

Policy

ASHBURTON DISTRICT COUNCIL COMMUNITY HONOURS AWARDS

TEAM:	Governance
RESPONSIBILITY:	Governance Team Leader
ADOPTED:	23 November 2022
REVIEW:	Every three years, or as required
CONSULTATION:	None required
RELATED DOCUMENTS:	Ashburton District Council Long-Term Plan, Local Government Act 2002.

Policy Objectives

- To outline how Ashburton District Council (Council) recognises contributions from and achievements by individuals and organisations in Ashburton District.
- To set out the types of awards and honours Council can bestow on individuals and organisations.

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- Acknowledging contributions to the district serves as an inspiration to others and contributes to creating a sense of pride amongst the people of the Ashburton District.

Policy Statement

1. Nominations

- 1.1 Nominations are invited annually (excluding election years) for all awards except the Keys to the District Award.
- 1.2 Nominations should be made in writing by organisations, associations, societies or clubs (or by any two officers of these) giving full information on how the individual or organisation's work or activities goes above and beyond the normal contribution of other citizens. The permission of the nominee(s) is not required, but if selected, their agreement would be needed before an award was made.
- 1.3 The information on all those nominated would be considered confidentially by a selection panel of elected members, including the Mayor and Deputy Mayor. The names and

information on those not selected would remain confidential. These persons could be re-nominated in following years.

1.4 Worthy nominees are identified and assessed on a case by case basis.

1.5 All civic honours are bestowed upon a recipient for their lifetime.

Explanatory Note

The Community Honours Awards Information sheet and Nomination form can be found [here](#).

2. Mayor's Award for Public Service

2.1 The Mayor's Award for Public Service is the highest civic honour bestowed by the Council. Mayor's Awards are given to people who have made a significant and sustained contribution to the district. The award recognises the recipients as stewards of the district and as people of special note.

3. Ashburton Medal

3.1 The Ashburton Medal honours the significant achievement of individuals or teams who have been very successful in their chosen field and who have made an outstanding contribution to the district as a whole, or outstanding national or international achievements.

4. Civic Awards

4.1 Civic Awards are awarded in recognition of substantial service, usually of a voluntary nature or beyond normal employment, benefiting Ashburton District and its people. The nominees will have generally carried out predominantly voluntary work but payment for services will not necessarily disqualify receiving an award.

4.2 Substantial service includes short-term or long-term projects or activities that have benefited the whole of the district adding to the quality of life of residents. In exceptional circumstances an award may be granted to a non-resident of Ashburton, if the service has been carried out in Ashburton District.

5. Awarding of Honours

5.1 Honours will generally be awarded in the last quarter of each year, excluding during an election year.

5.2 Depending on the nominations received, the Council will either host a public Civic Ceremony, or will award honours to recipients at a Council meeting.

6. Keys to the District

- 6.1 Recipients must have significant achievement or recognition in their field of expertise at a national or international level, over a sustained period of time of at least five years.
- 6.2 Recipients must have resided in the Ashburton district for at least five years, but not necessarily when their achievement / recognition occurred.
- 6.3 Officers will assess the request and provide a recommendation to Council. The recipient will be confirmed by a majority vote of Council.
- 6.4 The recipient will be awarded with a symbolic key, containing the Ashburton District Council emblem.
- 6.5 The Keys to the District will be awarded to the recipient at an appropriate ceremony already being held in their honour. If no such ceremony is being held, the Keys may be awarded before a morning or afternoon tea provided by Council.

7. Monitoring and Implementation

- 7.1 The Governance Team Leader will monitor the implementation of this policy.
- 7.2 The policy will be reviewed every three years or at the request of Council, or in response to any issues that may arise.