

# SOUTH WAIRARAPA DISTRICT COUNCIL

28 JUNE 2017

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## AGENDA ITEM C5

### CIVIC AWARDS WORKING PARTY TERMS OF REFERENCE REPORT

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#### **Purpose of Report**

To inform Councillors of the proposed Terms of reference for the Civic Awards Working Party.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the Civic Awards Working Party Terms of Reference Report.*
2. *Approve the change of title of this working party from Awards Working Party to Civic Awards Working Party.*
3. *Approve the proposed Terms of Reference for the Civic Awards Working Party.*
4. *Update Policy A100 to reflect the adoption of the Terms of Reference and change of title of this working party.*

#### **1. Executive Summary**

The Civic Awards Working Party have drafted the attached Terms of reference and seeks approval by Council.

#### **2. Background**

The Civic Awards Working Party have previously not had a documented Terms of Reference.

It was agreed all working parties of Council should have written Terms of reference to ensure their purpose and procedures for operation are correctly documented and can be referred to by members of the working party and the Chair to ensure they are operating within the correct scope of practice.

The attached Terms of reference have been drafted for this purpose and we request feedback from Council that these do reflect the purpose of this Working Party.

This Working Party was previously referred to as the Awards Working Party.

The proposal is to change this to the Civic Awards Working Party to more accurately reflect the purpose of the group.

### **3. Appendices**

Appendix 1 - Terms of Reference - Civic Awards Working Party

Contact Officer: Jennie Mitchell, Group Manager Corporate Support

Reviewed By: Paul Crimp, Chief Executive Officer

**Appendix 1 – Terms of  
Reference - Civic Awards  
Working Party**



## **SOUTH WAIRARAPA DISTRICT COUNCIL**

### **Civic Awards Working Party – Terms of Reference**

#### **Purpose:**

The South Wairarapa District Council wishes to publicly recognise those individuals or organisations that have made an outstanding contribution benefiting the South Wairarapa and/or its people.

#### **Membership of the Civic Awards Working Party:**

- The Working Party consists of The Mayor plus once Councillor from each ward appointed by the Mayor at the commencement of each triennium
- The current membership is Mayor Viv Napier, Crs Margaret Craig (Chairperson) Pam Colenso and Lee Carter
- The Executive Assistant to the Mayor usually acts as secretary to the Working Party

#### **Meetings of the Working Party:**

As and when the working party decides, but at least biennially, for the purpose of conducting an awards event

#### **Role of the Working Party:**

- To evaluate, recommend and set criteria for community awards to be presented;
- To evaluate and make recommendations on the nomination process;
- To review nominations for awards and select recipients;
- To promote the SWDC Community Awards nominations and event;

#### **Role of the Secretary to the Working Party:**

- Prepare public notices of the awards round and send out nomination papers;
- Provide nominations to the Working Party for review and selection process and organise any meetings required;
- Responsible for the planning and organising of the awards event, and providing regular updates to the Working Party;

## **Appendix 1.**

### **Awards and Criteria:**

(a) **Young Achiever Award**

Any person up to the age of 24 years who has been selected to represent New Zealand in a sport, cultural or academic field or has shown outstanding skill or leadership while representing a school or club at a major regional sports, cultural or academic competition/event.

**OR:**

Any person up to the age of 24 years who has carried out outstanding voluntary service to the South Wairarapa District and its people.

(b) **Services to the Environment Award**

A person, group or an organisation that has led the way in caring for/or enhancing the environment.

(c) **Sport Award**

For a person or a team who have gained a significant success or excelled in terms of sporting achievement bringing credit to the South Wairarapa e.g. represented their country at sport or served the sporting community.

(d) **Arts and Culture Award**

A person, group or organisation with an outstanding achievement in the arts (music, fine art, dance, writing, singing, public speaking, visual arts, etc.).

(e) **Community Service Award**

A volunteer of any age or a voluntary organisation that carries out service or work of a substantial (either length of time or intensity of service) nature benefiting the South Wairarapa and/or its people.

### **1. How are the Awards decided?**

- (a) Nominations must be received by the deadline date stated on the nomination form.
- (b) Nominations can be made by any two members of the public or any two officers of organisations, clubs or businesses.
- (c) All nominations are forwarded to the Selection Panel. This panel comprises a Working Party of four people appointed by Council.

*Note: The Selection Panel relies on the information that accompanies each nomination. Therefore it is in the nominees' best interests that the information provided is of sufficient detail to enable the Selection Panel to consider each nomination fairly.*

## **2. Confidentiality**

- (a) All nominations are confidential.
- (b) It is not necessary to obtain the prior consent of the nominees before submitting a nomination. If the nomination is successful the recipient will be asked whether they wish to accept the Award.
- (c) Nominations that are not successful in any one year may be re-submitted for consideration in subsequent years.
- (d) The decision of the Selection Panel is final and binding.

## **3. Presentation of the Awards**

Her Worship the Mayor will present the Awards to successful recipients at a Mayoral Reception.

All nominees will receive a certificate of commendation.

## Appendix 2.



# South Wairarapa District Council Civic Awards Nomination Form

*Please read the accompanying Conditions and Guidelines.  
Nominations must be received no later than **[Insert Date]**  
Email completed forms to **[Insert name]**, deliver forms  
to the Greytown or Featherston Library/Service Centres, or post them to:  
South Wairarapa Civic Awards  
South Wairarapa District Council  
PO Box 6  
Martinborough 5741*

## **NOMINEE**

*Nominees must be South Wairarapa residents.*

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_  
Email \_\_\_\_\_

## **AWARD CATEGORY**

*Please choose one:*

- Young Achiever
- Services to the Environment
- Sport
- Arts and Culture
- Community Service

## **NOMINATOR**

*Nominations must be submitted by **either** an Organisation **or** by Two Individuals. Please complete the relevant section.*

### **ORGANISATION**

Name of Organisation \_\_\_\_\_  
Contact Name/position \_\_\_\_\_ / \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (work) \_\_\_\_\_ (mob) \_\_\_\_\_  
Email \_\_\_\_\_

*Names and signatures of two executives from the organisation:*

Name/position \_\_\_\_\_ / \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name/position \_\_\_\_\_ / \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_





