

## 9 Recommendations from the Civic Honours Committee

**Reporting officer:** C Brindle (Senior Meeting Co ordinator)

**Date of meeting:** 22 June 2016

### 1 Purpose

To consider the recommendations made by the Civic Honours Selection Committee on 14 June and to approve the open minutes of the Civic Honours Selection Committee meeting 14 June 2016.

### 2 Recommendation

1. That, having considered the recommendations of the Civic Honours Selection Committee made on 14 June 2016, Council:

Adopt the Civic Honours Policy (Policy 0026) with the following substantive changes:

- a. That the maximum number of guests a recipient can invite to the awards ceremony is increased from 10 to 20;
  - b. That Council reserves the right to consider joint nominations separately;
  - c. That the statement of authority of the committee to be updated to match its terms of reference, in particular, that the existing section: "The committee's minutes are forwarded to full Council for the information to be received" is changed to "The committee's recommended award recipients are forwarded to full Council for decision";
  - d. That the nomination period will be open from the awards ceremony in August until May the following year.
2. That the open minutes of the Civic Honours Committee meeting held Tuesday 14 June 2016, having been circulated be taken as read and now adopted as a true and correct record of proceedings of that meeting.

### 3 Background

The Civic Honours Selection Committee considered two items at their meeting on 14 June 2016. Any recommendations outside of the Committee's delegation are reported to Council for consideration and decision making.

The decision making reports are attached. The recommendations to council from the committee were:

#### **Item 1 Review of Civic Honours Policy**

1. That the Civic Honours Policy (Policy 0026) is approved for referral to Council with the following substantive changes:
  - a. That the maximum number of guests a recipient can invite to the awards ceremony is increased from 10 to 20;
  - b. That Council reserves the right to consider joint nominations separately;
  - c. That the statement of authority of the committee to be updated to match its terms of reference, in particular, that the existing section: "The committee's minutes are forwarded to full Council for the information to be received" is changed to "The committee's recommended award recipients are forwarded to full Council for decision";
  - d. That the nomination period will be open from the awards ceremony in August until May the following year.

#### **Item C.1 Applications**

Item C.1 was considered in the public excluded section of the meeting.

### 4 Significance and Engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

### Attachments

Attachment 1 Item 1 Civic Honours Meeting 14 June - Review of Civic Honours Policy

Attachment 2 Civic Honours Policy as proposed

Attachment 3 Open Minutes Civic Honours Committee 14 June

# 1 Review of Civic Honours Policy

**Reporting officer:** Cindy Velthuisen (Community Funding Officer)

**Date of meeting:** 14 June 2016

## 1 Purpose

To revise the Civic Honours Policy (Policy 0026) for referral to Council for ratification.

## 2 Recommendation

1. That the Civic Honours Policy (Policy 0026) is approved for referral to Council with the following substantive changes:
  - a. That the maximum number of guests a recipient can invite to the awards ceremony is increased from 10 to 20;
  - b. That Council reserves the right to consider joint nominations separately;
  - c. That the statement of authority of the committee to be updated to match its terms of reference, in particular, that the existing section: "The committee's minutes are forwarded to full Council for the information to be received" is changed to "The committee's recommended award recipients are forwarded to full Council for ratification";
  - d. That the nomination period will be open from the awards ceremony in August until May the following year.

## 3 Background

The Civic Honours Policy (Policy 0026) was adopted in 2005 and is now due for review. The authority for adopting the policy sits with Council.

## 4 Discussion

The Civic Honours Policy covers the intent of the awards, the conditions and criteria, the role of the subcommittee, the ceremony, and the timeframes.

The salient points of the Policy that the Committee should consider are outlined below:

#### **4.1 Guest numbers**

The current policy states that the maximum number of guests an award recipient can invite to the awards ceremony is 10. Civic Honour recipients, by the nature of their volunteerism, have strong and far-reaching connections in the community.

The prestige of the award means that recipients will want to not only invite family and friends but also those people who have been a key part of their volunteering journey.

For many recipients, this may include people from a number of different groups and organisations.

Increasing the number of guests per Civic Honours recipient to 20 enables this prestigious occasion to be shared more appropriately with those people that are important to the recipient. This number will still allow for dignitaries and other guests to attend and still meet maximum building occupancy and safety requirements.

The budget for the Awards sits with the Mayor's office. Practice has been to allow up to 20 guests per recipient upon request, so there is expected to be no financial impact of this amendment.

#### **4.2 Joint nominations**

The current policy has no statement on how to manage joint nominations, such as for a husband and wife team.

Nominations may be submitted for one individual or for two people together on the one nomination form. Staff recommend that this flexibility remains in place to cater for all scenarios.

Staff recommend including a statement in the policy under Criteria that Council reserves the right to consider joint nominations separately or jointly, and to award a Civic Honour separately or jointly.

#### **4.3 Authority to act**

55999The current policy has an incorrect statement in regards to the authority of the Civic Honours Selection Committee. The policy states that the role of the Committee is to make a decision on the honour recipients. However, the Terms of Reference of the Committee states that the Committee should consider the nominations received and refer the nominees to Council for consideration and adoption.

Current statement in policy:

*"It is the purpose of the Civic Honours Selection Committee to consider all nominations received and to make a decision on honour recipients. The committee's minutes are forwarded to full Council for the information to be received."*

Proposed new statement for policy:

*"It is the purpose of the Civic Honours Selection Committee to consider all nominations received and to provide a recommendation on honour recipients to full Council for ratification."*

#### **4.4 Nomination period**

The current policy provides a timeline for the nomination period through to the awards ceremony. Staff recommend amending this to reflect that advertising the call for nominations occurs over two months, and that the nomination period will be open from the Awards ceremony in August to the closing date in May.

##### **Current timeline in policy:**

|                     |   |
|---------------------|---|
| <i>March/April:</i> | <i>Civic Honours Selection Committee meeting to consider policy</i>   |
| <i>April/May:</i>   | <i>Advertising for nominations with closing date</i>                  |
| <i>June:</i>        | <i>Civic Honours Selection Committee decide on Honours recipients</i> |
| <i>June / July:</i> | <i>Nominees names forwarded to Confidential Council meeting</i>       |
| <i>August:</i>      | <i>Civic Awards Ceremony held</i>                                     |

##### **Proposed new timeline in policy:**

|                     |   |
|---------------------|---|
| <i>April/May:</i>   | <i>Advertising for nominations with closing date</i>                      |
| <i>June:</i>        | <i>Civic Honours Selection Committee decide on Honours recipients</i>     |
| <i>June / July:</i> | <i>Nominees names forwarded to Confidential Council meeting</i>           |
| <i>August:</i>      | <i>Civic Awards Ceremony held. Nomination period opens for next year.</i> |

#### **4.5 Next review**

In keeping with operational practice, the next review date for the Civic Honours Policy is proposed to be in June 2020.

## **5 Significance and Engagement**

Having considered the Significance and Engagement Policy, this report is not considered significant and the public will be informed via agenda publication on Council's website.

## **6 Summary**

This is the first revision of the Civic Honours Policy (Policy 0026) since 2005. The recommended changes address some identified inconsistencies.

## **Attachment**

[Civic Honours Policy \(Policy 0026\) with proposed changes shown.](#)



# Whangarei District Council Policy

*Civic Honours Policy*

*Policy 0026*

**Date Adopted:** 16/06/2005

**By:**

**Ref/Minute No:**

| Civic Honours Policy      |          |                              |                           |
|---------------------------|----------|------------------------------|---------------------------|
| <b>Audience (Primary)</b> | External | <b>Business Owner (Dept)</b> | CEO's Office              |
| <b>Policy Author</b>      |          | <b>Review date</b>           | November-2015June<br>2020 |

## Policy

### Objectives

Civic Honours Awards give recognition to those citizens, who by their personal leadership, inspiration, sacrifice or devotion to a cause, have made a significant contribution to the community wellbeing of the Whangarei District.

### Conditions and Criteria

1. Any person is eligible for nomination who by their personal leadership, inspiration, sacrifice or devotion to a cause, have made a significant contribution to the community wellbeing of the Whangarei District.
2. The nominee's contribution will have links to one or more of the five community outcomes identified in the District's Long Term Community Plan which are:
  - A community which enjoys and treasures its natural and cultural values
  - A district that is safe and crime free
  - A district with growing business and employment opportunities
  - A community that is healthy and educated
  - A district with lots of community facilities and programmes for all ages.
3. The usual maximum number of recipients in any one year is four.
4. An unsuccessful nomination in any year may be resubmitted for consideration in a subsequent year.
5. The Council reserves the right to not make any Awards if in their view nominations received do not meet the desired standard of contribution to the community well-being of the District.
6. Sufficient details and up-to date information shall be supplied about the nominee to help the selection panel in assessing the contribution made by that nominee.
7. Each nomination shall have at least two referees who are citizens of the District.

8. Bona fide organisations, associations, societies or clubs may also make nominations, signed by executive officers of such an organization. Any such organisation nominating more than one person in any one year shall provide a clear indication as to the respective rating of the nominees.

8.9. Council reserves the right to consider joint nominations separately and to award recipients jointly or separately.

Formatted: List Paragraph, Left, No bullets or numbering

### Civic Honours SubCommittee

The Civic Honours Selection Committee is generally decided upon during delegation of Council committees and is identified as a sub-committee of Council. The committee is elected for three years. Her Worship the Mayor is appointed an ex officio member of all Committees of Council with full voting rights.

| Civic Honours Policy      |          |                              |   |
|---------------------------|----------|------------------------------|---|
| <b>Audience (Primary)</b> | External | <b>Business Owner (Dept)</b> | CEO's Office                              |
| <b>Policy Author</b>      |          | <b>Review date</b>           | <del>November 2015</del> <u>June 2020</u> |

~~It is the purpose of the Civic Honours Selection Committee to consider all nominations received and to make a decision on honour recipients. The committee's minutes are forwarded to full Council for the information to be received. Nominations and honour recipients are kept confidential until after the Civic Honours Award ceremony.~~

It is the purpose of the Civic Honours Selection Committee to consider all nominations received and to provide a recommendation on honour recipients to full Council for decision.

Nominations and honour recipients are kept confidential until after the Civic Honours Awards ceremony.

| Civic Honours Policy      |          |                              |   |
|---------------------------|----------|------------------------------|---|
| <b>Audience (Primary)</b> | External | <b>Business Owner (Dept)</b> | CEO's Office                              |
| <b>Policy Author</b>      |          | <b>Review date</b>           | <del>November 2015</del> <u>June 2020</u> |

### Schedule

Scheduling the Civic Honours to maintain a consistent annual cycle assists to manage public expectations regarding this event on the District's calendar. Civic Honours is to be scheduled along following timeframes:

~~March/April: Civic Honours Selection Committee meeting to consider policy~~

April/May: ——— Advertising for nominations with closing date

June: Civic Honours Selection Committee decide on Honours recipients

June / July: Nominees names forwarded to Confidential Council meeting

August: Civic Awards Ceremony held

Nominations for the next Awards are open from this date to make best use of publicity.

### Civic Honours Awards Ceremony

The Civic Honours Awards ceremony format is a Civic Reception held in Council Chambers at which recipients are presented with a certificate and gift. Civic Honours recipients are invited to bring up to ~~40~~ 20 guests to the ceremony.

# Whangarei District Council Policy

*Civic Honours Policy*

*Policy 0026*

Date Adopted:

By:

Ref/Minute No:

| <b>Civic Honours Policy</b> |          |                              |              |
|-----------------------------|----------|------------------------------|--------------|
| <b>Audience (Primary)</b>   | External | <b>Business Owner (Dept)</b> | CEO's Office |
| <b>Policy Author</b>        |          | <b>Review date</b>           | June 2020    |

## Policy

### Objectives

Civic Honours Awards give recognition to those citizens, who by their personal leadership, inspiration, sacrifice or devotion to a cause, have made a significant contribution to the community wellbeing of the Whangarei District.

### Conditions and Criteria

1. Any person is eligible for nomination who, by their personal leadership, inspiration, sacrifice or devotion to a cause, has made a significant contribution to the community wellbeing of the Whangarei District.
2. The nominee's contribution will have links to one or more of the five community outcomes identified in the District's Long Term Community Plan which are:
  - A community which enjoys and treasures its natural and cultural values
  - A district that is safe and crime free
  - A district with growing business and employment opportunities
  - A community that is healthy and educated
  - A district with lots of community facilities and programmes for all ages.
3. The usual maximum number of recipients in any one year is four.
4. An unsuccessful nomination in any year may be resubmitted for consideration in a subsequent year.
5. The Council reserves the right to not make any Awards if in their view nominations received do not meet the desired standard of contribution to the community well-being of the District.
6. Sufficient details and up-to date information shall be supplied about the nominee to help the selection panel in assessing the contribution made by that nominee.
7. Each nomination shall have at least two referees who are citizens of the District.
8. Bona fide organisations, associations, societies or clubs may also make nominations, signed by executive officers of such an organization. Any such organisation nominating more than one person in any one year shall provide a clear indication as to the respective rating of the nominees.
- 
9. Council reserves the right to consider joint nominations separately and to award recipients jointly or separately.

### Civic Honours Committee

The Civic Honours Selection Committee is generally decided upon during delegation of Council committees and is identified as a committee of Council. The committee is elected for three years. Her Worship the Mayor is appointed an ex officio member of all Committees of Council with full voting rights.

It is the purpose of the Civic Honours Selection Committee to consider all nominations received and to provide a recommendation on honour recipients to full Council for decision.

Nominations and honour recipients are kept confidential until after the Civic Honours Awards ceremony.

| <b>Civic Honours Policy</b> |          |                              |              |
|-----------------------------|----------|------------------------------|--------------|
| <b>Audience (Primary)</b>   | External | <b>Business Owner (Dept)</b> | CEO's Office |
| <b>Policy Author</b>        |          | <b>Review date</b>           | June 2020    |

### **Schedule**

Scheduling the Civic Honours to maintain a consistent annual cycle assists to manage public expectations regarding this event on the District's calendar. Civic Honours is to be scheduled along following timeframes:

- April/May: Advertising for nominations with closing date
- June: Civic Honours Selection Committee decide on Honours recipients
- June / July: Nominees names forwarded to Confidential Council meeting
- August: Civic Awards Ceremony held  
Nominations for the next Awards are open from this date to make best use of publicity.

### **Civic Honours Awards Ceremony**

The Civic Honours Awards ceremony format is a Civic Reception held in Council Chambers at which recipients are presented with a certificate and gift. Civic Honours recipients are invited to bring up to 20 guests to the ceremony.

## 9. Minutes: Civic Honours Selection Committee Tuesday 14 June 2016

---

*Minutes of a meeting of the Civic Honours Selection Committee held in the Council Chamber Forum North on Tuesday 14 June 2016 at 9.30am*

**Present:**

Cr C B Christie (Chairperson)

Her Worship the Mayor S L Mai, and Cr S M Glen

**Apology:**

T Munro

**Moved: Cr Christie**

**Seconded: Cr Glen**

“That the apology be sustained.”

**CARRIED**

**Absent:**

Cr S J Bretherton

**Also present:**

Crs S J Deeming, P R Halse, G M Martin and S L Morgan

**In Attendance:**

Funding Manager (O Thomas), Community Funding Officer (C Velthuisen) and Senior Meeting Coordinator (C Brindle)

### 1. Review of Civic Honours Policy

**Moved Her Worship the Mayor**  
**Seconded Cr Christie**

- “1. That the Civic Honours Policy (Policy 0026) is approved for referral to Council with the following substantive changes:
- a. That the maximum number of guests a recipient can invite to the awards ceremony is increased from 10 to 20;
  - b. That Council reserves the right to consider joint nominations separately;
  - c. That the statement of authority of the committee to be updated to match its terms of reference, in particular, that the existing section: “The committee’s minutes are forwarded to full Council for the information to be received” is changed to “The committee’s recommended award recipients are forwarded to full Council for decision”;
  - d. That the nomination period will be open from the awards ceremony in August until May the following year.”

**CARRIED**

## Exclusion of the public

**Moved:** Cr Glen  
**Seconded:** Her Worship the Mayor

“That the public be excluded from the following parts of proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

| General subject of each matter to be considered |              | Reason for passing this resolution in relation to each matter  | Ground(s) under Section 48(1) for passing this resolution |
|---|--------------|--|---|
| C.1   | Applications | Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987 | Section 48(1)(a)  |

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public, are as follows:

| Item | Grounds                                  | Section           |
|------|--|-------------------|
| C.1  | To protect the privacy of natural person | Section 7(2)(a).” |

**CARRIED**

**The meeting closed at 10.07am**

Confirmed this 22<sup>nd</sup> day of June 2016

C B Christie (Chairperson)