

Civil Defence Emergency Management Awards

INFORMATION FOR CDEM STAKEHOLDERS [IS 15/17]



Resilient New Zealand
Aotearoa Manahau

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Civil Defence Emergency Management Awards

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Cover images

Awards table, Minister's awards ceremony February 2015 (image courtesy of MCDEM).



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Foreword

All too often we forget to stop and celebrate the success of the various people, groups and organisations that have given New Zealand a world leading reputation in emergency management. The opportunity afforded by the Ministerial awards, Director's awards, and long service awards is part of a deliberate effort to recognise those who make a difference to CDEM.



Our national conference will provide us with an opportunity to recognise and celebrate the success of people, groups and organisations that make a difference to CDEM in New Zealand.

I encourage you to submit nominations for those that deserve recognition.

A handwritten signature in blue ink that reads "Sarah Stuart-Black".

Sarah Stuart-Black

Director of Civil Defence Emergency Management

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Section 1 Introduction

1.1 About this document

The **purpose** of this document is to describe the Civil Defence Emergency Management (CDEM) awards available to people, groups or organisations in New Zealand in recognition of contribution or service to CDEM and the process for nominations.

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

1.2 Background

Purpose

The CDEM awards were first introduced by the Minister of Civil Defence in 2009 to recognise career and volunteer personnel within CDEM in New Zealand. The awards programme also serves to raise awareness of CDEM efforts across New Zealand.

CDEM awards are intended for those people, groups or organisations that have made significant contributions to CDEM in New Zealand and who deserve recognition at a national level. Both paid and volunteer CDEM personnel are eligible for the CDEM awards.

The CDEM awards are designed to complement existing means of formal recognition, including the New Zealand Royal Honours and Mayoral awards.

About the CDEM awards

There are three types of award:

1. For contributions to CDEM in New Zealand
 - a. CDEM Gold Award: for outstanding contributions to CDEM in New Zealand
 - b. CDEM Silver Award: for important contributions to CDEM in New Zealand.
2. For innovation:
 - a. Director's Award for Innovation: for exceptional innovation or creativity that has pushed the boundaries of current CDEM practice in New Zealand.
3. For long service:
 - a. CDEM Long Service Award: for 10 years', 20 years', 30 years', 40 years' or 50 years' service to CDEM at the local or national level.

Section 2 Awards and eligibility

2.1 Ministerial Awards for contribution to CDEM in New Zealand

Introduction

The Ministerial Awards for outstanding and important contribution to CDEM in New Zealand are for people, groups or organisations that have made an outstanding or important contribution in the field of CDEM, above and beyond routine work and service.

Any type of contribution to CDEM 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 of Civil Defence include:

- exceptional dedication or commitment to CDEM
- 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 CDEM
- examples of integration, partnership, or collaboration for multi-sectoral overall outcome, and
- exceptional contributions to community resilience.

Gold and Silver Awards

Nominations for contribution to CDEM in New Zealand will be considered together. In any given year, the Minister may choose to present a Gold Award for outstanding contribution if in the opinion of the Minister this is warranted. Several Silver Awards may be presented, depending on the calibre of nominations.

Presentation of awards

Awards will be presented at the Minister's discretion however this is likely to be in conjunction with a CDEM function, such as the national conference (10 year awards are not presented at the national conference). Details of the presentation will be made available to recipients with as much notice as possible.

Recipients of the award will receive a copy of the citation with a gold or silver medallion in a presentation case reflecting the significant or important contribution award received.

2.2 Director's Award for Innovation

Introduction

From 2016, the Ministry introduced the Director's Award for Innovation to recognise exceptional innovation or creativity across any aspect of the 4Rs – risk reduction, readiness, response and recovery. It could include the development of a new product, service, system, thinking, initiative, or collaborative approach.

Recipients

The recipients of these awards can include the following:

- individuals
- community groups
- local government
- central government
- not-for-profit organisations, and
- private sector companies.

Presentation of awards

The award will be presented by the Director at the national conference (or other suitable event). Details of the presentation will be made available to recipients with as much notice as possible.

The number of awards presented each year may differ depending on the calibre of nominations.

Recipients of the award will receive a framed certificate and an invitation to the awards event.

2.3 Awards for long service

Introduction

The awards for long service are available to any individual who has performed at least 10 years of active service to CDEM 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 CDEM needs. In general, council emergency management staff, CDEM volunteers and others with regular CDEM duties will be considered eligible.

Any individual eligible for long service recognition from their parent organisation (e.g. New Zealand Fire Service, New Zealand Police) will only be eligible for a CDEM long service award if their contribution has been deemed to be over and above the normal CDEM 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 CDEM organisation. The nature of the CDEM 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 Director 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 the Director regarding timing and availability.

Section 3 Nominations and selection

3.1 Submitting a nomination

A nomination can be submitted by any person who is familiar with the contribution of the individual, group or organisation being submitted. An individual 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 application form and are to be submitted to the Director of CDEM. The 'description of the contribution made' should be prepared in the form of a citation. This will form the basis of the framed citation and what is read by the Minister during the presentation of Ministerial Awards or read by the Director during the presentation of Director's Awards. Additional details of the nomination and any supporting evidence should be attached to the nomination form.

Nominations for contributions to CDEM in NZ

All nominations for recognition of contribution to CDEM in New Zealand must use plain language to outline to the Minister of Civil Defence what the nominee has done and how the contribution has helped CDEM in New Zealand. The outcome and process of the contribution must be described and substantiated.

A call for nominations for recognition of contribution to CDEM in New Zealand will be made early in each year with nominations closing on 31 March.

Nominations for innovation

All nominations for the Director's Award for Innovation must use plain language to outline to the Director of CDEM 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 and substantiated.

A call for nominations for the Director's Award for Innovation will be made early in each year with nominations closing on 31 March.

Nominations for long service

Nominations for the recognition of long service should be accompanied by a current biographical sketch, including dates and details of active participation in CDEM, and any awards or honours earned by the nominee, as required.

Nominations for long service awards may be submitted to the Director of CDEM, allowing adequate time for manufacture of the award, at any time during the year.

Address for nominations

Applications should be submitted to:

CDEM Award Nominations

Director Civil Defence Emergency Management

Ministry of Civil Defence & Emergency Management

PO Box 5010

Wellington 6145

emergency.management@dpmc.govt.nz

3.2 Selection of recipients

Gold and silver

In the case of recognition of contribution to CDEM in New Zealand, the Director may consult with relevant parties, including CDEM Groups, local authorities and others on nominations received and will make recommendations to the Minister of Civil Defence. The Minister will make the final decision on who will receive awards and the level of award, gold or silver.

Innovation

In the case of innovation award, the Director may consult with relevant parties, including CDEM Groups, local authorities, government agencies, private and not-for-profit organisations and others on nominations received. The Director will make the final decision on who will receive innovation awards.

Long service

In the case of long service awards, the Director may consult with relevant parties, including CDEM Groups, local authorities and others on nominations received and will make the final decision based on evidence presented.

Section 4 Frequently asked questions

When and why were the CDEM Awards established?

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

When and why was the Director's Award for Innovation established?

The Director's Award for Innovation was introduced by the Director of CDEM in 2016 as an additional category of award designed to recognise exceptional innovation or creativity across any aspect of the 4Rs.

Are there separate awards for paid and volunteer CDEM personnel?

No. Any notable contribution to CDEM in New Zealand can be considered in nominating an individual, group or organisation. The nominee(s) must have performed the work in the field of CDEM, 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 CDEM in New Zealand.

Is CDEM service to more than one district/region or at the national level eligible?

Yes. If this service is 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 CDEM service eligible?

No. The awards are only for CDEM service in New Zealand or for contributions to CDEM in New Zealand.

Can an individual who is eligible for long service recognition from their own organisation also be eligible for a CDEM award for long service?

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

Can individuals, groups and organisations be nominated?

Yes for the awards for contribution to CDEM or innovation in CDEM. However, only individuals are eligible for the long service award.

How many awards are given out each year?

Awards for a significant contribution to CDEM in New Zealand (the Gold Award) are at the Minister's discretion. Several awards for important contribution to CDEM in New Zealand (the Silver Award) may be presented, depending on the calibre of nominations.

Awards for innovation are at the Director's discretion. Several awards for innovation may be presented, depending on the calibre of nominations.

There is no limit to the number of long service awards presented in a year.

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

Yes, as long as the award criteria are met. A nomination form will need to be completed for each award.

Do I have to fill out separate forms for the Gold and Silver Awards?

No. All nominees for an award for contribution to CDEM in New Zealand will be considered for either award. The Minister will determine the award given.

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. This is most likely to be between the contribution to CDEM and innovation categories. However in the first instance nominations will be considered in the category in which they have been nominated.

Will a Gold Award be presented each year?

Not necessarily. The Minister of Civil Defence may decide on occasion not to present the award for significant contribution to CDEM in New Zealand if in the Minister's opinion the nominations do not warrant its presentation.

Where can I find the names of previous recipients?

The names of recipients of the awards for contributions to CDEM in New Zealand can be found on the MCDEM website (www.civildefence.govt.nz)

Can a previous winner be nominated again?

Yes.

Can people from the same organisation be nominated?

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

Are the nominations confidential?

Yes.

When do nominations close?

Nominations for contributions to CDEM in New Zealand close on 2 March.

Nominations for innovation close on 2 March.

Nominations for long service may be submitted at any time during the year. 20 – 50 year nominations submitted by 2 March will be eligible to be presented at the national conference.

What does a CDEM award look like?



The Gold and Silver Awards are presented in a wooden plinth and the citation is framed. The long service award is mounted in a wooden case with the recipient's name etched into the case (40 & 50 year long service Awards are currently being designed).

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Appendix A Nomination form: Contribution to CDEM in NZ



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Contribution
to CDEM in
New Zealand

Nomination Form

Full name of individual(s), group or organisation *(please ensure spelling is correct as this will be used for the citation)*

Nominee contact details

Address:

Home phone:

Work phone:

Email

Agencies supported by nominee

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

CDEM role(s) performed:

Citation

This is a description of how the person, group or organisation has made a contribution to CDEM in New Zealand. This should be written in the form of a citation read by the Minister and framed for the nominee.

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



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Contribution
to CDEM in
New Zealand

Nomination Form

Nominated by

Name: _____

Address: _____

Home phone: _____

Work phone: _____

Email _____

Signature: _____

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

Date: _____

Seconded by (Chief Executive)

Name: _____

Address: _____

Home phone: _____

Work phone: _____

Email _____

Signature: _____

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

Date: _____

Enclosures:

Citation

Supporting photos or documentation

Appendix B Nomination form: Innovation



Civil Defence
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Management
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Innovation

Nomination Form

Full name of individual(s), group or organisation *(please ensure spelling is correct as this will be used for the citation)*

Nominee contact details

Address:

Home phone:

Work phone:

Email

Agencies supported by nominee

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

CDEM role(s) performed:

Citation

This is a description of how the person, group or organisation has provided exceptional innovation or creativity across any aspect of the 4Rs – risk reduction, readiness, response and recovery. This should be written in the form of a citation read by the Director and framed for the nominee.

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



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Innovation

Nomination Form

Nominated by

Name: _____

Address: _____

Home phone: _____

Work phone: _____

Email _____

Signature: _____

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

Date: _____

Seconded by (Chief Executive)

Name: _____

Address: _____

Home phone: _____

Work phone: _____

Email _____

Signature: _____

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

Date: _____

Enclosures:

- Citation
- Supporting photos or documentation

Appendix C Nomination form: Long service



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Long Service

Nomination Form

Full name of individual nominated

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

Length of service (circle)

10 years 20 years 30 years 40 years 50 years

Nominee contact details

Address: _____

Home phone: _____

Work phone: _____

Email _____

Agencies supported by nominee

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

CDEM role(s) performed: _____

Details of active service.



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Long Service

Nomination Form

Nominated by

Name: _____

Address: _____

Home phone: _____

Work phone: _____

Email _____

Signature: _____

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

Date: _____

Seconded by (Chief Executive)

Name: _____

Address: _____

Home phone: _____

Work phone: _____

Email _____

Signature: _____

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

Date: _____

Enclosures (*please note any supporting documents attached*):