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**P11-005 New Plymouth District Council Citizens' and Youth Awards Policy**

*Approved by the Council on 5 July 2011.*

*Reviewed and amended 7 July 2021.*

*Reviewed and amended 19 March 2024.*

19 March 2024

**POLICY PURPOSE**

New Plymouth District Citizens' and Youth Awards recognise citizens for significant contributions to the district and/or its citizens. This policy sets out how the Council will provide, deliver and manage the New Plymouth District Council Citizens' and Youth Awards (the Awards).

**POLICY STATEMENTS**

The following statements apply to the provision, delivery and management of the Awards:

**Nominations are called for**

1. Nominations are called for on an annual basis.
2. Nominations are called for on the understanding that they are confidential between the nominator/seconder and the Council.
3. Nominations must be submitted on an official Awards Nomination Form.
4. Nominations received after the nomination closing date will not be considered.
5. Nominations must be for named individuals and cannot be lodged for groups.

**Nominations are received**

*Nominee criteria (Citizens' Award)*

6. Nominees must have made a significant contribution to the well-being of the district and/or its citizens:
    - a) Over a significant period of time; and/or
    - b) Through exceptional actions; and/or
    - c) By other means.
  7. Nominees must normally be resident in New Plymouth District. However, if a nominee from outside the district boundaries meets one of the criteria, then they can be deemed eligible for receipt of an award at the discretion of the Council.
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8. Nominations by immediate family members of the nominee will be considered.
  9. District Councillors and Community Board Members may make nominations for the Awards, with the restriction that no more than six recipients come from these nominations annually.
  10. Current serving political figures, including District Councillors and Community Board Members, are ineligible for receipt of a Citizens' Award.

*Nominee Criteria (Youth Award)*

11. Council acknowledges young people (aged between 12 and 24) use their skills and talents to build and strengthen local communities but may not have the same longevity of service of other candidates.
12. Nominees must meet one or more of the following criteria:
  - a) Have undertaken outstanding voluntary community service.
  - b) Demonstrated active engagement in their communities.
  - c) Demonstrated personal leadership, inspiration, sacrifice, or devotion to a cause which has made a significant and positive contribution to the well-being of the district and its citizens.
13. Nominations by immediate family members of the nominee will be considered.
14. District Councillors and Community Board Members may make nominations for the Awards, with the restriction that no more than six recipients come from these nominations annually.

**Nominations are considered**

15. No more than 12 Citizens' Awards are given in any one year.
  16. No more than three Youth Awards are given in any one year.
  17. If the nominee has received payment or other remuneration then the Council shall determine whether, in its view, the nominee's contribution was sufficiently beyond the call of duty to warrant special recognition.
  18. Unless there are exceptional circumstances, a nominee that has previously received a Citizens' Award will not be eligible for another Citizens' Award.
  19. Recipients of a Youth Award are eligible to receive a subsequent Citizens' Award based on a future nomination.
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### **Awards Ceremony is held**

20. The awards are presented to the recipients at an Awards Ceremony.
21. The ceremony will be guided by procedures for the planning and management of the ceremony.
22. A media release naming recipients is prepared and embargoed until the Awards Ceremony.

### **Following the Awards Ceremony**

23. The names of the recipients are published on the Awards honours board following the Awards Ceremony.
24. If a recipient is subsequently found guilty of an offence punishable by a term of imprisonment of two years or more, that person will be notified immediately that their name will be removed from the Awards honours board without delay.

### **POLICY REVIEW**

This policy shall be reviewed six yearly from the date the policy was adopted unless required at an earlier date.

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