

# Council Policy

# Community Awards

Effective date: 1 January 2020

Review date: November 2024

File reference: 516000, 101425

[www.kaweraudc.govt.nz](http://www.kaweraudc.govt.nz)

# 1. Background

In 2015, Kawerau District Council developed a system of annual community awards to formally recognise people who have made significant contributions to the Kawerau community. This is the second iteration of that policy.

## 2. Policy Objective

The objective of this policy is to enable Council to give formal recognition in a systematic, consistent and appropriate way to individuals and groups who have made a significant contribution to Kawerau.

## 3. Principles

This policy is based on the following principles:

- People should be recognised for making a significant contribution to Kawerau
- Council should be the body to give recognition on behalf of the community
- Community Awards should be given regularly, systematically and according to a clear set of criteria
- Community Awards and the functions at which they are given should be in keeping with the character of the Kawerau community.

## 4. Definitions

**Member of the Kawerau community** means any person who currently or has previously lived or worked in the Kawerau District.

**Significant contribution** means a substantial effort over a sustained period of time which enhances the well-being of Kawerau people and improves the Kawerau District.

**Young person** means any person under the age of 25 years.

## 5. Policy Statement

5.1 Council may give Community Awards to individuals and groups who have made a significant

contribution to Kawerau.

- 5.2 Community Awards will be presented annually at a function held in conjunction with a Council meeting. Where circumstances determine that it is impossible or inappropriate for a nominee to attend the annual awards function, Council may arrange for a Community Award to be given to that person at an alternative time or venue.
- 5.3 Community Awards may be awarded for the following: Contribution by a Young Person, Voluntary Work, Community Impact and Group Contribution.
- 5.4 Nominations will be invited from and can be made by any member of the Kawerau community other than a current Council elected or staff member.
- 5.5 Nominations will be assessed by an Awards Committee comprised of the Mayor, three Councillors and one community representative.
- 5.6 The criteria for each category of Community Award will be determined and promulgated by Council and applied by the Awards Committee.
- 5.7 To be eligible to receive a Community Award, each nominee must accept nomination and be selected by the Awards Committee according to the relevant criteria.
- 5.8 Decisions of the Awards Committee are final and are not subject to appeal.
- 5.9 Any nominee who is not awarded a Community Award in a given year may be nominated again in a later year or under clause 5.3 above.

## 6 Relevant Delegations

The Chief Executive Officer or his/her nominee has delegated authority for the implementation of this policy.

## 7 References and Relevant Legislations

Local Government Act 2002.

## Appendix: Award Criteria

### 1. General Criteria

- 1.1 The total number of Community Awards given in any one year will not exceed eight.

## 2. Nomination Criteria

2.1 Nominations for Community Awards will be invited by public notice.

2.2 Nominations can be made by two individuals or organisations completing a nomination form and submitting it by the due date.

2.3 Nominations will not be accepted from any person who has nominated him/herself or a group of which s/he is a current member.

2.4 To be eligible for any Community Award, nominees must have made a significant contribution to Kawerau, as defined in this policy.

2.5 A contribution over a number of years will usually be expected. For a Young Person's Award however, the time period may be shorter.

2.6 Nominees for Young Persons, Voluntary Work and Group Contribution Awards must live or be based in the Kawerau District and have made their contributions as volunteers.

2.7 Nominees for Community Impact Awards need not currently live in the Kawerau District and may have made their contributions in the course of their employment rather than as volunteers.

Responsibility	Community Awards Committee
First Adopted	1 January 2020
Revisions/Amendments	1 January 2020
Review Cycle	Four yearly
Review Required	November 2024
Authorised By	Kawerau District Council