



# Committees in Maitland

**Committee Structures, Terms of Reference and  
Working Group Frameworks**

**maitland**  
CITY COUNCIL

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## Overview of Committees

Council is represented on a range of local and regional committees including statutory and member-based committees, special purpose committees and strategic community committees.

The committees are invaluable as they support our organisation by promoting innovation, providing expert and local knowledge and sharing diverse perspectives to improve our processes and strategies to ensure we are better meeting the needs of our community.

The Statutory and member-based committees are established by legislation or are required to meet set obligations.

The Special purpose committees have been established to continually advise on a specific area of responsibility. The committee is essential for managing core functions and making informed recommendations to support council operations.

The Strategic community committees have been established to guide strategic planning for the focus areas of the group including ensuring the functions, discussions and projects undertaken by the committee align with the organisation priorities and long-term direction.

### Statutory and Member-based Committees

1. Lower Hunter Bushfire Management Committee
2. Rural Fire Service District Liaison Committee
3. Floodplain Risk Management Committee
4. Maitland Local Area Traffic Committee
5. Joint Regional Planning Panel
6. Audit, Risk and Improvement Committee
7. Hunter Joint Organisation
8. Public Libraries NSW – Central East Zone

### Special Purpose Committees

1. Awards and Recognition Committee
2. Bruce Street Community Hall Management Group
3. Community Grants Committee
4. Morpeth Museum Management Group

### Strategic Community Committees

1. City Planning, Heritage and Design Advisory Committee
2. Culture and Community Advisory Committee
3. Environment and Sustainability Advisory Committee
4. Property Advisory Panel
5. Sport, Recreation and Leisure Advisory Committee

## Councillor Membership

	Committee Name	Committee Status	Councillor Members
1	Audit, Risk and Improvement Committee	Statutory	Cr Halliday
2	Awards and Recognition Committee	Special Purpose	Mayor, Cr Griffin, Cr Yarrington, Cr Hackney and Cr Barstow
3	Bruce Street Community Hall Management Group	Special Purpose	Cr Whiting
4	City Planning, Heritage and Design Committee	Strategic	Mayor (Chair), Cr Whiting (Deputy), Cr W Penfold, Cr Halliday, Cr Yarrington
5	Community Grants Committee	Special Purpose	Mayor, Cr Flannery and Cr Yarrington
6	Culture and Community Advisory Committee	Strategic	Cr Hackney (Chair), Cr W Penfold (Deputy), Cr Flannery, Cr Worth and Cr Atkinson
7	Environment and Sustainability Advisory Committee	Strategic	Cr W Penfold (Chair), Cr Yarrington (Deputy), Cr Halliday, Cr Flannery and Cr Ferris
8	Floodplain Risk Management Committee	Statutory	Cr Hackney (Mayor), Cr Halliday and Cr Flannery
9	Hunter Joint Organisation	Member-based	Mayor
10	Joint Regional Planning Panel		Cr Halliday
11	Lower Hunter Bushfire Management Committee		Cr Whiting
12	Maitland Local Area Traffic Committee		Cr W Penfold
13	Morpeth Museum Management Group	Special Purpose	Cr Griffin
14	Property Advisory Panel	Strategic	Mayor (Chair), Cr Jordan (Deputy), Cr W Penfold, Cr B Hackney and Cr Barstow
15	Public Libraries NSW – Central East Zone		Cr Griffin
16	Rural Fire Service District Liaison Committee	Statutory	Delegate to be confirmed
17	Sport, Recreation and Leisure Advisory Committee	Strategic	Mayor (Chair), Cr Halliday (Deputy), Cr Hackney, Cr Worth, and Cr Jordan

# Terms of Reference

## Statutory and Member-based Committees

### Lower Hunter Bushfire Management Committee

BFMCs are established under the provisions of the Rural Fires Act 1997 (the Act) and the Rural Fires Regulation 2013. The Bush Fire Management Committee comprises of representatives from agencies with technical expertise, experience and local knowledge who work together for bush fire management purposes, and who can collaboratively develop better bush fire management decision. Members are drawn from particular organisations and agencies, as specified by the Act. The Rural Fires Regulation 2013 require the Mayor, or a councillor or a senior representative of the council to become members of the Bush Fire Management Committee.

### Rural Fire Service District Liaison Committee

The District Liaison Committee is a committee comprising of Rural Fire Service (RFS) staff, Council staff and councillors. The Committee discusses a range of topics including the performance of the agreements between councils and the RFS within the local area, budgets, fire fighting vehicles, equipment and capital infrastructure. Maitland City Council is a signature to the RFS District Service Agreement Lower Hunter Zone 2009 with Cessnock, Dungog and Port Stephens Councils and The Commissioner of the NSW Rural Fire Service.

### Floodplain Risk Management Committee

The Floodplain Risk Management Committee considers and provides input to Council on the preparation and implementation of flood studies, and a Floodplain Risk Management Study and Plan throughout the Maitland local government area.

### Maitland Local Area Traffic Committee

The Maitland Local Area Traffic Committee is a technical review committee that meets on the first Thursday of every month. The committee provide advice to Council on traffic related issues that have been referred to it by Council.

### Joint Regional Planning Panel

The Hunter and Central Coast Regional Planning Panel was created in July 2009 as an independent body for regionally significant development applications and other planning matters. The principal functions of Planning Panels are to determine regionally significant development applications and undertake rezoning reviews of planning proposals.

### Audit, Risk and Improvement Committee

The Internal Audit Committee is responsible for analysing, appraising and making recommendations following an audit review of Councils internal controls to ensure they are compliant, effective and efficient. They also act in an advisory capacity on new systems to ensure the adequacy of control measures.



**Hunter Joint Organisation**

Membership of the Hunter Joint Organisation is made up of 10 local councils of the Hunter Region and works to ensure communities in the Hunter benefit from positive cooperation and collaboration.

**Public Libraries NSW – Central East Zone**

PLNSW represents the interests of public libraries and their users throughout NSW. They focus on improving library services and access to information resources for all people living in NSW. The committee meets quarterly and is comprised of key stakeholders.

## Special Purpose Committees

### Awards and Recognition Committee

Version 2.0

Last reviewed 22 October 2024

#### 1. Purpose

This Terms of Reference (TOR) sets out the purpose, authority and responsibilities of the Awards and Recognition Committee of Maitland City Council, to recognise and acknowledge the outstanding contribution made by community members that make a positive impact in the area.

The purpose of the Awards and Recognition Committee is to make decisions about suitable award recipients on behalf of the City for the following awards presented by Maitland City Council:

- Freeman of the City
- Annual Awards presented on Australia Day incorporating the Maitland City Service Awards
- Hall of Fame
- Any future awards or recognition programs adopted by Council unless otherwise specified

#### 2. Responsibilities of the Awards and Recognition Committee

- The Committee is a committee of Council, established by Council resolution.
- The Committee must follow the selection criteria for each award, to select the chosen recipient/s.
- The Committee may decide not to issue an award if there are no suitable nominations that meet the criteria,
- This Terms of Reference will be subject to review and approval by Council within three months after the adoption of the committee of each new Council term. Any variation or amendments must be approved by Council.

#### 3. Membership and term of appointment

The Awards and Recognition Committee shall be comprised of the following members:

- The Mayor
- Four Councillors
- Two independent members of the community

Council will undertake an initial expression of interest for committee membership, including the reappointment of members, within three months of each new term of Council.

Members who wish to withdraw from the committee must do so in writing to the General Manager. The Councillor representatives will be elected by Council and will be appointed for the term of Council.

The independent members from the community will be appointed following an expression of interest (EOI) process and will be appointed for the term of Council. At the conclusion of the Council term, new nominations will be called for, however existing committee members will be eligible to reapply.

An Awards and Recognition Committee member who is absent for more than two consecutive meetings without leave or reasonable excuse, may be requested to explain their absence. If absenteeism of a member is ongoing, the committee may request Council to declare the position vacant.

#### 4. Appointment of committee

Award and Recognition Committee members shall be appointed by a resolution of Council.

New members will be required to undergo an induction process as soon as possible after their appointment. This will include agreeing to, and signing a copy of, the Terms of Reference.

#### 5. Community representatives selection process

Community representatives will be selected for through an expression of interest (EOI) that is advertised on Council's website, Facebook page and other relevant electronic forums deemed appropriate. In order to ensure the EOI process is inclusive, EOIs will be accepted in multiple formats including but not limited to:

- written (electronic or handwritten)
- video (including video recording of person using Auslan)
- audio.

An assessment panel of all nominated Councillors and two Council Officers will make a recommendation to Council on the selection of representatives to fill the membership of the new committee. Future assessment panels will revert to the following:

- at least one delegated Councillor
- two community members
- one Council Officer.

All recommendations regarding the filling of vacancies will be submitted in a report by the Council Officer to a Council meeting for determination.

Community representatives on the committee must demonstrate they meet three or more of the below criteria:

- live, work or study in the Maitland LGA
- have/ had involvement in the community and an understanding of the awards
- have a willingness to actively contribute to discussion
- have a capacity to commit to the committee for the required duration.



## 6. Membership voting rights and decision making

The committee (including nominated Councillors) will have the capacity to vote on actions that are within their area of responsibility.

For voting purposes, the Chairperson shall accept motions duly moved and seconded by members of the Awards and Recognition Committee, with the vote taken by a show of hands.

## 7. Chairperson

The position of Chairperson shall be determined by the Committee at the first meeting. The role of the Chairperson is to ensure:

- the meeting is conducted according to the Terms of Reference
- matters are dealt with in an orderly and efficient manner
- meetings are kept to time.

## 8. Proceedings venue

Meetings of the committee will be held in accessible locations. All sensory, intellectual/cognitive, physical equipment and communication requirements will be considered so that everyone is able to participate.

## 9. Visitors

Technical experts, specialists and other Council Officers may be invited to attend meetings to provide advice or consult and seek feedback from the reference group when required.

## 10. Travel

Transport (within the Maitland LGA) to and from meetings can be arranged for members who would otherwise be unable to attend meetings.

## 11. Administration

All Secretariat tasks for the committee will be undertaken by the appointed Council Officer, this includes preparation of the agenda.

The Council Officer will prepare a report to Council when necessary.

Notice of meetings will be given three weeks in advance of the next scheduled meeting and information relevant to the meeting shall be forwarded to members at least three working days before the meeting.

## 12. Volunteers

Committee members other than Councillors are volunteers. Following appointment by resolution of Council, they must sign a declaration that they will abide by any guidelines approved by the General Manager to cover the conduct of volunteers, including the avoidance of pecuniary or non-pecuniary interest and undertake training and skills development as required. A copy of the code must be provided to all new members.

## 13. Pecuniary or non-pecuniary interest

If a member or attending Councillor has a pecuniary or non-pecuniary interest (e.g. financial gain/ loss or private/personal interests etc. as defined in section 442 of the Local Government Act) regarding an item to be considered or discussed by the Awards and Recognition Committee, the member or attending Councillor must disclose this to the Chairperson if they are attending the meeting.

Once a declaration of either pecuniary or non-pecuniary interest has been made, the member or attending Councillor must leave the room and remain outside until the conclusion of the relevant discussion. The time of leaving the meeting room and the time of their return must be recorded in the minutes or notes of the meeting.

If a community member of the Awards and Recognition Committee nominates for Council elections, they must stand down from their AIRG position from the time of declaring they have nominated until the result of the election is announced.

## 14. Limitations of authority

The committee has no authority to:

- expend money on behalf of Council
- commit Council to any arrangement
- consider any matter outside its area of reference
- direct Council Officers in the performance of their duties.

## 15. Publicity

Committee members must not make statements to the media or on social media about items discussed by the committee. Instead, all media enquiries should be referred to Council's Marketing and Communications Department for response. A resolution of Council may terminate a member's term for making any statement to the media or on social media.

#### 16. Evaluation and review

The new committee will review the Terms of Reference at the first scheduled meeting and members will agree on its content. Following this, the Terms of Reference will be reviewed with the commencement of each term of Council to ensure it adequately reflects the functions and responsibilities of the Awards and Recognition Committee.

#### 17. Committee conduct

The Committee members will comply to Council's Code of Conduct in addition to the following general conduct behaviours:

- Work collaboratively with all committee members
- Declare and manage conflicts of interest
- Act honestly and in good faith

#### 18. Privacy

The Committee will comply with Council policies in relation to the confidentiality and privacy.

## Community Grants Committee

Version 1.0

Last reviewed 11 February 2025

### 1. Purpose

The Community Grants Assessment Panel

- Assesses applications to Council's Community Grants Program (utilising Council officer advice)
- Provides recommendations to Council regarding the distribution and allocation of funding to both our Bi Annual and Year Round Grants Programs.

About Council's Community Grants Program

Maitland City Council's Community Grants Program aims to create a community that is resilient, inclusive, thriving, and assists in demonstrating our commitment to social justice, equality and civic engagement.

The Community Grants Program works toward achieving this by supporting programs and activities that create opportunities for community participation and social connection, celebrate and support the diverse cultures of Maitland, and increase accessibility and inclusion of all members of the community.

### 2. Role of the panel

The role of the Community Grants Assessment Panel is to:

- Ensure the proposed allocation of funding aligns with the Community Grants Program Guidelines.
- Ensure the program guidelines and assessment criteria have been applied consistently during the assessment process.
- Support programs and initiatives in the Maitland Local Government Area (LGA) that foster community partnerships, meet community needs and are deemed to benefit the community.
- Undertake annual review of the program and guidelines in line with the *Community Grants Program Policy* requirements.

Members of the Assessment Panel will fulfill their role by making recommendations to Council (and the General Manager in limited circumstances) regarding the distribution and allocation of funding for all categories\* under Maitland City Council's Community Grants Program. These categories include:

- Bi Annual Grants Programs
  - Community Projects Grants Program
  - Community Celebrations Grants Program
    - Commemorative Days
    - Recognised Days and Weeks

- Year Round Grants Programs
  - Individual Development Grants Program
    - Sports
    - Creative Arts

\*These categories are subject to change as part of an annual review in line with the *Community Grants Program Policy*.

### 3. Assessment of Applications

The frequency of assessment will align with grant rounds, with a minimum of seven (7) rounds of assessment across two grant programs, to be completed by Panel members each financial year.

Panel members will utilise SmartyGrants, Council's online grant management system, to assess submitted applications. The Panel may utilise other methods of assessment as needed to ensure the assessment process is functional and effective. Additional Council employees may be requested to assist the Panel by providing expertise, advice or guidance on applications.

If an Assessment Panel Member, Maitland City Council employee or Councillor is a party to an application submission, this must be declared and managed in accordance with Council's adopted Code of Conduct requirements.

Consequently, the Assessment Panel Member, Council employee or Councillor with a conflict of interest is unable to take part in the assessment of the application. Following the Panel member's declaration, a Conflict of Interest Disclosure Form must be completed and submitted to the Coordinator Community & Recreation Planning.

#### **Bi Annual Category Assessment**

A summary of applications for the Community Grants Program Bi Annual categories will be supplied to Panel members to inform them of the eligibility of the received submissions. After reviewing the eligibility summary, members of the Panel will then utilise a scoring matrix in SmartyGrants to evaluate applicant's criterion responses. The scoring matrix will include consideration of (but is not limited to):

- Alignment of the proposed activity to the Community Strategic Plan Maitland +10
- Capacity and experience of the applicant to demonstrate their ability to successfully complete the activity, and;
- The extent to which the budget is comprehensive, realistic and provides value for money.

Following the assessment of applications, the Panel's recommendations will be presented to Council via a Council report for endorsement.

## **Year Round Category Assessment**

The assessment of applications for the Community Grants Program Year Round Categories will initially be conducted by a Council officer, with a final review of applications completed by the Assessment Panel. The Panel's funding recommendations will then be presented to Council via a Council report for endorsement.

Applications for the Year Round, *Individual Development Grant - Sports*, will be delegated to the General Manager for assessment and determination, in instances where:

1. The standard panel assessment and Council approval timeline would result in applicants being funded post their nominated event date and;
2. The applicant has applied in advance of their event within a reasonable timeframe.

In instances where the General Manager assesses and makes a determination on an application/s, an Information Report will then be presented to Council noting the applications assessed and reasoning for their assessment.

## **Supporting Documentation provided to Panel**

To ensure the members of the Assessment Panel are able to facilitate an informed decision, the following will be provided to Panel members:

- Community Grant Program Policy and Guidelines
- Community Grants Assessment Panel Terms of Reference
- Conflict of Interest Disclosure form
- All Grant applications
- Council officer's pre evaluations of grant applications against eligibility criteria

## **4. Panel Membership and Commitments**

### **Membership**

In alignment with the Community Grants Policy, the Assessment Panel for the Community Grants program will be comprised of:

- Two Councillor delegates and a Mayoral representative
- A non voting Council officer
- Two independent community service sector representatives

### **Expressions of Interest and appointment of community representatives**

Prior to the conclusion of each Council term:

1. Council Officers will put to the panel for consideration, recommendations as to the criteria for the expression of interest process for community representatives;
2. The panel will determine the final criteria for the upcoming term;
3. Subsequently, Council will promote an Expression of Interest (EOI) to fill the two community representative positions of the Panel at the commencement of each Council term utilising the approved criteria.



These expressions of interest will be preliminarily assessed by Council officers to ensure they are eligible. Eligible applicants will then be presented to the two Councillors and Mayoral representative appointed to the assessment panel, for consideration. Subsequently, two representatives and two reserve representatives will be recommended by the appointed panel and Council Officers will put forward these recommendations to Council for endorsement via a Council Report at the next Ordinary Council meeting. All applicants shall be notified of the outcome following Council's determination.

Successful applicants will be appointed for a four (4) year term in line with the Council term.

If a vacant position arises during the Council term due to:

1. A panel member resigning (via writing to the Manager Community & Recreation) or;
2. A panel member failing to complete their scoring requirements for three consecutive rounds, without providing reasonable advice, and subsequently being recommended to be removed from the panel

A report will be put to Council noting the resignation or recommended removal of a panelist and identify the available reserve/s for Council's consideration to appoint a reserve representative, the report will also note that should the reserve representative be unavailable or should the reserves be exhausted, the above EOI and appointment process would be undertaken again.

### **Commitment Requirements**

By adopting the Community Grants Assessment Panel Terms of Reference, members of the Panel agree to commit to the requirements below.

- Members commit to a four (4) year term of appointment. During this period, Panel members agree to participating in the assessment process for Maitland City Council's Community Grants Program when called upon.
- The frequency of assessment will align with grant rounds, with a minimum of seven (7) rounds of assessment across two grant programs, to be completed by Panel members each financial year.
- Each round will involve pre-reading and individual assessments, with participation in group panel meetings as needed.
- Panel members commit to meeting a minimum of three times per year
- Assessors will be required to log in and read the grant applications online and complete an online assessment/recommendation form.
- Panel members must comply with Maitland City Council's Code of Conduct including keeping personal details of applicants confidential. Community service sector representatives must comply with the Code of Conduct under the scope of a volunteer.

## 5. Meeting Procedures and Administration

### **Meeting Procedures**

Prior to the commencement of the Panel's operations, appointed members will attend an induction and onboarding session facilitated by a Council officer. Panel members will be briefed on the expected range of work, the roles of parties involved and any other relevant information. The induction will include a training component to familiarise Panel members with the SmartyGrants system that will be used to assess applications.

The Panel will conduct assessments a minimum of seven (7) times per financial year following the closure of a grant round. The panel will convene a minimum of three (3) times per year for the purpose of assessor induction and consideration of Bi Annual Grant Applications. Panel members will be provided with a summary of applications to aid in the assessment process and provide an opportunity for members of the Panel to declare any potential conflicts of interest for the relevant assessment round. These meetings will align with the grant rounds and may be held in person or online with a minimum of three (3) Panel members present for the purposes of a quorum.

Additional Panel meetings may occur throughout the year on an as needed basis, including in instances where a consensus is not achieved through individual scoring and at the commencement of a Council term, for the purposes of inducting panel members.

### **Administration**

A formal report with recommendations will be completed by Council officers following the completion of the Panel's assessment process. This report will be presented at the next Ordinary Council Meeting for endorsement by Council.

In instances where the General Manager assesses and makes a determination on an application/s, an Information Report will be presented to Council, at the next Ordinary Council meeting, noting the applications assessed and reasoning for their assessment.

Council officers will communicate the outcome of the assessment to applicants following Council endorsement or General Manager approval in accordance with the above processes.

## 6. Authority

Members of the Community Grants Assessment Panel have no authority to:

- Expend moneys on behalf of Council
- Commit Council to any arrangements
- Consider any matter outside its area of reference
- Direct Council officers in the performance of their duties

## 7. Conflict of Interest

### Pecuniary and Non-Pecuniary Conflicts of Interest

Panel members must sign and adhere to the guidelines outlined in the Maitland City Council Code of Conduct concerning pecuniary and non-pecuniary conflicts of interest. Community Representatives must comply with the Code of Conduct under the scope of a volunteer.

Where a panel member declares a Conflict of Interest, they will not assess the associated application/s and will be required to excuse themselves from any discussions and funding recommendations undertaken during panel meetings pertaining to the associated category e.g. celebrations.

## 8. Publicity

Members of the Community Grants Assessment Panel must abide by the Code of Conduct and must not make statements to the media or on social media about Council business or items discussed by the Panel unless approvals are sought from Director City Services. Confidentiality is to be upheld, and personal opinions shared between group members must be respected.

## **Bruce Street Community Hall Management Group**

Adopted 28 January 2003

### 1. Name

The name of the organisation shall be “Bruce Street Community Hall Management Group” and shall be referred to hereafter as the Group.

### 2. Objects

i) To promote the use of the Bruce Street Community Hall in accordance with determined community needs.

ii) To ensure the care, control and management of the Hall (subject to any requirements of Council) in accordance with the provisions of the Local Government Act 1993, Local Government (Approvals) Regulation 1993 and the Building Code of Australia.

iii) To ensure care, control and management of the Centre (subject to any requirements by Council) including any areas leased directly by Council.

### 3. Delegated Powers

The Group is constituted with the powers as set out hereunder, delegated to it by Maitland City Council in accordance with Section 377 of the Local Government Act, 1993.

i) To review and collect fees for the use of the Hall subject to such fees being approved by Council.

ii) To waive or reduce fees where, under the circumstances, the Group believe such action is justified.

iii) To ensure all users of the Centre agree to all the regulations stated in the Hire Agreement and Conditions of Hire.

iv) To monitor the Centres condition and inform Council of any damage, structural or otherwise, for attention.

v) All expenditure incurred by the Group shall be expenditure in connection with care, control and management of the building. In this connection, the Group shall be responsible to meet those maintenance and working expenses for Bruce Street Community Hall as agreed from time to time with Council. The Council will arrange annual insurance cover on the building including fixtures and fittings.

#### 4. Membership

- i) The Management of the Hall shall be vested in the Group consisting of the following members:-
  - a) General Manager of the Maitland City Council or nominee
  - b) One (1) Councillor of Maitland City Council
  - c) Four (4) community representatives from within the Maitland Local Government Area.
- ii) No member of the Group shall be appointed to any salaried/rewarded officer or receive payments from the groups monies.
- iii) Casual vacancies on the Group shall be filled in the following manner:-
  - a) Delegates from nominated organisation to be appointed by the organisation concerned.
  - b) Community members to be appointed by the Council to fill the vacancy until the Annual General Meeting.
- iv) The office of a member of the Group, other than the General Manager and Councillor of the Maitland City Council becomes vacant:-
  - a) If he/she resigns his/her office by notice in writing to the Group or Council.
  - b) If he/she is absent for more than three (3) meetings without apology and acceptable cause.

#### 5. Term of Office

All members of the Group shall cease to hold office at the expiration of three months after the general elections of the Council next following upon appointments of the Group but shall be eligible for re-appointment.

#### 6. Executive

- i) The Executive of the Group shall consist of the Chairperson, Vice Chairperson, Secretary, Treasurer and or Assistant Treasurer.
- ii) The Chairperson, Vice Chairperson, Secretary and a Treasurer shall be appointed annually at the Annual General Meeting.
- iii) Maitland City Council reserves the right to remove all or any such officers at any time during such term, after consultation with the Group.

## 7. Meetings

- i) Three (3) members present shall form a quorum.

Should within half an hour of the time set down for a meeting to commence, a quorum be not present, then the meeting shall be adjourned to the same time and place seven days after or to a place and to a time within one month of the date of such meeting to be determined thereat.

- ii) All decisions shall be passed by a simple majority of those present and in the case of equality or a tie, the Chairperson shall have a second or casting vote.
- iii) Meetings shall be held as frequently as required or as called by the Chairperson or Secretary; or by a requisition signed by at least three (3) of the members of the Group, with a minimum of six (6) meetings per year.
- iv) Meeting procedure shall generally follow the rules contained in 'Councils' Code of Meeting Practice" (Section 360(2) Local Government Act 1993).
- v) The Group shall cause minutes to be made and kept:-
  - a) Of all appointments of office-bearers and members of the Group and Council notified forthwith.
  - b) Of the names of members of the Group present at all meetings of the Group.
  - c) Of all proceedings at all meetings of the Group and copies sent to Council.

Such minutes shall be signed by the Chairperson of the meeting at which the proceedings were held or by the Chairperson of the next succeeding meeting.
- vi) Special Meetings of the Group may be summoned by the Secretary on the authority of the Chairperson or on written requisition signed by not less than three (3) members of the Group.
- vii) At all Special Meetings of the Group, business other than that for which the meeting was convened, shall not be transacted unless all members of the Group are present and they unanimously consent to such other business being dealt with.
- viii) At least forty-eight (48) hours notice of Special Meetings shall be given to all members of the Group, but failure to receive a notice on the part of any members shall not affect the validity of any Special Meeting.



## 8. Annual General Meeting

- i) Shall be held in Maitland no later than 1 October in each and every year.
- ii) Twenty-one (21) days notice of such Annual General Meeting shall be given in writing.
- iii) The business of the Annual General Meeting which shall take precedence over all other business shall be:-
  - a) Confirm minutes of previous Annual General Meeting.
  - b) Receive the Annual report and audited financial statement.
  - c) And elect Officer Bearers.

## 9. Revenue

- i) The Council may direct the payments of the Group's monies shall be made to the General Manager at any time considered necessary.
- ii) The Treasurer shall be responsible for the proper keeping of the books and accounts which shall be kept in accordance with the General Manager's directions and shall be made available to the Council when required by the General Manager.
- iii) All monies received by the Group shall be banked in the name of Bruce Street Community Hall Management Group.
- iv) All cheques etc drawn on behalf of the Group shall be signed by the Chairperson or Vice Chairperson and the Secretary, Treasurer or any two of these signatures.
- v) All revenue shall be managed in such a manner as may be directed by the General Manager.

## 10. Expenditure

- i) The Group must not at any time incur expenditure in excess to the amount at its credit in the bank.
- ii) Accounts for expenses incurred shall be confirmed at the next meeting of the Group.
- iii) The Group may authorise the transfer of an amount not exceeding the sum of sixty dollars (\$60.00) in any month to a separate account to be known as Petty cash Account, which shall be controlled by the Treasurer subject to any direction, by the Chairperson and the Group.
- iv) Once the group's account reaches \$5,000 the money will be transferred to groups account at Council. Council and the group will discuss options and needs for the improvements to the centre. These works will be funded from the group's monies held at Council. Reports will be supplied to the group regarding the balance of monies held.

### 11. Financial Year

The financial year shall be the period from the 1st July to the 30th June. All books, cheque books, bank statements will be sent to Councils Finance Department for the financial year Audit.

### 12. Annual Report and Financial Statements

- i) Not later than fourteen (14) days after such Annual General Meeting a copy of the Annual Report and Financial Statement duly certified by the Chairperson and Treasurer shall be forwarded to the General Manager.

### 13. Alteration and Amendments

- i) No amendments shall be made to this Constitution unless notice of the proposed amendment is given in writing to the Group at least fourteen (14) days prior to a meeting.
- ii) The amendment must be passed by at least two-thirds of those Group members present. The amendment will also be subject to the approval of Maitland Council.

## **Morpeth Museum Management Group**

Adopted 27 April 2010

### 1. Name

- 1.1 The name of the Group shall be the 'Morpeth Museum Management Group'
- 2.1 'Morpeth Museum Management Group' shall be herein referred to as the Group.
- 3.1 'Maitland City Council' shall be herein referred to as the Council.

### 2. Objectives

The objectives of the Group shall be collection, organisation and conservation of items of historic significance to the Maitland area, with particular focus to the Morpeth District, and make them accessible to the community and tourists.

### 3. Delegated Powers

3.1 The group is constituted with the powers as set out hereunder, delegated to it by the Maitland City Council in accordance with Section 377 of the Local Government Act, 1993.

- i. To fix and collect fees and charges for the Museum subject to such fees being approved by Council.
- ii. To waive or reduce fees and charges where, under the circumstances, the Group believe such action is justified.
- iii. To draw up and put in place regulations for all users of the Museum to ensure it meets the best interests of its customers.
- iv. To maintain the Museum display and collections in good condition within the funds available, inform Council of any damage structural or otherwise to the building requiring attention.

### 4. Membership of the Group

4.1 The Group shall consist of:

- a) General Manager of the Council or nominee
- b) One (1) Councillor of Maitland City Council
- c) Up to Fifteen (15) community members as nominated by the Group and as adopted by Council.

4.2 No member of the Group shall be appointed to any salaried rewarded office of the Group.

4.3 In the event of an extraordinary vacancy occurring, such vacancy shall be filled forthwith from the category of membership of the original member.

4.4 A position becomes vacant:

- i. If a member resigns by notice in writing to the Group;
- ii. If a member other than the Councillor or General Manager is absent from more than three meetings without apology and acceptable cause;
- iii. If a member holds any office of profit within the organisation.

## 5. Term of Office

5.1 Except when otherwise decided by the Council, the members of the Group appointed by Council shall cease to hold office at the expiration of one (1) month after the next general election of the Council following the appointment of the Group, but they shall be eligible for re-election at the Annual General Meeting in November. Members are nominated by all present at the Annual General Meeting where they can accept or decline the nomination. Nominations are then voted on by all those in attendance.

## 6. Sub-Groups

The Group may set up sub-Groups and work groups of members to concentrate on specific objectives of the Group or specific tasks as the need arises. Minutes from the Sub-Group meetings are to be submitted to the next scheduled Management Group Meeting.

## 7. Officers

7.1 Officers of the Group shall consist of:

- Chairperson
- Deputy Chairperson
- Secretary
- Treasure

7.2 All officers of the Group shall be duly elected members of the Group at the Annual General Meeting.

## 8. Meetings

8.1 The Group shall meet monthly or as required, with a minimum of five (5) meetings being held in every twelve month period;

8.2 The Chairperson shall preside at all meetings of the Group at which he/she is present. In his/her absence the Deputy Chairperson shall preside for the purpose of the meeting;

8.3 In the absence if both the Chairperson and the Deputy Chairperson the Group shall elect a Chairperson for that meeting only, within fifteen minutes of the starting time of such meeting.

8.4 Five (5) members present shall constitute a quorum.

Should within half an hour of the time set down for a meeting to commence a quorum not be present then the meeting shall be adjourned to the same time and place seven days after or to a place and time within one month of the date of such meeting to be determined thereat.

## Strategic Community Committees

### City Planning, Heritage and Design Strategic Advisory Committee

Adopted 20 May 2025

Governing Body / Approved By: Elected Council

Department Responsible: City Planning

Community Strategic Plan Alignment:

- i. Liveable Maitland  
Working together to foster strong connections, great places to live, and efficient mobility that enhances how we connect with people and place.
- ii. Vibrant Maitland  
Working together to create opportunities for growth, work, and participation.

#### 1. Function:

To provide advice, guidance and expertise on the development of strategies in relation to city planning, urban design, economic development and heritage that will ensure Maitland is more resilient, productive, liveable and sustainable.

#### 2. Purpose:

1. To provide advice on the development of land use planning, urban design and economic development strategies to ensure Maitland grows in a sustainable way – socially, economically and environmentally;
2. To provide advice on the development of strategies that provide clear direction for planning and managing rural and environmental land in the Maitland LGA;
3. To provide advice and guidance on policies that support well managed growth leading Maitland to be a more resilient, productive, liveable and sustainable place to live;
4. To provide advice and guidance on good planning and urban design that will guide the growth and renewal of Maitland as a centre and its neighbourhoods, whilst ensuring identity and community values are maintained; and
5. To monitor Council's performance and achievements across the relevant focus areas in the Community Strategic Plan.

#### 3. Meeting Schedule:

1. Quarterly on the fourth Wednesday of the specified month, commencing at 6.30pm.
2. Members may join the meeting virtually, via Microsoft Teams, however in-person attendance is encouraged.
3. Meeting schedule to be reviewed after 12 months of establishment of committee.

#### 4. Membership:

1. Mayor (or nominee)
2. Four (4) Councillors
3. Two (2) representatives from stakeholder organisations
4. Two (2) community representatives

Sections 223 and 232 of the Local Government Act legislates the role of the governing body and the role of a councillor. Elected Councillors are responsible for providing a policy framework, setting strategy, monitoring performance and allocating resources.

Selection of stakeholder and community representatives will be by an Expression of Interest (EOI) process undertaken by Council's Administrative Body by way of delegations to the General Manager. Representatives from stakeholder organisations must have expertise in one or more of the following areas: urban and regional planning, heritage, architecture, urban design, land economics, or engineering.

In the event that a stakeholder representative position or community representative position becomes vacant, the advisory committee may convene and carry out its purpose while the vacancy is in the process of being filled, in alignment with the quorum.

#### 5. Officers

Chairperson: The Mayor or Mayor's nominated delegate

Deputy Chairperson: One member appointed by the Committee

Quorum: A quorum is constituted by attendance of at least five (5) members

#### 6. Meetings

1. Notice of meetings, including the agenda and business papers will be electronically provided to Members at least five (5) days prior to the day of the meeting.
2. The relevant Department Director/Executive Manager is responsible for the preparation of reports to be included in the business papers.
3. The Committee will submit reports to Council where a Council resolution is required to enact a recommendation of the Committee
4. The Committee will report quarterly via an Information Report to the elected Council on attendance, a summary of performance and key items of business (having regard for confidentiality of commercial in confidence information).
5. The Terms of Reference for any subcommittee working groups will be submitted to Council, and reviewed annually.



#### 7. Voting:

Voting will be by open vote (show of hands) by Committee representatives only. If a vote is tied, the Chairperson will have a casting vote. Council officers will not have any voting rights.

#### 8. Committee Term:

The term of appointment for advisory committee members will be for the term of the Council.

## **Culture and Community Advisory Committee**

Adopted 20 May 2025

Governing Body / Approved By: Elected Council

Department Responsible: City Services

Community Strategic Plan Alignment:

- i. Liveable Maitland  
Working together to foster strong connections, great places to live, and efficient mobility that enhances how we connect with people and place.
- ii. Vibrant Maitland  
Working together to create opportunities for growth, work, and participation.

### 1. Function

To provide advice, guidance and expertise on the development of strategies in relation to arts and cultural opportunities, community belonging, wellbeing and local identity.

### 2. Purpose

- i. To provide advice on the development of cultural and community strategies to ensure Maitland is a thriving community where people feel connected, safe and supported.
- ii. To provide advice and guidance on policies that support the progress and development of arts, culture and learning to make Maitland a culturally rich and vibrant community;
- iii. To provide advice on the development of programs and strategic partnerships that enhance the quality of life in Maitland; and
- iv. To monitor Council's performance and achievements across the relevant focus areas in the Community Strategic Plan.

### 3. Meeting Schedule

- 1. Quarterly on the fourth Wednesday of the specified month, commencing at 6.30pm.
- 2. Members may join the meeting virtually, via Microsoft Teams, however in-person attendance is encouraged.
- 3. Meeting schedule to be reviewed after 12 months of establishment of committee.

#### 4. Membership

1. Mayor (or nominee)
2. Four (4) Councillors
3. Two (2) representatives from stakeholder organisations
4. Two (2) community representatives

Sections 223 and 232 of the Local Government Act legislates the role of the governing body and the role of a councillor. Elected Councillors are responsible for providing a policy framework, setting strategy, monitoring performance and allocating resources.

Selection of stakeholder and community representatives will be by an Expression of Interest (EOI) process undertaken by Council's Administrative Body by way of delegations to the General Manager. Representatives from stakeholder organisations must have expertise in one or more of the following areas: Community or social planning, education or lifelong learning and community development.

In the event that a stakeholder representative position or community representative position becomes vacant, the advisory committee may convene and carry out its purpose while the vacancy is in the process of being filled, in alignment with the quorum.

#### 5. Officers

Chairperson: The Mayor or Mayor's nominated delegate

Deputy Chairperson: One member appointed by the Committee

Quorum: A quorum is constituted by attendance of at least five (5) members.

#### 6. Meetings

1. Notice of meetings, including the agenda and business papers will be electronically provided to Members at least five (5) days prior to the day of the meeting.
2. The relevant Department Director/Executive Manager is responsible for the preparation of reports to be included in the business papers.
3. The Committee will submit reports to Council where a Council resolution is required to enact a recommendation of the Committee
4. The Committee will report quarterly via an Information Report to the elected Council on attendance, a summary of performance and key items of business (having regard for confidentiality of commercial in confidence information).
5. The Terms of Reference for any subcommittee working groups will be submitted to Council, and reviewed annually.

#### 7. Voting:

Voting will be by open vote (show of hands) by Committee representatives only. If a vote is tied, the Chairperson will have a casting vote. Council officers will not have any voting rights.

#### 8. Committee Term:

The term of appointment for advisory committee members will be for the term of the Council.

## **Environment and Sustainability Strategic Advisory Committee**

Adopted 20 May 2025

Governing Body / Approved By: Elected Council

Department Responsible: City Planning

Community Strategic Plan Alignment:

- i. Sustainable Maitland  
Working together to commit to environmental stewardship and community resilience, centred around strong connections to nature and ensuring our communities thrive.

### 1. Function

To provide advice, guidance and expertise on the development of strategies in relation to the environment and sustainable development.

### 2. Purpose

- i. To provide advice on the development of environmental and sustainable development strategies to ensure Maitland is a thriving community where people feel connected, safe and supported.
- ii. To provide advice and guidance on policies that support the progress and development of valuing our natural environment and building sustainable and resilient communities;
- iii. To provide advice on the development of programs and strategic partnerships that enhance the quality of life in Maitland; and
- iv. To monitor Council's performance and achievements across the relevant focus areas in the Community Strategic Plan.

### 3. Meeting Schedule

- 1. Quarterly on the fourth Wednesday of the specified month, commencing at 5.30pm.
- 2. Members may join the meeting virtually, via Microsoft Teams, however in-person attendance is encouraged.
- 3. Meeting schedule to be reviewed after 12 months of establishment of committee.

### 4. Membership

- 1. Mayor (or nominee)
- 2. Four (4) Councillors
- 3. Two (2) representatives from stakeholder organisations
- 4. Two (2) community representatives

Sections 223 and 232 of the Local Government Act legislates the role of the governing body and the role of a councillor. Elected Councillors are responsible for providing a policy framework, setting strategy, monitoring performance and allocating resources.

Selection of stakeholder and community representatives will be by an Expression of Interest (EOI) process undertaken by Council's Administrative Body by way of delegations to the General Manager. Representatives from stakeholder organisations must have expertise in one or more of the following areas: environmental science, environmental management, resource management, sustainable development, natural environments, biodiversity, circular economy, climate change, ecology, or floodplain management.

In the event that a stakeholder representative position or community representative position becomes vacant, the advisory committee may convene and carry out its purpose while the vacancy is in the process of being filled, in alignment with the quorum.

#### 5. Officers

Chairperson: The Mayor or Mayor's nominated delegate

Deputy Chairperson: One member appointed by the Committee

Quorum: A quorum is constituted by attendance of at least five (5) members

#### 6. Meetings

1. Notice of meetings, including the agenda and business papers will be electronically provided to Members at least five (5) days prior to the day of the meeting.
2. The relevant Department Director/Executive Manager is responsible for the preparation of reports to be included in the business papers.
3. The Committee will submit reports to Council where a Council resolution is required to enact a recommendation of the Committee
4. The Committee will report quarterly via an Information Report to the elected Council on attendance, a summary of performance and key items of business (having regard for confidentiality of commercial in confidence information).
5. The Terms of Reference for any subcommittee working groups will be submitted to Council, and reviewed annually.

#### 7. Voting:

Voting will be by open vote (show of hands) by Committee representatives only. If a vote is tied, the Chairperson will have a casting vote. Council officers will not have any voting rights.

#### 8. Committee Term:

The term of appointment for advisory committee members will be for the term of the Council.



## **Property Advisory Panel**

Adopted 20 May 2025

Governing Body / Approved By: Elected Council

Department Responsible: Corporate Finance

Community Strategic Plan Alignment:

- i. Vibrant Maitland  
Working together to create opportunities for growth, work, and participation.

### 1. Function:

To provide advice, guidance and expertise on strategic property matters.

### 2. Purpose:

- 1. To provide advice on the development of strategies related to Maitland City Council landholdings;
- 2. To investigate, consider and provide advice on the acquisition of land and buildings for strategic purposes;
- 3. To investigate, consider and provide advice on the disposal of Council land and buildings that are surplus to the city's needs and do not meet investment benchmarks;
- 4. To provide advice on the reclassification of Community or Operational land; and
- 5. To monitor Council's performance and achievements across the relevant focus areas in the Community Strategic Plan.

### 3. Meeting Schedule:

- 1. Quarterly on the fourth Wednesday of the specified month, commencing at 4.15pm.
- 2. Additional meetings may be scheduled by the General Manager or Chairperson.

### 4. Membership:

- 1. Mayor (or nominee)
- 2. Four (4) Councillors
- 3. External Industry Expert
- 4. General Manager (non-voting)
- 5. Director City Services (non-voting)
- 6. Director City Planning (non-voting)
- 7. Executive Manager Finance (non-voting)

#### 5. Chairperson:

The Mayor or Mayor's nominated delegate

#### 6. Deputy Chairperson:

One Councillor appointed by the Committee

#### 7. Confidentiality:

1. Given the potential commercial implications, items of Committee business remain confidential unless confirmed otherwise by the General Manager;
2. Unless otherwise resolved by the Committee, all meetings of the Property Committee will be closed to the general public.
3. Prior to attending a meeting, any guests invited must sign a Deed of Confidentiality document and agree to abide by the terms of Council's Code of Conduct relating to confidentiality.

#### 8. Quorum:

A quorum is constituted by attendance of at least five (5) members.

#### 9. Meetings:

1. Notice of meetings, including the agenda and business papers will be electronically provided to Members at least five (5) days prior to the day of the meeting.
2. The relevant Department Director/Executive Manager is responsible for the preparation of reports to be included in the business papers.
3. The Committee will submit reports to Council where a Council resolution is required to enact a recommendation of the Committee
4. The Committee will report quarterly via an Information Report to the elected Council on attendance, a summary of performance and key items of business (having regard for confidentiality of commercial in confidence information).

#### 10. Voting:

Voting will be by open vote (show of hands) by Committee representatives only. If a vote is tied, the Chairperson will have a casting vote. Council officers will not have any voting rights.

## **Sport, Recreation and Leisure Strategic Advisory Committee**

Adopted 20 May 2025

Governing Body / Approved By: Elected Council

Department Responsible: City Services

Community Strategic Plan Alignment:

- i. Liveable Maitland  
Working together to foster strong connections, great places to live, and efficient mobility that enhances how we connect with people and place.

### 1. Function

To provide advice, guidance and expertise on the development of strategies in relation to sport, recreation and leisure.

### 2. Purpose

- iii. To provide advice on the development of sport, recreation and leisure strategies to ensure Maitland is a thriving community where people feel connected, safe and supported.
- iv. To provide advice and guidance on policies that support the progress and development of sport, recreation and leisure to make Maitland a culturally rich and vibrant community;
- v. To provide advice on the development of programs and strategic partnerships that enhance the quality of life in Maitland; and
- vi. To monitor Council's performance and achievements across the relevant focus areas in the Community Strategic Plan.

### 3. Meeting Schedule

- 1. Quarterly on the fourth Wednesday of the specified month, commencing at 5.30pm.
- 2. Members may join the meeting virtually, via Microsoft Teams, however in-person attendance is encouraged.
- 3. Meeting schedule to be reviewed after 12 months of establishment of committee.

### 4. Membership:

- 1. Mayor (or nominee)
- 2. Four (4) Councillors
- 3. Two (2) representatives from stakeholder organisations
- 4. Two (2) community representatives

Sections 223 and 232 of the Local Government Act legislates the role of the governing body and the role of a councillor. Elected Councillors are responsible for providing a policy framework, setting strategy, monitoring performance and allocating resources.

Selection of stakeholder and community representatives will be by an Expression of Interest (EOI) process undertaken by Council's Administrative Body by way of delegations to the General Manager. Representatives from stakeholder organisations must have expertise in one or more of the following areas: First Nations sport, recreation or leisure, sport, recreation or leisure planning, physical education, open space planning, sport, recreation or leisure development.

In the event that a stakeholder representative position or community representative position becomes vacant, the advisory committee may convene and carry out its purpose while the vacancy is in the process of being filled, in alignment with the quorum.

#### 5. Officers:

Chairperson: The Mayor or Mayor's nominated delegate

Deputy Chairperson: One member appointed by the Committee

Quorum: A quorum is constituted by attendance of at least five (5) members

#### 6. Meetings:

1. Notice of meetings, including the agenda and business papers will be electronically provided to Members at least five (5) days prior to the day of the meeting.
2. The relevant Department Director/Executive Manager is responsible for the preparation of reports to be included in the business papers.
3. The Committee will submit reports to Council where a Council resolution is required to enact a recommendation of the Committee
4. The Committee will report quarterly via an Information Report to the elected Council on attendance, a summary of performance and key items of business (having regard for confidentiality of commercial in confidence information).
5. The Terms of Reference for any subcommittee working groups will be submitted to Council, and reviewed annually.

#### 7. Voting:

Voting will be by open vote (show of hands) by Committee representatives only. If a vote is tied, the Chairperson will have a casting vote. Council officers will not have any voting rights.

#### 8. Committee Term:

The term of appointment for advisory committee members will be for the term of the Council.

## Working Group Frameworks

The working groups associated with the Strategic Community Committees will be formed as needed. Following the establishment of a working group, a framework will be required to be presented to Council as an item for information report, defining the groups purpose, membership, structure and operating procedure. All working group frameworks will be included in this document and made available on Council's website.

### Community Advisory Committee

- Aboriginal Reference Group
- Access & inclusion reference group
- Friends of Maitland City Library
- Rutherford Community Centre Advisory Board
- Youth

### Culture Advisory Committee

- Maitland Regional Art Gallery Members Committee
- Events

### City Planning and Heritage

- Heritage Committee

### Environment and Sustainability

- Walka Water Works Reserve Management Group

### Sport, Recreation and Leisure

- Maitland Park Recreation Board
- Maitland Sports and Recreation Advisory Board

All meetings conducted by subcommittee working groups must be minuted. These minutes are to be submitted to the relevant Strategic Advisory Committee for inclusion in any documentation required for reporting to Council.

## Document Administration

<b>Business Group:</b>	Office of the General Manager
<b>Responsible officer:</b>	Team Leader OGM
<b>Council reference:</b>	Item 10.2 Council Meeting 20 May 2025
<b>Document review date:</b>	Three (3) years from date of adoption
<b>File number:</b>	35/7/8
<b>Relevant legislation</b>	Local Government Act (NSW) 1993
<b>Related documents</b>	<p>There are policies, programs and documents that either directly or indirectly impact on this document. These include:</p> <ul style="list-style-type: none"><li>• Awards and Recognition Program Policy</li><li>• Awards and Recognition Terms of Reference</li><li>• Code of Conduct</li><li>• Community Grants Program Policy</li><li>• Community Grants Assessment Panel Terms of Reference</li><li>• Events Policy</li><li>• Privacy Policy</li></ul>