

# Emergency Management Awards

**Safe and Resilient New Zealand  
Aotearoa Manahau**

Information for Emergency Management Stakeholders



**National Emergency  
Management Agency**  
Te Rākau Whakamarumarū

New Zealand Government

## **Emergency Management Awards**

Information for Emergency Management Stakeholders

### **Revised April 2021**

Published by the National Emergency Management Agency (NEMA)

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**National Emergency  
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**E ngā mātāwaka, e ngā rōpū atawhai i te motu, tēnā koutou.**

**Nā tō rourou, nā tōku rourou i ora ai te i**

It has been an extraordinary time for the emergency management system in Aotearoa New Zealand. There has been an almost constant stream of emergency events, including earthquakes, wildfires, floods and droughts, all against the backdrop of a global pandemic.



While challenging, it has also highlighted the crucial role of those who work or volunteer in emergency management. It is important that we take the opportunity to recognise and celebrate their commitment and success.

Our national conference will provide this opportunity, with the presentation of Ministerial awards, and long service awards to people, groups and organisations that have made significant contributions to emergency management in Aotearoa.

I encourage you to submit nominations for those you believe deserve national recognition.

**Carolyn Schwalger**

Te Tumu Whakahaere, Te Rākau Whakamarumarū  
Chief Executive, National Emergency Management Agency

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## 1.1 About this document

The purpose of this document is to describe the process for Emergency Management Awards nominations and outline the awards available to people, groups or organisations in New Zealand in recognition of contribution or service to emergency management.

The intended audience of this document is anyone considering nominating a person, group or organisation for recognition.

## 1.2 Background

### Purpose

The Emergency Management Awards were introduced in 2009 to recognise the contributions and successes of emergency management personnel across Aotearoa New Zealand.

The Emergency Management Awards are intended for those people, groups or organisations that have made significant contributions to emergency management in Aotearoa and who deserve recognition at a national level. Both paid and volunteer emergency management personnel are eligible for the Emergency Management Awards. The Emergency Management Awards are designed to complement existing means of formal recognition, including the New Zealand Royal Honours and Mayoral awards.

The awards programme also raises awareness of emergency management and the many ways to be involved. This will become increasingly important as the world continues to change and the frequency, duration, complexity and socio-economic consequences of natural disasters and other emergencies increase.

The National Emergency Management Agency's (NEMA's) vision is to build a safe and resilient Aotearoa. This means the emergency management system needs to be integrated and have the right capacity and capability to respond to one or more emergencies at any given time and improve outcomes for all communities across the motu. To recognise this, two new Emergency Management Awards were added in 2021 – the Collaboration Award and the Manaakitanga Award.

### Recipients

The recipients of the Emergency Management Awards may include the following\*:

- people
- iwi, hāpu, marae, Māori organisations and Hāpori Māori
- community groups
- local government
- central government
- not-for-profit organisations, and
- private sector companies.

\*The exception is the Long Service Award, which is for individuals only.

## About the Emergency Management Awards

There are five types of awards:

- 1. Contribution:**  
For outstanding contribution to emergency management in New Zealand.
- 2. Innovation:**  
For exceptional innovation or creativity that has pushed the boundaries of current emergency management practice in New Zealand.
- 3. Collaboration:**  
For exemplary emergency management collaboration outside normal existing working relationships.
- 4. Manaakitanga:**  
For exceptional manaakitanga in the emergency management environment, showing respect and hospitality to others in a way that upholds their mana and enhances our own.
- 5. Long Service:**  
For 10 years', 20 years', 30 years', 40 years' or 50 years' service to emergency management at the local or national level.

## 2.1 Ministerial Award for Contribution to Emergency Management in New Zealand

### Introduction

The Ministerial Award for Contribution to Emergency Management in New Zealand is for people, groups or organisations that have made an exceptional contribution to the field of emergency management. Their contribution will be above and beyond routine work and service, and considered outstanding.

Any type of contribution to emergency management in New Zealand may be considered when determining a recipient's eligibility for an award.

The types of contribution that may be considered relevant by the Minister for Emergency Management include:

- exceptional dedication or commitment to emergency management
- examples of visionary or courageous leadership to effect change
- extraordinary risk reduction, readiness, response or recovery effort
- substantial contribution to the underpinning evidence base for emergency management
- examples of integration, partnership or collaboration for multi-sectoral overall outcome
- exceptional contributions to community resilience.

### Nominations

Nominations for the Ministerial Award for Contribution to Emergency Management in New Zealand should include the following:

- A description of the organisation(s) in which the contribution has been undertaken
- Details of who was involved in the contribution
- Details of what the contribution has entailed, including the time period
- Rationale for why the contribution is considered significant, including any outcomes achieved, impacts from the contribution, and case for why the nomination should be considered.

### Presentation of awards

Awards will be presented at the Minister's discretion; however, this is likely to be in conjunction with an emergency management function, such as the national conference. Details of the presentation will be provided to recipients with as much notice as possible.

Recipients of the award will receive taonga and a copy of the citation.

## 2.2 Award for Innovation

### Introduction

The Award for Innovation recognises exceptional innovation or creativity across any aspect of the 4Rs – risk reduction, readiness, response and recovery. This could include the development of a new product, service or practice not previously seen in the emergency management field, or the taking of an existing approach and using it in a novel or unique way. It also recognises initiatives and strategies which support or create a culture of innovation in the sector.

### Nominations

Nominations for the Award for Innovation should include the following:

- A description of the organisation(s) in which the initiative has been implemented
- What the initiative was trying to achieve and why it was needed
- Details of who was involved in designing and/or implementing the initiative
- Details of what was involved in designing and/or implementing the initiative and what made it innovative or creative
- The impact of the initiative.

### Presentation of awards

Awards will be presented at NEMA's discretion; however, this is likely to be in conjunction with an emergency management function, such as the national conference. Details of the presentation will be provided to recipients with as much notice as possible.

Recipients of the awards will receive taonga and a copy of the citation.

## 2.3 Award for Collaboration

### Introduction

The Award for Collaboration recognises exemplary individual or organisational emergency management collaboration, across any aspect of the 4Rs – risk reduction, readiness, response and recovery. This award is a combined NEMA and Fire and Emergency New Zealand (FENZ) award, recognising collaboration outside of normal existing relationships, working together through challenges and overcoming adversity.

### Nominations

Nominations for the Award for Collaboration should include the following:

- A description of the organisations and people involved in the collaboration
- What the initiative was trying to achieve and why it was needed
- Details of what was involved in designing and/or implementing the initiative and why collaboration was essential
- The impact of the initiative.

### Presentation of awards

Awards will be presented at NEMA's discretion; however, this is likely to be in conjunction with an emergency management function, such as the national conference. Details of the presentation will be provided to recipients with as much notice as possible.

Recipients of the awards will receive taonga and a copy of the citation.

## 2.4 Award for Manaakitanga

### Introduction

The Award for Manaakitanga is for showing respect and hospitality to others in a way that upholds their mana and enhances our own, across any aspect of the 4Rs – risk reduction, readiness, response and recovery.

This award is a NEMA Chief Executive award recognising exceptional manaakitanga in the emergency management environment.

### Nominations

Nominations for the Award for Manaakitanga should include the following:

- A description of the organisation(s) and/or individuals to which manaakitanga was demonstrated
- Why manaakitanga was important
- How manaakitanga was demonstrated
- What impact the demonstration of manaakitanga had.

### Presentation of awards

Awards will be presented at NEMA's discretion; however, this is likely to be in conjunction with an emergency management function, such as the national conference. Details of the presentation will be made available to recipients with as much notice as possible.

Recipients of the awards will receive taonga and a copy of the citation.

## 2.5 Award for Long Service

### Introduction

The Award for Long Service is available to any person who has performed at least ten years of active service to emergency management in New Zealand at the local or national level (or both). Long Service awards may be presented for active service of:

- 10 years
- 20 years
- 30 years
- 40 years, or
- 50 years.

The type of service that can be included in calculating the length of service is to be determined by the nominating authority according to their emergency management needs. In general, council emergency management staff, emergency management volunteers and others with regular emergency management duties will be considered eligible. Any person eligible for long service recognition from their parent organisation (e.g. FENZ, New Zealand Police) will only be eligible for an Emergency Management Long Service Award if their contribution has been deemed to be over and above the normal emergency management duties of their parent organisation.

### 'Active' service

Nominees for long service are required to have undertaken 'active' service. The definition of 'active' is to be determined by the nominating authority, as this will vary according to the needs and expectations of the emergency management organisation. The nature of the emergency management service performed will need to be described on the nomination form.

Recognition of previous service with another organisation may be counted towards the length of service where the nominee can provide documented proof to the nominating authority.

### Certification of length of service

Certification of the length of service will be provided by the nominating authority's chief executive, who is required to sign the nomination form.

### Presentation of awards

Awards may be presented by the NEMA Chief Executive, Director CDEM or a senior member of the CDEM Group. Opportunities to recognise service should be in conjunction with an activity or gathering of the CDEM Group and may be conducted at any appropriate time during the year. The nominating authority and/or CDEM Group Manager should liaise with NEMA about timing and availability.

## 3.1 Submitting a nomination

A nomination can be submitted by any person who is familiar with the contribution of the person, group or organisation being nominated. A person cannot nominate themselves but can prepare a nomination for the group or organisation with which they are affiliated. Nominations should be supported by the chief executive of the nominating authority.

Nominations are to be made using the appropriate nomination form. A summary of the information should be provided as a citation of no more than 150 words. This will form the basis of the framed citation that will be read during the presentation of awards. Additional details of the nomination and any supporting evidence should be attached to the nomination form.

### Ministerial Award for Contribution to Emergency Management in New Zealand

All nominations for the Ministerial Award for Contribution to Emergency Management in New Zealand must use plain language to outline to the Minister for Emergency Management what the nominee has done and how the contribution has helped emergency management in New Zealand. The outcome and process of the contribution must be described with supporting evidence.

### Award for Innovation

All nominations for the Award for Innovation must use plain language to outline what the nominee has done and how the contribution demonstrates exceptional innovation or creativity across any aspect of the 4Rs. The outcome and process of the contribution must be described with supporting evidence.

### Award for Collaboration

All nominations for the Award for Collaboration must use plain language to outline what the nominee has done and how the contribution demonstrates exemplary emergency management collaboration outside of normal existing working relationships. The outcome and process of the collaboration must be described with supporting evidence.

### Award for Manaakitanga

All nominations for the Award for Manaakitanga must use plain language to outline what the nominee has done and how the contribution demonstrates exceptional manaakitanga in the emergency management environment, showing respect and hospitality to others in a way that upholds their mana and enhances our own. The outcome and process of the contribution must be described and substantiated.

# Nominations and selection

## Address for nominations

Applications should be submitted to the Awards Convener, by the due date stated on the NEMA website, at:

[NEMconference@nema.govt.nz](mailto:NEMconference@nema.govt.nz)

## Award for Long Service

Nominations for the Award for Long Service should be accompanied by a current biographical sketch, including dates and details of active participation in emergency management, and any awards or honours earned by the nominee.

## Address for Award for Long Service

Nominations for the Award for Long Service should be sent to the relevant NEMA Regional Emergency Management Advisor (REMA) of the CDEM Group nominating.



## 3.2 Selection of recipients

### **Ministerial Award for Contribution to Emergency Management in New Zealand**

The NEMA Chief Executive may consult with relevant parties, including CDEM Groups, local authorities, iwi, hāpu, marae, Māori organisations, Hāpori Māori and others on nominations received. The NEMA Chief Executive will make recommendations to the Minister for Emergency Management.

### **Award for Innovation**

The NEMA Chief Executive may consult with relevant parties, including CDEM Groups, local authorities, iwi, hāpu, marae, Māori organisations, Hāpori Māori, government agencies, private and not-for-profit organisations and others on nominations received. The NEMA Chief Executive will make recommendations to the Minister for Emergency Management.

### **Award for Collaboration**

The NEMA Chief Executive may consult with relevant parties, including CDEM Groups, local authorities, iwi, hāpu, marae, Māori organisations, Hāpori Māori, government agencies, private and not-for-profit organisations and others on nominations received. The NEMA and FENZ Chief Executives will determine successful applicants for this award.

### **Award for Manaakitanga**

The NEMA Chief Executive may consult with relevant parties, including CDEM Groups, local authorities, iwi, hāpu, marae, Māori organisations, Hāpori Māori, government agencies, private and not-for-profit organisations and others on nominations received. The NEMA Chief Executive will determine successful applicants for this award.

### **Award for Long Service**

NEMA Regional Emergency Management Advisors (REMA) may consult with relevant parties, including CDEM Groups, local authorities, iwi, hāpu, marae, Māori organisations, Hāpori Māori and others on nominations received. REMAs will make recommendations to the Minister for Emergency Management, through the NEMA Chief Executive, based on the evidence presented.

# Frequently asked questions <sup>4</sup>

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## **When and why were the Emergency Management Awards established?**

The Emergency Management Awards programme was introduced by the Minister of Civil Defence in 2009 to recognise career and volunteer personnel in emergency management in New Zealand. Emergency Management Awards are intended for those people, groups and organisations that have made contributions to emergency management in New Zealand and that deserve recognition at the national level. The awards programme also serves to raise awareness of emergency management efforts across New Zealand.

## **When and why was the Award for Innovation established?**

The Award for Innovation was introduced by the Director CDEM in 2016 to recognise exceptional innovation or creativity across any aspect of the 4Rs.

## **When and why was the Award for Collaboration established?**

The Award for Collaboration was introduced by the NEMA Chief Executive in 2021, in conjunction with the FENZ Chief Executive, to recognise exemplary emergency management collaboration across any aspect of the 4Rs.

## **When and why was the Award for Manaakitanga established?**

The Award for Manaakitanga was introduced by the NEMA Chief Executive in 2021 to recognise exceptional manaakitanga in the emergency management environment.

## **Are there separate awards for paid and volunteer emergency management personnel?**

No. Any notable contribution to emergency management in New Zealand can be considered in nominating a person, group or organisation. The nominee(s) must have performed the work in the field of emergency management, above and beyond routine work and service. The contribution may be in the form of sustained effort over a period of time or for a particular emergency or project. Separate awards are presented for long service to emergency management in New Zealand.

## **Is emergency management service to more than one district/region or at the national level eligible?**

Yes. If all took place within New Zealand, service to a number of districts/regions or at the national level can be accumulated for a long service award.

## **Is international emergency management service eligible?**

No. The awards are only for emergency management service in New Zealand or for contribution to emergency management in New Zealand.

# Frequently asked questions

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## **Can a person who is eligible for long service recognition from their own organisation also be eligible for an Emergency Management Award for Long Service?**

This will depend on the role emergency management plays in their regular work and will be determined by the nominating authority according to the value it attaches to the role undertaken.

## **Can people, groups and organisations be nominated?**

Yes, with the exception of the Award for Long Service. Only people are eligible for this award.

## **Can we nominate a person or organisation for two or more categories of award (contribution, innovation, long service)?**

Yes, as long as the information asked for in the nomination forms is provided. A nomination form will need to be completed for each award.

## **Will you consider nominations in one category for other categories?**

Depending on the number and calibre of nominations, we may pass nominations in one category to another category. However, in the first instance nominations will be considered in the category in which they have been nominated.

## **Where can I find the names of previous recipients?**

The names of recipients of the awards for contributions to emergency management in New Zealand are on the NEMA website ([www.civildefence.govt.nz](http://www.civildefence.govt.nz))

## **Can a previous winner be nominated again?**

Yes.

## **Can people from the same organisation be nominated?**

Yes. However, a separate nomination form is required for each nominee, unless the group or organisation is nominated as a whole.

## **Are the nominations confidential?**

Yes.



## Appendices <sup>5</sup>

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# Emergency Management Awards

## A. Ministerial Award for Contribution to Emergency Management in New Zealand

**Full name of person(s), group or organisation being nominated**

(Please ensure spelling is correct as this will be used for the citation.)

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**Nominee contact details**

Address: 

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Home phone:

Work phone:

Email:

**In which organisations has the contribution been undertaken?** (List all CDEM

Groups/councils/agencies or organisations emergency management services have been provided to as part of this nomination.)

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**Who was involved in the contribution?**

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**What has the contribution entailed?** (Include the time period.)

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**Why is the contribution considered significant?** (Include any outcomes achieved, impacts from the contribution, and a case for why the nomination should be considered.)

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**Citation**

In no more than 150 words, summarise the information above in the form of a citation to be read out at the awards ceremony.

A single A4 page is required for this citation and should be attached separately. Supporting photos and documentation should also be attached to support the nomination.



# Emergency Management Awards

## A. Ministerial Award for Contribution to Emergency Management in New Zealand

### Nominated by

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home phone:

Work phone:

Email:

Signature \_\_\_\_\_

I certify that my Chief Executive endorses this nomination and that, to the best of my knowledge, the information contained in the nomination is true and correct.

Date: \_\_\_\_\_

### Enclosures

- Citation
- Supporting photos or documentation



# Emergency Management Awards

## B. Award for Innovation

**Full name of person(s), group or organisation being nominated**

(Please ensure spelling is correct as this will be used for the citation.)

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**Nominee contact details**

Address: \_\_\_\_\_  
\_\_\_\_\_

Home phone:

Work phone:

Email:

**In which organisation(s) was the initiative implemented?**

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**What was the initiative trying to achieve and why was it needed?**

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**Who was involved in designing and/or implementing the initiative?**

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**What was involved in designing and/or implementing the initiative and what made it innovative or creative?**

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**What impact did the initiative have?** (Consider the outcomes, what made it exceptional, and what difference it made across any aspect of the 4Rs – risk reduction, readiness, response and recovery.)

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**Citation**

In no more than 150 words, summarise the information above in the form of a citation to be read out at the awards ceremony.

A single A4 page is required for this citation and should be attached separately. Supporting photos and documentation should also be attached to support the nomination.



# Emergency Management Awards

## B. Award for Innovation

### Nominated by

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home phone:

Work phone:

Email:

Signature \_\_\_\_\_

I certify that my Chief Executive endorses this nomination and that, to the best of my knowledge, the information contained in the nomination is true and correct.

Date: \_\_\_\_\_

### Enclosures

- Citation
- Supporting photos or documentation



# Emergency Management Awards

## C. Award for Collaboration

### Full name of person(s), group or organisation being nominated

(Please ensure spelling is correct as this will be used for the citation.)

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### Nominee contact details

Address: \_\_\_\_\_

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Home phone:

Work phone:

Email:

### Which organisations and individuals were involved in the collaboration?

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### What was the initiative trying to achieve and why was it needed?

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### What was involved in designing and/or implementing the initiative and why was collaboration essential?

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### What impact did the initiative have? (Consider the outcomes, what made it exceptional, and what difference it made across any aspect of the 4Rs – risk reduction, readiness, response and recovery.)

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### Citation

In no more than 150 words, summarise the information above in the form of a citation to be read out at the awards ceremony.

A single A4 page is required for this citation and should be attached separately. Supporting photos and documentation should also be attached to support the nomination.



# Emergency Management Awards

## C. Award for Collaboration

### Nominated by

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home phone:

Work phone:

Email:

Signature \_\_\_\_\_

I certify that my Chief Executive endorses this nomination and that, to the best of my knowledge, the information contained in the nomination is true and correct.

Date: \_\_\_\_\_

### Enclosures

- Citation
- Supporting photos or documentation



# Emergency Management Awards

## D. Award for Manaakitanga

### Full name of person(s), group or organisation being nominated

(Please ensure spelling is correct as this will be used for the citation.)

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### Nominee contact details

Address: \_\_\_\_\_

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Home phone:

Work phone:

Email:

### To which organisation(s) and/or individual(s) was manaakitanga demonstrated?

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### Why was manaakitanga important?

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### How was manaakitanga demonstrated?

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**What impact did the demonstration of manaakitanga have?** (Consider the outcomes, what made it exceptional, and what difference it made across any aspect of the 4Rs – risk reduction, readiness, response and recovery.)

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### Emergency management role(s) performed

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### Citation

In no more than 150 words, summarise the information above in the form of a citation to be read out at the awards ceremony.

A single A4 page is required for this citation and should be attached separately. Supporting photos and documentation should also be attached to support the nomination.



# Emergency Management Awards

## D. Award for Manaakitanga

### Nominated by

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home phone:

Work phone:

Email:

Signature \_\_\_\_\_

I certify that my Chief Executive endorses this nomination and that, to the best of my knowledge, the information contained in the nomination is true and correct.

Date: \_\_\_\_\_

### Enclosures

Citation

Supporting photos or documentation



# Emergency Management Awards

## E. Award for Long Service

### Full name of person being nominated

(Please ensure spelling is correct as this will be used for the certificate and award.)

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### Length of service (circle)

10 years      20 years      30 years      40 years      50 years

### Nominee contact details

Address: \_\_\_\_\_

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Home phone:

Work phone:

Email:

### Agencies supported by nominee

(List all CDEM Groups/councils/agencies or organisations emergency management services have been provided to as part of this nomination.)

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### Emergency management role(s) performed

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### Details of active service

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# Emergency Management Awards

## E. Award for Long Service

### Nominated by

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home phone:

Work phone:

Email:

Signature \_\_\_\_\_

I certify that my Chief Executive endorses this nomination and that, to the best of my knowledge, the information contained in the nomination is true and correct.

Date: \_\_\_\_\_

### Enclosures

- Citation
- Supporting photos or documentation