



Citizens Awards Policy

First adopted	13 December 2011
Last Reviewed	February 2020
Next Review Date	In the month of November following each Triennial Elections (November 2022) or earlier if required
Associated documents	Citizens Awards Working Party Guidelines Citizens Awards Assessment Form

1. Purpose and Scope

- 1.1 The purpose of this Policy is to provide a clear statement on Council's commitment in recognising the significant contributions that individuals make to the achievement of improved community well-being and positive community outcomes of the district.
- 1.2 The objective of this policy is to outline and document the principles and parameters that form the basis for the Waitomo District Council Citizens Awards.
- 1.3 This policy sets out the types of awards and honours Council can bestow.
- 1.4 The awards will be held on a biennial basis in May/June of every even numbered year.

2. Strategic Alignment

- 2.1 This Policy deliver's against Council's vision of "Creating a better future with vibrant communities and thriving business".

3. Policy

3.1 Awards and Criteria

- 3.2 The Waitomo District Council Citizens Awards include the presentation of two types of awards on a biennial basis; the Lifetime Achievement Award and the Citizen Award.

1. **Lifetime Achievement Award:** Recipients of the Lifetime Achievement Award will have demonstrated outstanding community focus and through their involvement in community projects or initiatives, made a significant difference within the Waitomo District. Applicants are considered against the following criteria:

- a) Must live within the Waitomo District;
- b) Displayed outstanding community focus; and
- c) Made significant contributions to the community over 10 or more years.
- d) 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.

2. **Citizen Award:** The recipient of the Citizen Award will have, over the relevant two year period, demonstrated outstanding community focus and been involved in community projects or initiatives that have resulted in positive outcomes for the Waitomo District. Applicants are considered against the following criteria:

- a) Must live within the Waitomo District;
- b) Displayed outstanding community focus; and
- c) Made significant contributions to the community over the previous two years.

- 3.3 One recipient will be selected for the Citizen Award from nominations received.
- 3.4 Multiple recipients may be selected for the Lifetime Achievement Award from nominations received.
- 3.5 If sufficient nominations are not received within the specified timeframe and/or the working party does not consider nominations received to be suitable, awards may not be allocated for that two year period.

3.6 Nominations

- 3.7 Nominations for the Awards can be made by any person or organisation.

- 3.8 All nominations must be accompanied by the following information about the nominee:
- 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; and
 - 2 letters of support for the nomination.
- 3.9 Nominations will not be considered unless the nomination form and supporting information, as outlined above, has been submitted. Incomplete nominations will be returned to the nominator for completion prior to consideration.
- 3.10 Nominators and authors of support letters will be invited to speak in support of their nomination.
- 3.11 All nominations will be assessed by the Citizens Awards Working Party.
- 3.12 Citizens Awards Working Party**
- 3.13 The Citizens Awards Working Party (the working party) is appointed by Council and is made up of community members who have a strong knowledge of the district.
- 3.14 The working party will be made up of a maximum of four community representatives and one representative of Council.
- 3.15 Community representatives invited to join the working party may be selected from the pool of previous recipients of the Citizens Awards.
- 3.16 All award decisions are made by the working party.