

# Citizens Awards Policy



Kaipara te Orangahui • Two Oceans Two Harbours

<b>Citizens Awards Policy</b>			
<b>Category</b>	Council	<b>Business Unit</b>	Strategic Improvement
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## 1. Background

- 1.1 Kaipara District Council bestows Citizens Awards to recognise the contributions and achievements of outstanding Kaipara District citizens. Council is committed to recognition of these citizens through an annual process and this Policy provides an assessment framework to assist the Awards & Grants Committee when determining successful recipients in the pool of nominees.

## 2. Purpose

- 2.1 The purpose of these awards is to recognise people who have, by personal leadership, inspiration, sacrifice or devotion to a cause made a significant contribution to the well-being of the Kaipara district and its citizens.

## 3. Procedures, Processes, Assessment & Guidelines

- 3.1 The Citizens Awards process will open annually, and advertisements will call for nominations. These nominations may be made by any person on the appropriate form.
- 3.2 Citizens Awards nominations may also be made at any time, however, will be held by staff for consideration by the relevant committee with responsibility for the awards on an annual basis.
- 3.3 Citizens Awards are bestowed in recognition of substantial service, usually of a voluntary nature or beyond normal employment, benefiting Kaipara and its people. The nominees will have generally carried out dominantly voluntary work, however payment for services will not necessarily disqualify receiving an award.
- 3.4 Citizens Awards nominees should be a resident of the Kaipara District.
- 3.5 When determining the recipients of a Citizens Award, the Committee will assess the longevity of service by the nominee. Consideration will be given to nominations that demonstrate short term extraordinary service or long term extraordinary service by the nominees. Newcomers to the Kaipara who are nominated and can demonstrate extraordinary service may be considered.
- 3.6 It is not necessary to have the consent of the person being nominated for the Awards. If the nomination is successful, consent will be obtained from the intended recipient before any announcement is made to the public.
- 3.7 At the commencement of each triennium, a committee will be constituted (either by the Mayor or Council) to have responsibility for citizens awards or the responsibility for these awards be incorporated in another committee's responsibility.
- 3.8 The decisions of the Committee will be reported to Council. Council will then announce the recipients of the annual Citizens Awards. Council can acknowledge as many or as few recipients as it sees fit in each application round.
- 3.9 Council will, at its discretion, host a formal ceremony to acknowledge the recipients.

- 3.10 The Mayor can at his/her discretion award an Honorary Citizens Award to a person who has contributed to the district or to the reputation of the district. This will need to be recorded at the next Council meeting.
- 3.11 If a person dies within 12 months prior to the closing date for nominations, that person is eligible for nomination for a Citizens Award, which can be awarded posthumously.
- 3.12 Any nominations not successful in any one year may be re-nominated in the following or subsequent years. Nominations made in previous years are not automatically carried forward, and fresh nominations should be made.
- 3.13 Present Elected members do not qualify for an Award. Former Elected members who continue to carry out exceptional work for the community once leaving Council can be considered.
- 3.14 Elected members and Council staff can nominate recipients.
- 3.15 If a person has previously received a Citizens Award, this does not necessarily preclude them from being awarded another Citizens Award.
- 3.16 If a recipient is subsequently found guilty of a criminal offence, at the Mayors discretion and on a case-by-case basis, that person's name may be removed from the Citizens Awards Honours Board.