2023 CIVIC HONOUR AWARDS

Recognising Palmy's innovative and enduring community volunteers

PALMY™
PAPAIOEA
PALMERSTON NORTH CITY

Nominations
PNCC.GOVT.NZ/CIVICAWARDS

Nominations close 16 August

GUIDELINES FOR **CIVIC HONOUR NOMINATIONS**

WHO CAN BE NOMINATED?

Civic Honours are awarded to individuals who have carried out outstanding and innovative voluntary service to others in the community.

WHO QUALIFIES?

The service carried out by the nominee will be voluntary, and not a professional service, or service carried out while completing the duties of a paid position. The payment of an honorarium or similar monetary recompense to an office holder of an organisation, association, society or club will not necessarily disqualify the person from receiving an award.

In exceptional circumstances the Council may, by unanimous agreement, make an award to a non-resident of Palmerston North, if the community service has been carried out in Palmerston North.

As a matter of policy, any nominee who has received Royal or New Zealand Honours shall only in exceptional circumstances be awarded a Civic Honour.

CAN A DECEASED PERSON BE NOMINATED FOR AN HONOUR?

Where a person dies within twelve months prior to the closing date of nominations that person is eligible for nomination for a Civic Honour, to be awarded posthumously.

WHO CAN MAKE THE NOMINATION?

Nominations need to be made by any two Palmerston North citizens , or local bona fide organisations, associations, societies or clubs. If any group nominates more than one person for consideration, a statement clearly indicating the respective rankings of the nominees should accompany the nomination forms submitted. Two executive officers of the nominating organisation, association etc are required to sign the nomination form and record the designations of their office alongside their signatures.

Nominations made by any two citizens must clearly state the names and addresses and contact details of the nominators.

HOW MANY AWARDS ARE MADE?

The number of honours is restricted to five in any one year. In exceptional circumstances Council may decide to make an exception and grant more than this number. It is not usual for everyone nominated to receive a Civic Honour Award.

WHO DECIDES WHO SHOULD RECEIVE AN AWARD?

The Civic Honour Selection Panel is made up of the Mayor, the Deputy Mayor, Chair and Deputy Chair of the Community Development Committee, the Chairperson of the Rotary Club of Palmerston North, the Chairperson of the National Council of Women (Manawatū Branch) and a District Court Judge ; or their nominees. The Selection Panel makes recommendations to the Council who makes a final decision on who will receive an award.

WHEN COMPLETING THE NOMINATION FORM

At first glance the form appears quite simple, but it's important you provide detailed background information about your nominee, and explain what their actual contribution in an area has been.

Do not just list jobs or posts held.

Material supplied should establish the depth and breadth of that person's contribution to the organisation/s or event being described. Gathering this material can take some time so do not leave it to the last minute.

Nominators should always assume the person nominated is not known to the Selection Panel. Remember, that the Selection Panel makes a decision from only the material in front of it.

Please don't submit:

- Any documents you want returned,
- Testimonials and references that don't relate to the nomination,
- Books, videos, tape recordings and original photographs.

SHOULD THE NOMINEE KNOW THEY ARE BEING NOMINATED?

No. It 's preferable the Nominee is unaware of the nomination.

PROGRESS WITH NOMINATIONS

Upon receipt of your nomination, we will send an acknowledgement. We cannot correspond or discuss the merits of a nomination or its progress while it is under consideration.

UNSUCCESSFUL NOMINATIONS

If a nomination is unsuccessful, you may submit the nomination in the following or future years. Unsuccessful nominations, or details of the people who nominated them will not be made public.

ARE NOMINATORS TOLD IF THEIR NOMINATION IS SUCCESSFUL OR NOT?

Yes. Nominators will receive a letter advising whether the nomination has been successful after the Selection Panel's recommendations have been considered by Council.

COMPLETED NOMINATION FORMS

Please send or deliver the completed nomination form and attachments to:

Office of the Mayor
Palmerston North City Council
Private Bag 11-034 Palmerston North 4442.

For further information or help completing the nomination, please contact Office of the Mayor phone **351 4417**.

WHAT'S NEEDED TO MAKE A NOMINATION?

1. Attach a summary of the nominee's voluntary work and supporting information. Ensure you cover each of these points:
   - Details of all the organisations the nominee is involved with in a voluntary capacity, together with a description of the type of work undertaken.
   - Please give start and end dates, or whether the person is still involved in this area of activity.
2. A letter of support from each organisation (on official letterhead).
3. Tell us about how the nominee does their work. What is special about what they bring to the organisation they are involved in? Please comment particularly on their:
   - initiative and creativity
   - effectiveness of work
   - use of resources
   - the impact of the nominee's work on the city

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NOMINATION FOR CIVIC HONOUR 2023

ORGANISATION MAKING NOMINATION

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If the nomination being made by an organisation two office holders are required to complete this section.
If the nomination is being made by two individuals please complete the section on the next page instead.

ORGANISATION	
Name of organisation	
Address	Phone
	Email

FIRST OFFICE HOLDER	SECOND OFFICE HOLDER
Name	Name
Office held	Office held
Phone	Phone
Email	Email
Signature I confirm that the information provided in support of this nomination is true and correct, and that the work stated has been undertaken by the nominee in a voluntary capacity.	Signature I confirm that the information provided in support of this nomination is true and correct, and that the work stated has been undertaken by the nominee in a voluntary capacity.
Date	Date

CLOSING DATE : WEDNESDAY 16 AUGUST

CHECKLIST

- ☐ Nominee's details completed
- ☐ Nominator details provided and two signatures made
- ☐ Summary of volunteering provided
- ☐ Letter of support from each volunteer organisation attached

FOR PNCC USE		
☐ Nomination received	☐ Acknowledged	☐ Recorded

NOMINATION FOR CIVIC HONOUR 2023

INDIVIDUALS MAKING A NOMINATION

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If the nomination is being made by two individuals please complete this section.

If the nomination being made by an organisation please have two office holders complete the previous page instead.

FIRST NOMINATOR	SECOND NOMINATOR
First name	First name
Last name	Last name
Address	Address
Phone	Phone
Email	Email
Signature I confirm that the information provided in support of this nomination is true and correct, and that the work stated has been undertaken by the nominee in a voluntary capacity.	Signature I confirm that the information provided in support of this nomination is true and correct, and that the work stated has been undertaken by the nominee in a voluntary capacity.
Date	Date

CLOSING DATE : WEDNESDAY 16 AUGUST

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For further information, please contact:
Office of the Mayor Palmerston North City Council
Private Bag 11-034 Palmerston North / Phone 351 4417