

**WAIMATE DISTRICT COUNCIL  
CIVIC AWARD  
NOMINATION FORM**

We the undersigned nominate:

Name \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_ Contact Phone No: \_\_\_\_\_

**REASON FOR NOMINATION:**

(Full details are required; please use a separate sheet of paper if necessary)

**NOMINATION SUBMITTED BY:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_ Contact Phone No: \_\_\_\_\_

**SECONDED BY:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_ Contact Phone No: \_\_\_\_\_

Completed nomination forms **MUST** be returned by \_\_\_\_\_ to:

**The Administration Officer  
Waimate District Council  
PO Box 122  
WAIMATE**

**Please Mark the Envelope CONFIDENTIAL**

# CIVIC AWARDS

- The Civic Awards scheme will be administered by the Waimate District Council.
- The Civic Awards are restricted to a maximum of four awards each year.
- To be awarded to a person who has carried out significant and meritorious voluntary community service within the Waimate District.
- Nominations must be made on the official application form. Each nominee must have one nominator and one seconder.
- Council elected representatives are not eligible to be nominators or seconds.
- Nominations not successful in one year may be re-submitted in any subsequent year.
- Bona fide organisations, associations, societies, clubs or residents may make nominations. Where the nominee is an organisation, association, etc, then two executive officers will be required to sign and record the title of their office on the nomination form.
- Information given concerning nominees shall include all details in respect of the achievements of the nominee to assist the selection panel.
- The Selection panel will consist in makeup of the following:
  - His Worship the Mayor
  - One Council elected representative
  - One Service club representative
  - One Community representative
  - One Iwi representative
- The decision of the selection committee will be final and no correspondence entered into or reasons given for any unsuccessful nomination.
- The selection panel may, at its absolute discretion and where it considers such action is appropriate, decline all nominations received in any particular year.
- If a nomination is successful, the nominee will be contacted by the Committee to ascertain whether he or she wishes to accept the Award.
- Nominations for Civic Awards will be called for in September of each year with presentation of the Award to be made at a Council meeting held in November of each year. The ceremony to be arranged by the Awards Committee in conjunction with the Waimate District Council.