



**DATE ADOPTED: 22 AUGUST 2023**

**VERSION: 4.0**

## **POLICY OBJECTIVES**

The objectives of the Hall of Fame policy are to provide a framework for:

- Recognising the achievements of local Maitland people who have made significant and enduring contributions in their field of endeavour;
- Promoting the achievements and contributions of local Maitland people to broader state, national and international communities; and
- Providing an aspirational community resource for current and future generations.

## **POLICY SCOPE**

This policy provides a framework for City of Maitland Hall of Fame nomination, assessment and induction.

## **POLICY STATEMENT**

The City of Maitland Hall of Fame celebrates outstanding achievement and contribution of individuals from all spheres of the community who have made significant and enduring contributions in a diverse range of fields and areas of endeavour. These may include, but are not limited to:

- Arts, theatre and literature
- Business and public service
- Military service
- Research and education
- Science and innovation
- Sport

Through recognition of individuals whose contributions have made a difference, the City of Maitland Hall of Fame aims to encourage pride in local achievement and inspire the highest community standards and values.

## 1. SELECTION CRITERIA

To be eligible for consideration for induction into the City of Maitland Hall of Fame, nominations will meet the following criteria.

### 1.1 Association with Maitland local government area

- Born in Maitland LGA and/or;
- Lived in Maitland LGA for a substantial period of childhood/adolescence and/or;
- Lived in Maitland LGA for a substantial period of time during which they made significant contribution to their field of endeavour.

### 1.2 Significant and enduring contribution to field of endeavour

- Specific achievements of the nominee and their impact.

### 1.3 Source of civic pride and inspiration

- Specific ways in which the nominee and their achievements are a source of civic pride for Maitland; and/or:
- Characteristics that make the nominee a role model for others, including specific positive changes the nominee's contributions have made that inspire others.

## 2. NOMINATIONS

### 2.1 Eligibility

- Nominations meeting the selection criteria specified in Section 1 above are considered eligible.
- Nominations that are not eligible include:
  - Self-nominations;
  - Nominations by current Hall of Fame Committee members;
  - Nominations for organisations, groups and business entities; and
  - Nominations for sitting local, state and federal elected representatives.

### 2.2 Submission

- Nominations may be made by any individual, organisation or professional body through submission on the [City of Maitland Hall of Fame nomination form](#).
- Nominations may be submitted during the advertised two month period of the awarding year as advertised on Council's website.

### 2.3 Assessment

- The Awards & Recognition Committee considers all eligible nominations that meet the specified selection criteria. This includes research of information contained in the nomination and contact of referees.
- Assessment of nominations is scheduled in alignment with years two (2) and four (4) of the Committee's term. Refer to 3.2 below.
- Assessment timeframes are established by the Committee.



## 2.4 Confidentiality

- All nominations are confidential and information provided will only be used to assist the Committee in considering the merits of the nomination.

## 3. COMMITTEE

The Awards and Recognition Committee is responsible for assessment of nominations and recommendation of Hall of Fame inductees for endorsement by Council.

## 4. INDUCTION

### 4.1 Frequency

- Induction to the Hall of Fame occurs on a biennial basis.

### 4.2 Number of inductees

- The number of nominations selected for induction to the Hall of Fame is up to a maximum of five (5) for each biennial period and will be at the discretion of the Committee.
- Inductees are selected by deliberation of the Committee rather than endorsement of the nominator.
- Unsuccessful nominees may be re-nominated in subsequent years.

### 4.3 Recognition

- All successful nominees will be advised in writing of their induction.
- Inductees are recognised at an official induction event arranged by Maitland City Council.
- The City of Maitland Hall of Fame will permanently display a photograph, brief biography and description of the contributions and achievements for which the inductee is recognised.
- A physical depiction of the City of Maitland Hall of Fame inductees will be displayed in the Maitland Park Rotunda as determined by Maitland City Council.
- The City of Maitland Hall of Fame is located on Maitland City Council's website at [www.maitland.nsw.gov.au/our-services/community/service-awards/hall-of-fame](http://www.maitland.nsw.gov.au/our-services/community/service-awards/hall-of-fame)
- The Awards & Recognition Committee reserves the right to withdraw inductees from the City of Maitland Hall of Fame if it is considered inappropriate for the inductee to remain.

## POLICY ADMINISTRATION

BUSINESS GROUP:	Planning Environment and Lifestyle
RESPONSIBLE OFFICER:	Group Manager Planning Environment and Lifestyle
COUNCIL REFERENCE:	Ordinary Council Meeting 24 Jul 18 Item 11.3
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	35/1
RELEVANT LEGISLATION	
RELATED POLICIES / PROCEDURES / PROTOCOLS	<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Awards &amp; Recognition Program Policy</li> </ul>

## POLICY HISTORY

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	27 January 2015	New policy adopted
2.0	28 July 2015	Amendment to number of community representatives on Committee
3.0	24 July 2018	Policy version 2.0 rescinded. Policy version 3.0 adopted. Changes include nomination categories, criteria and process, number of inductees, frequency of induction and Committee membership.
4.0	22 August 2023	Policy version 3.0 to be rescinded. Changes include the Hall of Fame Committee being replaced with the Awards and Recognition Committee and the physical depiction of the inductees being established.