

UPPER HUTT CITY

# Civic Awards



## Notes on making a nomination

### **WHO CAN BE NOMINATED**

Any person who has carried out meritorious voluntary community service for the city of Upper Hutt is eligible for nomination. It is likely, but not essential, that this community service will be in one of the fields of welfare, youth or aged services, community education, cultural activities or sport and recreation administration.

### **WHO QUALIFIES**

Recipients of the award will be residents of Upper Hutt. Except in exceptional circumstances, an award will not be made to a person who has received other public recognition for the community service in the form of awards such as those conferred through the New Zealand Honours system.

### **WHO SHOULD MAKE THE NOMINATION**

A nomination must be signed by at least two residents of Upper Hutt, or if the nomination is from an Upper Hutt organisation, it must be signed by at least two executive members of that organisation. It is not necessary to obtain prior consent of the person being nominated. If a nomination is successful, the nominee will be contacted to ascertain whether he or she wishes to accept the award.

### **COMPLETING THE NOMINATION FORM**

Please complete the nomination form following the instructions in each section closely. It is important that you provide as much information as possible about your nominee, and try to explain what their actual contribution in an area has been, as opposed to just listing jobs or posts held. The following should **not** be submitted: original documents, testimonials and references that do not relate to the nomination, books, videos, tape recordings and photographs.

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

The Civic Awards Panel membership is the Mayor, two Upper Hutt City Council Councillors and two community representatives.

### **ARE NOMINATORS ADVISED ONCE A DECISION IS MADE**

Yes. Nominators will receive a letter advising whether the nomination has been successful.

## **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.

## **WHEN ARE NOMINATIONS TAKEN**

The Civic Awards Panel meets approximately mid-year to consider any nominations. A call for nominations will be made nearer the meeting but nominations can be received at any time and will be placed on hold until the Panel meets.

## **COMPLETED NOMINATION FORMS**

The completed nomination form and supporting attachments can be sent any time to:

Kerrie Falconer  
Executive Assistant to the Mayor  
Upper Hutt City Council  
Private Bag 907  
Upper Hutt 5140

For further information, please contact:

Kerrie Falconer  
Phone: 04 527 2189  
Email: [kerrie.falconer@uhcc.govt.nz](mailto:kerrie.falconer@uhcc.govt.nz)

# Civic Award Nomination Form

**NOMINEE**

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

First Name	
Last Name	
Title e.g. Mr, Mrs, Miss	
Address	
Telephone	

**CATEGORIES OF COMMUNITY SERVICE**

Please indicate the category under which you believe the nominee qualifies (*one or more maybe selected*):

	✓
Community service	
Cultural affairs	
Educational service	
Recreation	
Social welfare	
Youth activities	

**THE RECOMMENDATION**

Please set out the precise reasons why you think the nominee deserves a Civic Award. We are looking for outstanding and innovative voluntary community service to others in the community. It is important that you give as much detail as possible about what your nominee has achieved.

As a guide, you may wish to consider some of the following questions:

- How has the nominee demonstrated service worthy of recognition?
- How has the nominee’s contribution impacted on a particular field, locality, group or community?
- Over what period of time has the nominee made a major contribution?
- Has the nominee’s contribution been recognised elsewhere (e.g. in the media, by other awards, interest groups)?





## YOUR CONTACT DETAILS

We will use this to send you an acknowledgement that we have received your nomination and also if we require any further information from you.

### First nominator:

First name:	
Last name:	
Address:	
Telephone:	
Email:	
Name of organisation: <i>(if applicable)</i>	
Signature:	
Date:	

### Second nominator:

First name:	
Last name:	
Address:	
Telephone:	
Email:	
Name of organisation: <i>(if applicable)</i>	
Signature:	
Date:	

### Please send this form and any supporting information to:

Kerrie Falconer, Executive Assistant to the Mayor  
Upper Hutt City Council  
Private Bag 907  
Upper Hutt 5140