

 KAIPARA DISTRICT <small>THE OCEANS THE HARBOURS</small>	Title of Policy	Citizens Awards Policy		
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1 st Commenced	31 January 2017	Sean Mahoney	
1.0	February 2017	Sean Mahoney	Amended per feedback
1.1	May 2017	Natalie Robinson	Amended per feedback, inclusion of objective as assessment criteria
1.2	June 2018	Natalie Robinson	Amended per feedback of the 2017 Committee and Council

1 Introduction

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 Citizens Awards Committee when determining successful recipients from the pool of nominees.

2 Objective

The objective 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 Process and Assessment

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.

Citizens Awards nominations may also be made at any time, however will be held by staff for consideration by the Citizens Awards Committee on an annual basis.

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 predominantly voluntary work, however payment for services will not necessarily disqualify receiving an award.

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.

A Citizens Awards Committee, comprised of three Councillors (one from each electoral Ward) will assess the nominations received. The assessment will be undertaken according to this Policy.

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.

Council will, at its discretion, host a formal ceremony to acknowledge the recipients.

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.

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.

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.

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.

Elected Members and Council staff can nominate recipients.

If a person has previously received a Citizens Award, this does not necessarily preclude them from being awarded another Citizens Award.

If a recipient is subsequently found guilty of a criminal offence, at the Mayor's discretion and on a case-by-case basis, that person's name may be removed from the Citizens' Awards Honours Board.

ADOPTED