whole. A maximum of one City of Maitland Medal is presented annually.

#### **2. City of Maitland Service Award**

The City of Maitland Service Award is awarded to individuals that provide outstanding service to a specific group within Maitland. A maximum of one City of Maitland Service Award is presented annually.

#### **3. Maitland City Council Volunteer Service Award**

The Maitland City Council Volunteer Service Award is awarded to Maitland City Council volunteers for their valuable contribution to Maitland City Council initiatives or activities. A maximum of one Maitland City Council Volunteer Service Award is presented annually. Outstanding achievement certificates may be awarded to Council volunteers from a section or sections across Council.



## Award eligibility

To be eligible for the City of Maitland Medal and City of Maitland Service Award, nominees:

- Must be an individual, organisation, or group that provides a service that impacts the Maitland community, or a specific group within the community.
- Cannot have previously received the same award.
- Cannot be a Maitland City Council employee or Councillor.

To be eligible for the Maitland City Council Volunteer Service Award, nominees:

- Must either be a Maitland City Council volunteer, or volunteer for official Maitland City Council initiatives, activities or projects (including 355 and 356 volunteers).
- Cannot be a Maitland City Council employee or Councillor.

## Award nominations

Nominations for the City of Maitland Medal and City of Maitland Service Award will be called on an annual basis. Nominations must be completed using the nomination forms circulated by Council annually and must be submitted by the relevant closing date. Individuals, organisations or groups cannot nominate themselves.

Nominations for the Maitland City Council Volunteer Service Award will be called on an annual basis. Nominations must be completed using the nomination forms circulated by Council annually and must be submitted by the relevant closing date. Nominations can be made by fellow volunteers or staff and Councillors within Maitland City Council.

## Assessment criteria

The assessment criteria will be provided to the assessment panel annually. By addressing each criterion, the panel will be able to recognise what the nominee has contributed to their organisation, community or Council as well as how the individual, organisation or group stands out from the rest.

The following criteria will be considered by the assessment panel:

- **Role** – what role/s the nominee has played within their organisation, community or Council and for how long.
- **Reason** – why the nominee deserves recognition, noting years of service alone is not criterion. Considerations are:
  - How the nominee has encouraged, supported, mentored, inspired and/or led others in their role.
  - How the nominee's contribution has benefited their organisation, community or Council's initiatives, projects and services.
  - How the nominee's contributions may have encouraged others to get involved with their organisation, community or Council initiatives, projects and services.

The decision of the assessment panel will be final and no correspondence will be entered into in respect of the decisions made.



## Assessment panel

The Maitland City Service Awards Committee will convene each year to assist the Executive Assistant to the Mayor with implementing the awards program including sourcing nominations and judging of the categories. The Committee will comprise of the Mayor, a Councillor from each ward, the General Manager or his nominee, and up to three community representatives. Nominations for the three community representatives be called for, and determined, by Council at the beginning of each Council term, with one representative from each of the following categories to be appointed to ensure broad community representation:

- Youth (up to 25 years of age at the beginning of the Council term).
- A current or former Citizen of the Year or Freeman of the City.
- A representative of the Maitland business community.

Nominee's serve for the duration of the Council term in which they are appointed.

At the conclusion of the Council term, new nominations will be called for, however existing committee members will be eligible to re-apply.

The Committee will meet as and when required to implement the awards program, including review of the nominations and judging of the winners. The Committee is delegated by the Council to select the award winners for each category.

## Awards presentation

The City of Maitland Medal and the City of Maitland Service Award will be presented at a function held annually during National Volunteers Week in May each year.

The Maitland City Council Volunteer Service Award will be presented at a function held annually in line with International Volunteers Day in December each year.

An honour board for the City of Maitland Medal and the City of Maitland Service Award will be maintained in an appropriate Council building.

## POLICY DEFINITIONS

<b>Award</b>	A prize or other mark of recognition given in honour of an achievement.
<b>Function</b>	An invited gathering of people for a single purpose with a defined duration in one location.
<b>Group</b>	Two or more people that are gathered or classed together and considered as a collective unit.
<b>Volunteer</b>	A person who voluntarily offers himself or herself for a service or undertaking, a person who performs a service willingly and without pay.



## POLICY ADMINISTRATION

BUSINESS GROUP:	Office of the General Manager
RESPONSIBLE OFFICER:	Executive Officer
COUNCIL REFERENCE:	Ordinary Council Meeting 24 July 2018
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	35/44
RELEVANT LEGISLATION	Nil
RELATED POLICIES / PROCEDURES / PROTOCOLS	Nil

## POLICY HISTORY

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	16 November 2004	Community Awards Program Policy
2.0	28 October 2014	New Policy adopted – Maitland City Service Awards Policy
3.0	24 July 2018	New Policy adopted – Maitland City Service Awards Program Policy

