

# Masterton District Council

## Te Kaunihera ā-rohe o Whakaoriori

# 2017 Civic Awards

### Nomination Form and Guidance Notes for Outstanding Voluntary Service

Nominations close on Friday 27 October 2017 at 4.00 pm



## GUIDANCE NOTES FOR THOSE MAKING A NOMINATION

### Who is eligible for a Civic Award?

1. The Masterton District Council's Civic Award acknowledges outstanding voluntary service to the Masterton District and its people.
2. Any person who has already received a Royal or New Zealand honour shall, only in special circumstances, be eligible for a Civic Award.
3. In special circumstances, the selection panel may make a Civic Award to a person who lives outside the district boundaries, providing the deserving voluntary service concerned has been wholly or predominantly carried out for the benefit of the Masterton District and its people.

### What kind of service merits a Civic Award?

4. Deserving **Voluntary** service is recognised by the Masterton District Council's Civic Awards.

In the ordinary course of events the person's or group's service will have overall been of a voluntary nature; however, the payment of an honorarium or such similar monetary recompense to an office holder will not necessarily disqualify the person from receiving an Award.

## CIVIC AWARD CATEGORIES

5. The voluntary service can fall into one or more of the following categories. Please indicate on the nomination form which of these categories you feel your nominee qualifies for:

<b>Arts and Culture</b>	Enhancing and increasing participation in arts, including music and creative leisure activities.
<b>Community</b>	A person that has achieved outstanding results.
<b>Education</b>	Improving and enhancing the development of young people and children.
<b>Heritage and Environment</b>	Improving or revitalising the environment, culture and heritage.
<b>Health and Wellbeing</b>	Providing services that enhance the wellbeing of people.
<b>Sport and Leisure</b>	Enhancing and increasing participation in physical sport, leisure and activity and recreational pursuits. <i>NOTE: This award is for those involved in 'running' the sport/leisure activity, e.g. coaching administration, etc as opposed to those who participate in these activities.</i>

## How is a Civic Award decided?

6. Firstly, a nomination must be received by the deadline stated in the official nomination form. Nominations can be made by any two officers of any organisation, association, society or club, or by two members of the public who are residents of Masterton. Elected members of the Masterton District Council or Council officers are not eligible to be nominators or seconders.
7. If more than one person is nominated by the same group, a clear statement listing the priority of nominations should also be lodged.
8. The Civic Award selection panel relies heavily on the information that accompanies each nomination. The statement must be signed by two nominators to the effect that the information contained is true and correct.
9. It is in the nominee's interest that the information provided is of sufficient detail to enable the selection panel to consider each nomination fairly (***minimum of 100 words required – see example on page 9***). It is emphasised that the information sought is not merely a list of positions held.
10. Full details should be supplied about how this person's work or activities go above and beyond the normal contribution of other volunteers. Both quantity of service and quality of service are important. Where applicable, information may be supplied by community organisations involved with the nominee.
11. The information on all the people nominated then goes to the selection panel. The panel is made up of the Mayor, members of the Council's Community Wellbeing Committee and if the Committee so decides, persons of standing in the community selected by the Committee.

## Confidentiality

13. All nominations are confidential. Under the Privacy Act 1993 the information will be made available to members of the selection panel and officers of the Masterton District Council and will only be used for the purposes of making a decision on awards in the year in which the nomination is submitted. Details of successful candidates (with the candidate's consent) and their nominator may be made available for publicity purposes. Unsuccessful nominations, or details of the people who nominated them, will not be made public.
14. It is not necessary to obtain the prior consent of the person being nominated before submitting a nomination. If the nomination is successful, the person will then be contacted to ask whether he or she wishes to accept the Award.

## Presentation of Civic Awards

15. The object of the Civic Award is to acknowledge publicly individuals who have made a truly notable contribution to the community of Masterton.

16. The Awards will be presented annually but, should it be determined that no applicant reaches the required standard in a particular category, no award will be made. The selection panel may, at its absolute discretion and where it considers such action appropriate, decline all nominations received in any particular year.
17. The successful candidates will be presented with their Award by the Mayor at a special ceremony in front of their immediate families and nominators, Council members and local dignitaries. The nominators will introduce their successful candidate.
18. The Mayor will present a suitably inscribed and framed certificate and the Council will arrange for individual photographs and media coverage of successful candidates. Photographs of the recipients receiving their Awards will be forwarded to recipients.
19. There will be no cash gift associated with the Award.

### **Can we try again?**

20. If a nomination is unsuccessful, it may be resubmitted in the following or future years. Unsuccessful nominations shall not otherwise be carried forward to the following year.
21. The decisions of the selection panel are final and binding. Correspondence will not be entered into.
22. The Council reserves the right to alter or amend these criteria from time to time as circumstances warrant.

*Please note that Connecting Communities Wairarapa is organising the Civic Awards event on behalf of Council and initial enquiries should be directed to:*

Sandy Ryan  
Team Leader Community Development  
Connecting Communities Wairarapa  
41 Perry Street  
Masterton 5810  
T: 06 3788900 or CP: 0220 902 980  
E: [sandy@connectingcommunities.org.nz](mailto:sandy@connectingcommunities.org.nz)

## 2017 CIVIC AWARD NOMINATION

Please read the accompanying guidance notes before completing this form. This form will remain confidential once completed and returned to Connecting Communities Wairarapa on behalf of Masterton District Council.

### Nomination

Please clearly print or type the following details about the person you are nominating. You must ensure that all sections of this form are completed or we will be unable to consider your nominee.

### Nominee

<b>First Name:</b>	
<b>Last Name:</b>	
<b>Title (Mr, Mrs, Ms, Miss):</b>	
<b>Address:</b>	
<b>Telephone:</b>	

### Categories of Community Service

Please indicate the category under which you believe the nominee qualifies. One or more may be selected:

- Arts and Culture
- Community
- Education
- Health and Wellbeing
- Heritage and Environment
- Sport and Leisure



## Background

Please provide full details of **POST(S)** held by your nominee, which support and are relevant to your nomination. Please give start and end dates (if known), or whether the person is still involved in this area of activity.

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## Letters of Support

Letters that endorse the nominee's contribution from people who are familiar with his or her service, may be included. They should be attached to this form.

Please list below the names of the supporters:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

## Details of persons (2 required) making nomination

	PERSON 1	PERSON 2
<b>First Name:</b>		
<b>Last Name:</b>		
<b>Address:</b>		
<b>Telephone:</b>		
<b>E-mail:</b>		
<b>Name of Organisation: (if applicable)</b>		
<b>Your Office: (if applicable)</b>		
<b>Signature:</b>		
<b>Date:</b>		

If you are making a nomination on behalf of an organisation it must be approved and signed off by an executive member e.g. board member, chairperson, chief executive, trustee.

Approved and signed off by an executive member (only applicable if making a nomination on behalf of an organisation).

<b>First Name:</b>		
<b>Last Name:</b>		
<b>Position:</b>		
<b>Name of Organisation:</b>		
<b>Signature:</b>		
<b>Date:</b>		

## Submit this Form

Please send this form and any enclosures no later than **4.00 pm, Friday 27 October 2017** to:

Sandra Spence  
Masterton District Council  
161 Queen Street  
Masterton 5810  
T: 370 6308 (DDI)  
E: [sandras@mstn.govt.nz](mailto:sandras@mstn.govt.nz)

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**The information contained in this nomination is strictly confidential and will not be communicated to any person other than those involved in the administration of the Civic Awards.**

**Example only** – How to describe your nominee and what they have done in your view to deserve a Civic Award (**minimum of 100 words required**):

<Person's name> has made a measurable impact over the past 10 years as a passionate advocate for all those afflicted with cancer in our community. His/her volunteer activities are as varied as his/her skills, and they include working with new patients to help them understand and overcome the fear of their diagnoses, helping them to understanding the administrative requirements of the medical system, providing transport to and from destinations required including hospital visits and appointments, or simply acting like a friend to those who are most in need of one.

He/she gives his/her freely and can be contacted at a moment's notice to assist a patient or his/her family.

He/she has been at the forefront of fundraising for cancer research for the past decade, particularly as a participant in annual cycling events for the cause. He/she has also frequently been asked to speak at presentations throughout the New Zealand business community, heightening cancer awareness with no personal financial gain.

His/her contribution to others becomes all the more impressive when considering his/her many personal health issues, which he/she has battled over a long period of time. He/she remains cheerful and positive, always with the purpose of giving hope and dignity to those who are ill.

*(Note: The above four paragraphs equal 204 words)*