

1. REVIEW OF CIVIC AWARDS

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The purpose of this report is to seek Council approval of a revised procedure for the process of considering nominations for Civic Awards. This report recommends a new set of criteria for the nomination and judging process for the awards. The recommendations in this report have been developed by a staff working party.

BACKGROUND

At the Council meeting on 28 August 2003, Councillors considered a report recommending a review of the process for judging Civic Awards. The Council **resolved**:

1. *That the present process for considering Civic Awards be maintained for the 2003 year.*
2. *That a further report be prepared for the Community and Leisure Committee on a set of criteria for Civic Awards.*
3. *That the Community and Leisure Committee comprise the judging panel (for Civic Awards) for 2004 onwards."*

PURPOSE OF THE AWARDS

Civic Awards have been presented annually by the Christchurch City Council since 1991. They are presented for voluntary good deeds done over a period of time, which have a positive benefit for the whole metropolitan area of Christchurch. Up to 45 nominations are considered annually for Civic Awards.

At the Community Board level, Community Awards are presented for voluntary good deeds done over a period of time, which have a positive benefit for the local community. The whole process for Community Awards is administered by each Community Advocacy Team, with the final presentation of the awards being made by each Board, to recipients who reside in their area.

The Community Board has sole responsibility for the management and presentation of the Community Board Awards presented in their area.

In the past there has been confusion around the criteria for nomination for Civic Awards and also the process used to judge the Civic Awards.

CRITERIA

The review working party discussed the present criteria and expanded that criteria to better explain the process of nominating and judging.

The criteria for nomination defines who is eligible, how the nominations must be submitted, how they will be judged and what happens in the event of a nomination not being successful.

The following criteria has been developed as criteria for nomination for an award.

Civic Awards are awarded in recognition of substantial service, usually of a voluntary nature or beyond normal employment benefiting metropolitan Christchurch and its people.

Eligibility for a Civic Award

Any volunteer of any age, or voluntary organisation which carries out service or work of a substantial (either length of time or intensity of service) nature benefiting Christchurch and/or its people can be nominated for an award.

The qualifying categories include recreation, youth activities, social welfare, educational services, cultural affairs, religious affairs, community affairs and any other voluntary service which contributes to furthering the vision of Christchurch. The vision for Christchurch is contained in the Statement of Strategic Objectives, which are outlined in the Christchurch City Council Annual Plan.

While Civic Awards relate to celebrating the work of Christchurch residents, in exceptional circumstances the selection panel may, by majority agreement, make an award to a non-resident if the service has been carried out within and added value to the City of Christchurch.

Work of a 'substantial nature' is defined as short term or long term projects or activities that have benefited the whole of the city in such a way as to have added to the quality of life of the residents.

Making a nomination

Individuals, societies, associations, clubs etc can make nominations, although in the case of a society, association or club making a nomination, a minimum of three executive members of the group must sign and record their title of office on the nomination form, and confirm that the nomination was endorsed at a properly constituted meeting of the organisation and recorded in the minutes of the meeting.

To make a nomination the following is required:

- Complete a nomination form and attach any additional information, including letters of support, you believe will help the judges make a decision
- Ensure the nomination form is signed by three nominators, including their full names, addresses and telephone contact details
- Post the nomination form and supporting material to Civic Awards, Christchurch City Council, P O Box 237, Christchurch

The nomination should include a list of any other recognition the individual or organisation has received for the same activity the Civic Award is being sought to acknowledge.

Nominating a deceased person

If a person dies within 12 months prior to the closing date of nominations for a Civic Award, that person is eligible for nomination for an award which can be awarded posthumously.

Seeking permission to nominate a person

There is no need to seek the approval of the person who is being nominated. If the nomination is successful, the proposed recipient will be contacted by the administrator who manages the award process, to ascertain their consent prior to any announcements to the public.

Number of Civic Awards presented in any one year

There is no minimum or maximum number of awards presented in any one year.

Information required on the nomination form

To be considered, nominations need to include the following information:

- Name and postal address of nominee (ie the person or organisation being nominated)
- Measurable details of service, such as type of project/activity, time commitment to the project/activity, position or role of the individual or group being nominated, key success factors (or what has been achieved by this work)
- Letters of support or evidence of the work can also be attached to the nomination form

Judging the nominations

A panel of judges (the Community and Leisure Committee) will consider all nominations made in any one year, against the following criteria:

1. Work of a '**substantial nature**' is defined as short term or long term projects or activities that have benefited the city in such a way as to have added to the quality of life of the residents.
2. Each nomination is considered in the way it benefits the Metropolitan area of Christchurch. '**Metropolitan**' means the area encompassing the east coast, the boundaries of Selwyn District Council, Waimakariri District Council and Banks Peninsula District Council.

Unsuccessful nominations

Nominations which are not successful in any one year, may be submitted for consideration in subsequent years.

CRITERIA FOR JUDGING

The criteria for judging sets out some guidelines for the Committee and recommends a process for judging that allows for clarity and accountability.

- Members of the judging panel (the Community and Leisure Committee) for the Civic Awards cannot act as a nominator for a Civic Award contender.
- The Council, as a body, may not submit nominations, although nominations may be submitted by Councillors as individuals.
- The following criteria should be considered and used as a point rating system to assist judges in making their decisions:
 - Utilisation of resources (financial, time and equipment)
 - Initiative and creativity used
 - Effectiveness of the activity/project
 - Impact on the city
 - Impact on the environment
- Judges will be provided with a rating sheet.
- Judges will consider all nominations against the following criteria:
 1. Work of a '**substantial nature**' is defined as short term or long term projects or activities that have benefited the city in such a way as to have added to the quality of life of the residents.
 2. Each nomination is considered in the way it benefits the Metropolitan area of Christchurch. '**Metropolitan**' means the area encompassing the east coast, the boundaries of Selwyn District Council, Waimakariri District Council and Banks Peninsula District Council.
- Nominations may be made for individuals and organisations whose work, usually of a voluntary capacity, is considered to have made an impact on the city of Christchurch. This allows us to acknowledge those who make a difference in our city whether resident within the city boundaries, or otherwise.
- No award recipient will be eligible to receive both a Civic Award and a Community Board Award in the same year.
- Consistency in judging year on year will be maintained by the stability of the membership of the judging panel.

CONCLUSION

Civic Awards are awarded to residents who have committed a substantial amount of time and energy, usually in a voluntary capacity, to a project or activity that benefits the city as a whole. To ensure all nominations are judged through a fair and reasonable process, it is logical to have a judging panel that can judge all nominations through the same criteria and at the same time.

Staff believe this is best achieved by encouraging members of the Community Boards to support the proposal whereby the Community Awards are judged and awarded by Community Boards, and the Civic Awards are judged by a newly formed judging panel (the Community and Leisure Committee) and awarded by the Christchurch City Council.

- Recommendation:**
1. That the new criteria for nomination for Civic Awards be agreed.
 2. That the new criteria for judging of Civic Awards be agreed.
 3. That if an elected member or committee staff member's spouse or immediate family member is nominated for a Civic Award, the councillor or committee staff member retire from the discussion and voting on that nomination.
 4. That the criteria and judging process be reviewed following the 2004 Civic Awards process in time for 2005.