



# **Waitomo District Council**

## **Citizens Awards Policy**

**November 2015**

Policy Created	<b>November 2011</b>
Last Reviewed	<b>November 2016</b>
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Review Date	<b>In the month of November following each Triennial Elections or earlier if required</b>

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## **1.0 Background**

- 1.1 Waitomo District Council recognises the contribution that both individuals and community organisations make in the achievement of improved community well-being and positive community outcomes.
- 1.2 To recognise the significant contribution made to the Waitomo District by individuals within the community, Waitomo District Council has created the Waitomo District Council Citizens Awards.
- 1.3 These awards will be held on a biennial basis in May (every second year).

## **2.0 Introduction**

- 2.1 The purpose of this policy is to establish and document the principles, that form the basis for the Waitomo District Council Citizens Awards, which celebrate the extraordinary contribution that Waitomo residents make to their community.
- 2.2 The policy outlines the parameters by which Waitomo District Council makes the presentation of awards to members of the community who have made a significant contribution to the achievement of positive community outcomes.
- 2.3 This policy will identify all areas of the Waitomo District Council Citizens Awards.
- 2.4 The area served by this policy is the Waitomo District.

## **3.0 Policy Objective**

- 3.1 The objective of the Waitomo District Council Citizens Awards Policy is to ensure it is aligned to Waitomo District Councils Awards Criteria.

## **4.0 Commencement and Review of Policy**

- 4.1 This policy comes into effect from 27 November 2012 and will be reviewed in the month of November following each Triennial Election or earlier if required.

## **5.0 Scope**

- 5.1 The Waitomo District Council Citizens Awards include the presentation of two types of awards on a biennial basis; The Life-Time Achievement Award and The Waitomo Citizens Award.
- 5.2 Waitomo residents are nominated for these awards via a formal nomination process.
- 5.3 Consideration is given to all nominees who demonstrate a clear contribution to the achievement of positive community outcomes and who have displayed exemplary community service within a specified timeframe.
- 5.4 All nominations for the awards are assessed by the Citizens Awards working party (CAwp).
- 5.5 If the CAwp does not consider nominations received within the time frame allocation to be suitable, awards may not be allocated for that two year period. .
- 5.6 All decisions made by the CAwp are final and no correspondence will be entered into once a decision has been made.

## 6.0 Citizens Awards Working Party (CAwp)

- 6.1 The CAwp is appointed by Council and is made up of community members who have a strong knowledge of the district. The working party can have up to 4 community members plus one Council representative.
- 6.2 The CAwp will serve a term of 4 years.

## 7.0 Nominee Categorisation

- 7.1 In each biennial time frame nominations will be called for two types of awards.
1. **The Lifetime Achievement Award:** Recipients of the Lifetime Achievement Award will, over a number of years, have demonstrated an outstanding community spirit and through their involvement in community projects and initiatives, made a significant difference to the Waitomo District.
  2. **The Citizens Award:** Recipients of the Citizens Award have, over the relevant two year period, demonstrated an outstanding community spirit and been involved in projects and initiatives that have made a difference to the Waitomo District.
- 7.2 In order to assist the CAwp when assessing nominations, specific information is collected about the nominee.
- 7.3 This information includes:
- Service History - associations/organisations involved with and roles held
  - Key Projects
  - Key Achievements
  - Examples/Stories
  - Letters of Support for Nomination

## 8.0 Communication

- 8.1 Nominations are called via the following methods:
- WDC Website and Facebook
  - Local Media : Radio
  - Waitomo News
  - Liaison with community groups/ organisations

## 9.0 Eligibility

### 9.1 Life Time Achievement Award

- 9.2 To be eligible the Life Time Achievement Award nominees should live within the Waitomo District and have displayed a strong community spirit and made significant community contributions over an extended period.

### 9.3 Exceptions

- 9.4 In exceptional circumstances, and on a case-by-case basis, nominees may be considered if they have moved away from the Waitomo district, but prior to that had lived within the district for a significant time and there is evidence of significant community contribution.

## 9.5 Waitomo District Citizens Award

- 9.6 To be eligible for the Waitomo District Citizens Award nominees must live within the Waitomo District and have displayed a strong community spirit and made significant community contributions over the last two years.

## 10.0 Assessment of Nominations

- 10.1 The following information is required to enable the CAwp to adequately assess and evaluate the merits of the individual nomination.

- 10.2 Nominations are not considered for **Lifetime Achievement Award** unless the following information is provided:

- A completed Nomination Form
- Details of the nominees service history - associations/organisations involved with and roles held
- Details of key projects the nominee has been involved in
- Details of the nominees key achievements
- Further information to support the nomination i.e. any examples/stories/anecdotes that are applicable
- Referee/ reference details
- 2 Letters of support for the nomination

- 10.3 Nominations are not considered for the **Waitomo Citizens Award** unless the following information is provided:

- A completed Nomination Form
- Details of key projects the nominee has been involved over the last two years
- The nominees key achievements over the last two years
- Further information to support the nomination i.e. service history details/stories/ anecdotes that are applicable
- Referee/ reference details
- 2 Letters of support for the nomination

- 10.4 Nominators and authors of support letters will be invited to speak to the CAwp in support of their nomination.

## 10.5 Incomplete Nominations

- 10.6 All incomplete nominations will be returned to the nominator for completion before consideration by the CAwp.

## 10.7 Accountability

- 10.8 Waitomo District Council and the CAwp expect all information contained within a nomination to be true and correct. The Nominator is expected to have made all reasonable investigations and enquires into the validity of information before it is submitted.

Waitomo District Council and the CAwp will undertake reasonable enquiry into the validity of the information submitted before presenting the awards.

## 10.9 Conflicts of Interest

- 10.10 CAwp members are required to declare any direct or indirect conflict of interest in relation to any Nomination being considered.