

Awards and Recognition Program Policy

Date Adopted: 22 October 2024

Version: 6.0

Policy Objectives

The objectives of this policy are to:

- Establish the framework for Council's Awards and Recognition Program incorporating the Annual Awards, Hall of Fame and Freeman of the City.
- Outline the categories of awards within the Annual Awards, award eligibility, and the process for nomination and assessment.
- Ensure a formal and consistent approach is taken by the Awards and Recognition Committee to assess all awards offered through the Awards and Recognition Program.

Policy Scope

This policy applies to the Mayor, Councillors, General Manager, staff of Maitland City Council, Awards and Recognition Committee members and individuals, volunteers, organisations or groups that contribute to both the Maitland community and Maitland City Council.

Policy Statement

Council will offer an Awards and Recognition Program to acknowledge the outstanding contribution of individuals, volunteers, organisation or groups, and their contribution to Maitland and, where appropriate, broader society.

The Program will include the Annual Awards (open once per year), the Hall of Fame (open every two years) and Freeman of the City (always open for nominations).

Award nominees and recipients will be recognised for their contribution through a function, certificate and other means as deemed appropriate.

Should the Awards and Recognition Committee not receive any suitable nominations for the awards, the Committee will be under no obligation to present an award in any of the categories.

Awards, Recognition and Eligibility

Maitland City Council's Awards and Recognition Program will include:

1. Annual Awards

The annual awards will include the following categories:

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

- **City of Maitland Service Award**
The City of Maitland Service Award is awarded to individuals that provide outstanding Maitland focused service to a specific group within Maitland. A maximum of one City of Maitland Service Award is presented annually.
- **Citizen of the Year**
The Citizen of the Year Award is awarded to an individual for their contribution to Maitland and the broader community in a single year or across multiple years of service. A maximum of one Citizen of the Year Award is presented annually.
- **Young Citizen of the Year**
The Young Citizen of the Year Award is awarded to a young person for their contribution to Maitland and the broader community in a single year or across multiple years of service. A maximum of one Young Citizen of the Year Award is presented annually.
- **Sportsperson of the Year**
The sportsperson of the Year Award recognises an individual for their significant achievement and contribution in a non-professional sporting field within the Maitland community for the previous 12 months. A maximum of one Sportsperson of the Year Award is presented annually.
- **Creative Arts Person of the Year**
The Creative Arts person of the Year recognises the creative expression of an individual through art, writing, music or movement within the Maitland community. A maximum of one Creative Arts of the Year Award is presented annually.

2. Freeman of the City

Always open for nominations, Freeman of the City is awarded to individuals who have provided the highest level of service. It may be awarded for eminent achievement and merit in the highest order for service in Maitland, Australia or humanity.

3. Hall of Fame

The Hall of Fame celebrates outstanding achievement and contribution of individuals from all spheres of the community who have made a difference in diverse fields and areas of endeavour. Individuals must have a strong association with the Maitland Local Government Area, have made a significant contribution to their field of endeavour and be a source of civic pride and inspiration. Open every two years.

Recognition

The recipients of the Annual Awards will be announced and presented at the Australia Day function on 26 January each year.

The recipients of the Freeman of the City, Hall of Fame will be recognised at a Council function, as defined in the respective existing policies.

An honour board for the individual award recipients will be maintained in an appropriate Council building.

Other forms of recognition may be included where appropriate.

Award Eligibility

Eligibility for the Annual Awards, Hall of Fame and Freeman of the City have been developed and will be published on Council's website, along with the respective criteria and nomination forms.

Nominees are unable to self-nominate for any of the awards and cannot have previously received the same award that they are being nominated for, however can be nominated for a different award category where permitted.

Nominees will be contacted to confirm acceptance of their nomination prior to the Awards and Recognition Committee undertaking assessment of all received nominations. Nominees will also be asked if they or their representative will be in attendance at the ceremony, should they be successful.

If a nominee receives nominations for multiple categories during the nomination period, the Awards and Recognition Committee will recommend the nominee be considered for only one award category.

The Awards and Recognition Committee reserves the right to withdraw awarded inductees if it is considered inappropriate for the inductee to remain.

Process

Award Nominations

Nominations for the Annual Awards will be called on an annual basis in November. Nominations must be completed using the nomination forms circulated by Council and must be submitted by the relevant closing date.

The Hall of Fame award nominations are assessed every two years. Nominations can be made by any individual, organisation or professional body through submission on the City of Maitland Hall of Fame nomination form.

The Freeman of the City award will always be open with nominations being assessed twice per year in May and November.

Assessment Criteria

The assessment criteria for each award will be detailed on the associated nomination form, which also includes the guidelines to assist nominators in completing the forms.

The criteria for the awards will request the nominators to evidence the outstanding contributions, achievements, voluntary commitment, academic, sporting, personal, cultural and/or social responsibility of the nominees and the dedication they have shown for the Maitland Local Government Area and broader community where permitted in the nomination form.

Assessment Panel

The Awards and Recognition Committee will convene throughout the year to assist the Office of the General Manager with implementing the Awards and Recognition Program including sourcing nominations and assessing of the categories.

Reporting to Council

The Committee is delegated by the Council to select the recipients for each category with a report presented to Council advising of the chosen recipients. The decision of the Committee will be presented to Council by way of an Information Only report. The recommendation to Council will be final and no correspondence will be entered into in respect of the decisions made.

Policy Definitions

Award	A prize or other mark of recognition given in honour of achievement.
Function	An invited gathering of people for a single purpose with a defined duration in one location.
Group	Two or more people that are gathered or classed together and considered a collective unit.
Volunteer	A person who voluntarily offers themselves 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:	General Manager
Council Reference:	Ordinary Council Meeting 25 October 2022 – 11.7
Policy Review Date:	Every three (3) years
File Number:	35/44, 35/83, 35/86 & 69/3
Relevant Legislation:	Nil
Operational Plan Objective:	16.2.1 Recognise community contributions to the city through Council’s civic programs
Related Policies, Programs and Documents	<p>There are policies, programs and documents that either directly or indirectly impact on this policy. These include:</p> <ul style="list-style-type: none"> • Australia Day Awards Program Policy • Hall of Fame Policy • Maitland City Service Awards Policy • Awards and Recognition Terms of Reference

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
1.0	25 September 2018	Australia Day Awards Program Policy
4.0	25 October 2022	New Policy – Awards and Recognition Program Policy
5.0	22 August 2023	Consolidation of the Maitland City Service Awards Program Policy and Australia Day Awards Program Policy
6.0	22 October 2024	Policy reviewed and document updated to new branding