

## **CITIZENS' AWARDS**

### **Eligibility**

Any volunteer of any age, or voluntary organisation which carries out service or work of a substantial (either length of time or intensity of service) nature benefiting the Waitaki District and/or its people, and has not been recognised by a national award or honour for this service eg a Queen's Honour, can be nominated for a Citizens' award.

The qualifying categories include: recreation, youth activities, social welfare, educational services, cultural affairs, religious affairs, community affairs and any other voluntary service which contributes to furthering the vision of the Waitaki District. The vision for the Waitaki District is outlined in the Waitaki District Council Annual Plan.

While the Citizens' Awards relate to celebrating the work of Waitaki residents, in exceptional circumstances the selection panel may, by majority agreement, make an award to a non-resident if the service has been carried out within and added value to the Waitaki district.

Work of a 'substantial nature' is defined as short or long term projects or activities that have benefited the district in such a way as to have added to the quality of life of the residents.

### **Making a Nomination**

Individuals, societies, associations, clubs etc can make nominations, although in the case of a society, association or club making a nomination, a minimum of two executive members of the group must sign and record their title of office on the nomination form, and confirm that the nomination was endorsed at a properly constituted meeting of the organisation and recorded in the minutes of the meeting.

Nomination forms and guidelines are available at Council Headquarters, Palmerston Service Centre, Waitaki Libraries, Kurow Museum and Information Centre, or they can be downloaded from the website.

To make a nomination, the following is required:

- Complete a nomination form and attach any additional information, including name and postal address of the nominee and any letters of support or supporting documentation/information, you believe will help the judges make a decision.
- Ensure the nomination form is signed by two nominators, including their full names, addresses and telephone contact details.
- Measurable details of service, such as type of project/activity, time commitment to the project/activity, position or role of the individual or group being nominated, key success factors (or what has been achieved by this work).
- Post the nomination form and supporting material to Leanne Kingan, Citizens' Awards, Waitaki District Council, Private Bag 50058, Oamaru 9444.

### **Posthumous Awards**

If a person dies within 12 months prior to the closing date of nominations for a Citizens' Award, that person is eligible for nomination for an award which can be awarded posthumously.

### **Criteria for Judging**

- The criteria for judging sets out some guidelines for the Committee and recommends a process for judging that allows for clarity and accountability.

- Members of the judging panel (the Mayor, Grants and Awards Committee, and Community Board Chairs) for the Citizens' Awards cannot act as a nominator for a Citizens' Award contender.
- The Council, as a body, may not submit nominations, although nominations may be submitted by Councillors as individuals.
- The following criteria should be considered:
  - Utilisation of resources (financial, time and equipment)
  - Initiative and creativity used
  - Effectiveness of the activity/project
  - Impact on the district
  - Impact on the environment
- Judges will be provided with a copy of all nominations ahead of the review meeting.
- Judges will consider all nominations against the following criteria:
  - Work of a 'substantial nature' is defined as short term or long term projects or activities that have benefited the district in such a way as to have added to the quality of life of the residents.
  - Each nomination is considered in the way it benefits the district.
- If an elected member or committee staff member's spouse or immediate family member is nominated for a Civic Award, the councilor or committee staff member retire from the discussion and voting on that nomination.

## **Questions & Answers**

### **Do I need to seek the approval of the person who is being nominated?**

No. If the nomination is successful, the proposed recipient will be contacted by the administrator who manages the award process, to ascertain their consent prior to any announcements being made to the public.

### **How many Citizens' Awards are presented in any one year?**

There are no minimum or maximum number of awards presented in any one year. Nominations are not automatically granted an award, they will go through a review process.

### **What information is required on the nomination form?**

Please refer to the earlier section "Making a Nomination".

### **What happens if my nomination is unsuccessful?**

Nominations which are not successful in any one year, may be submitted for consideration in subsequent years. The nominators will be advised in writing if the nomination has been unsuccessful.

### **Any other questions?**

If you have any other questions, please contact:

Leanne Kingan, EA to the Mayor and Governance Support

Phone 03 433 0300

Email: [lkingan@waitaki.govt.nz](mailto:lkingan@waitaki.govt.nz)