



22 October 2024

Awards and Recognition Committee Terms of Reference

maitland
CITY COUNCIL

Awards and Recognition Committee

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, EOI's 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.

| Guideline Administration | |
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| Business Group: | Office of the General Manager |
| Responsible Officer: | General Manager |
| Council Reference: | Ordinary Council Meeting 22 October 2024 – Item 12.1 |
| Guideline Review Date: | Every three (3) years |
| File Number: | 69/3 |
| Strategic Plan: | 16.2.1. Recognise community contributions to the city through Council's civic programs |

TERMS OF REFERENCE HISTORY

| Version | Date Approved | Description of changes |
|---------|-----------------|-------------------------------|
| 1 | 26 August 2022 | Terms of reference adopted |
| 2 | 22 October 2024 | Guideline review date amended |