



WAIMATE DISTRICT COUNCIL CIVIC AWARDS 2022

Nomination Form

We, the undersigned, nominate:

Name: _____

To be considered for a Waimate District Civic Award in the below category:

- Category: Individual
 Youth
 Group or Organisation

Address: _____
Occupation: _____ Contact Phone No: _____
Email: _____

NOMINATION SUBMITTED BY:

Name: _____
Address: _____
Occupation: _____ Contact Phone No: _____
Email: _____

NOMINATION SECONDED BY:

Name: _____
Address: _____
Occupation: _____ Contact Phone No: _____
Email: _____

Deadline for nominations: Friday 17 December 2021, 12:00pm

Deliver to: **Karalyn Reid**
Waimate District Council
122 Queen Street
WAIMATE 7924
Please mark the envelope **CONFIDENTIAL**

Or email to: karalyn@waimatedc.govt.nz

Individual/Youth Category

My nominee has served/held office in the following voluntary groups and organisations

My nominee has accomplished the following:

I believe my nominee has given _____ years' service in the Waimate District.

Groups and Organisation Category

My nominee group focuses on the area of:

My nominee group has achieved the following:

I believe my nominee group has given _____ years' service in the Waimate District.



WAIMATE DISTRICT CIVIC AWARDS CRITERIA

Adopted on 13 October 2021

The Waimate District Civic Awards Committee (the Committee) consists of the following:

- His Worship the Mayor
- One Council Elected Representative
- Two Service Club Representatives
- Two Community Representatives
- One Iwi Representative

The Committee is facilitated by the Waimate District Council (Mayoral Office), with a limited budget provided for the promotion of the awards and to hold the annual awards function. A refresh of the service club and the community representatives is held every three years. The Council representative is appointed by the Mayor every three years, and there is a representative of Te Rūnanga o Waihao.

There are three categories:

- Individual/Adult Civic Award (maximum of four awards)
- Youth Civic Award (maximum of one award)
- Group or Organisation Civic Award (maximum of one award)

Nominations must be received on the official nomination form. Each nominee must have a nominator and a seconder. The criteria is attached to each nomination form.

To qualify for the award, the person or group/organisation needs to have carried out significant and meritorious voluntary community service within the Waimate District.

The Youth Award is open to any young person living (currently or formerly) in the district up to the age of 20 years.

Members of the Waimate District Civic Awards Committee are not eligible to be nominators or seconds.

Nominations not successful in one year will be invited to re-submit in any subsequent year. Unsuccessful nominations will remain confidential.

Bona fide organisations, associations, societies, clubs or residents may make nominations. Where the nominee is an organisation/group, then two executive officers will be required to sign and record the title of their office on the nomination form.

Information supplied on the nomination form shall include all details in respect of the achievements of the nominee to assist the selection panel and shall remain confidential. Nominators are encouraged to include as much information as possible including any letters of support.

The decision of the selection panel 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, may decline any or all nominations received in any particular year.

If a nomination is successful, the nominee will be visited by the Committee Chair and/or Mayor to ascertain whether he/she wishes to accept the award, and advised of the date of the function and given a letter/invitation to the awards function.

In the event of a person or group declining the award, then the selected 'back-up' person or group will become a successful nominee.

The successful individuals can invite up to four additional family/friends to attend the function (or more for special circumstances with the discretion of the facilitator). This may be extended in special circumstances.

The successful group or organisation can invite up to ten members, or for larger groups their executive committee. Again, this may be extended in special circumstances.

The nominator and seconder will be invited to attend the awards function. This may be extended in special circumstances (i.e., their spouse).

Nominations will be opened in October/November with the awards function held in February/March, or as required.

A media release will be prepared and sent out following the function.