

2024 WAIMATE DISTRICT CIVIC AWARDS



Nomination Form

We, the undersigned, nominate:

Name: _____

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

Deliver to: Karalyn Reid
Waimate District Council
122 Queen Street
WAIMATE 7924

Or email to:
karalyn@waimatedc.govt.nz

**DEADLINE FOR
NOMINATIONS:**

**Friday 10
November 2023,
12pm**

Please mark the envelope 'CONFIDENTIAL'

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.

Group or 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 11 September 2023

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 one nominator and one 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 seconders.

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, etc. 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 Chair and/or Mayor to ascertain whether he/she wishes to accept the award and are advised of the date of the function in a letter.

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

Unsuccessful nominations are not informed of their nomination, and in many cases are resubmitted in following years.

The successful individuals can invite up to four additional family/friends to attend the function. 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 awards function will be held in February.

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