

## Palmerston North City Council



### 2019 CIVIC HONOUR AWARDS

# NOMINATION FORM



For further information, please contact:

Nicky Harris  
Personal Assistant to the Mayor  
Palmerston North City Council  
Private Bag 11-034  
Palmerston North  
Phone: 351 4417

**Closing date 5.00 pm Friday 13 September 2019**

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# NOMINATION FOR CIVIC HONOUR 2019

Please read the accompanying guidelines before completing this form.

Please clearly print or type the following details about the person you are nominating. You must ensure that all sections of this form are completed or we will be unable to consider your nominee.

## DETAILS OF NOMINEE

Please clearly print or type the following details about the person you are nominating:

First Name:	
Middle Names:	
Last Name:	
Title e.g. Mr, Mrs, Miss, Ms	
Address:	
Telephone:	

For PNCC Use:

Nomination received:

Acknowledged:

Recorded:

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# NOMINATION FOR CIVIC HONOUR 2019

## DETAILS OF PERSONS OR ORGANISATION MAKING NOMINATION

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.

<b>Name of Organisation:</b>	
Address:	
Telephone:	
E-mail:	
Name of first office holder:	Name of second office holder:
Office Held:	Office Held:
Contact telephone number:	Contact telephone number:
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:

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# NOMINATION FOR CIVIC HONOUR 2019

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

First Name:	
Last Name:	
Address:	
Telephone:	
E-mail:	
Signature:	
Date:	

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.

## Second Nominator

First Name:	
Last Name:	
Address:	
Telephone:	
E-mail:	
Signature:	
Date:	

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.

**Closing date 5.00pm Friday 13 September 2019**

# NOMINATION FOR CIVIC HONOUR 2019

## PROVIDE A SUMMARY OF VOLUNTARY WORK

1. A summary of the nominee's voluntary work and supporting information must be attached. Ensure that you cover each of these points:
  - Detail all of 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) should be included.
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
  - utilisation of resources.
4. Please tell us about the impact of the nominee's work on the city.
5. Please phone the Office of the Mayor on 351 4417 if you require help filling out this form.

**Note:** *Items 3 and 4 may be covered either by the letters of support, by statements from the nominators, or a combination of both*

**Closing date 5.00pm Friday 13 September 2019**

# **NOMINATION FOR CIVIC HONOUR 2019**

## **CHECKLIST**

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

**Closing date 5.00pm Friday 13 September 2019**

# **GUIDELINES FOR CIVIC HONOUR NOMINATIONS**

## **WHO CAN BE NOMINATED?**

Civic Honours are given 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 whilst 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. Nominations of persons who, prior to the Local Government Reorganisation and the resulting boundary changes, have carried out service in a community which is now part of the City, are eligible for a Civic Honour

The Scheme provides that, 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 SHOULD MAKE THE NOMINATION?**

Nominations may be made by any two citizens of Palmerston North, or local bona fide organisations, associations, societies or clubs. If any such 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 available 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 all persons nominated to receive a Civic Honour Award.

**Closing date 5.00pm Friday 13 September 2019**

## **WHO DECIDES WHO SHOULD RECEIVE AN AWARD?**

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

**Closing date 5.00pm Friday 13 September 2019**

## **WHEN COMPLETING THE NOMINATION FORM**

At first glance the form appears quite simple, but it is important that 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 that the person nominated is not known to the Selection Panel. Remember, that the Selection Panel may only judge from the material in front of it. If insufficient information is supplied the nominee may be "damned with faint praise"!

The following should not be submitted: any documents which you will require to be returned, testimonials and references that do not relate to the nomination, books, videos, tape recordings and original photographs.

### **SHOULD THE NOMINEE KNOW THEY ARE BEING NOMINATED?**

No! In fact it is preferable that the Nominee is unaware of the nomination to avoid possible disappointment.

### **PROGRESS WITH NOMINATIONS**

Upon receipt of your nomination, we will send an acknowledgement. We regret that it is not possible to enter into correspondence on the merits of a particular 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:

Nicky Harris  
Personal Assistant to the Mayor  
Palmerston North City Council  
Private Bag 11-034  
Palmerston North

For further information, please contact Nicky Harris, phone 351 4417.

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