



**MASTERTON DISTRICT COUNCIL**  
***CIVIC AWARD FOR VOLUNTARY COMMUNITY SERVICE***  
**CONDITIONS AND GUIDELINES**

**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 been by and large 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.

5. The deserving voluntary service can fall into one or more of the categories:

- Health & Welfare
- Social & Community
- Elderly Services
- Youth Affairs
- Education
- Arts & Culture
- Sports & Leisure
- Environment
- Other (please specify)

Please indicate which of these categories you feel your nominee qualifies in on the nomination form.

**How is a Civic Award decided?**

6. Firstly, a nomination must be received by the deadline stated in paragraph (F) on 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. 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 Development Task Group and if the Task Group so decides, persons of standing in the community selected by the Task Group.
12. Normally the maximum number of Awards in any one year would be five.

### **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 in the latter quarter of each year 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, 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 the Masterton Town Hall 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 payment 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.

**THE MASTERTON DISTRICT COUNCIL**  
***CIVIC AWARD FOR VOLUNTARY COMMUNITY SERVICE***  
**NOMINATION FORM**

*(Please read the conditions and guidelines attached)*

**We the undersigned nominate:**

A. Full Name: .....

Address: .....

Telephone:(Home).....(Work).....

Occupation: .....

for a Masterton District Civic Award in recognition of the voluntary service benefiting the District and its people as outlined on the attached sheet.

**B. Nomination submitted by:**

**either (i)** Name of Organisation: .....

Details of two executives of organisation making nomination:

Contact Name: ..... Position Held: .....

Address: .....

Telephone: (Home).....(Work).....

Signature: ..... Date: .....

Contact Name: ..... Position Held: .....

Address: .....

Telephone: (Home).....(Work).....

Signature: ..... Date: .....

**or (ii)** Details of two Masterton District residents making nomination:

Name: .....

Address: .....

Signature: ..... Date: .....

Name: .....

Address: .....

Signature: ..... Date: .....

**C Categories of Community Service:** *(Please specify the category or categories under which you believe the person qualifies - see No. 5 of the conditions and guidelines)*

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**D. The Record of Service of the person nominated:** Please record this in detail on a separate sheet. Please refer to paragraphs 6-11 of the Conditions and Guidelines.

**E. Further Information**

Please contact the Community Services Manager, Jan Gerritsen on (06) 370 6300

**F. Deadline:** Nominations, in an envelope marked "Award Nomination", must be received by 5.00pm on Friday 14<sup>th</sup> October 2011 and are to be addressed to:

Masterton District Council PO Box 444 MASTERTON 5840
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