

# **Civic Honours Awards**

## **Nomination form and guidelines**

***A Civic Honour is the highest award that Whangarei District Council bestows upon its citizens.***

Every year Whangarei District Council honours up to four citizens for outstanding voluntary service with its Civic Honours Awards Ceremony.

Past recipients have come from every walk of life and from fields as diverse as surf lifesaving, cultural groups, disability support, conservation, and work with disaffected youth.

Potential recipients will have made a significant contribution to community wellbeing in the Whangarei District. They may have had their fingers in quite a few 'community pies' or may have devoted a lifetime of service to a single cause.

They might be someone well known in the district, or they may deliberately operate under the radar. The only common denominator seems to be a spirit of generosity.

If this brings someone to mind, please take this opportunity to have your favourite local hero or heroine acknowledged.

### **Who can be nominated?**

All nominees must live in the Whangarei District.

Any person, who by their personal leadership, inspiration, sacrifice or devotion to a cause has made a significant contribution to the community wellbeing of the Whangarei District, is eligible for nomination.

### **Who can nominate?**

All nominators must live in the Whangarei District.

Nominations must be supported by at least two people. This could be two individuals or an organisation or group.

If a person is being nominated by an organisation or group, two executive members of that organisation or group should sign the nomination form.

Any organisation or group nominating more than one person in any one year will need to provide a clear indication as to the respective rating of the nominees.

### **What do we want to know about the nominee?**

To assist the Selection Committee in their decision-making process, include as much detail as possible including:

- **Background:** Include date and place of birth, details of working life, family etc.
- **Community involvement:** Include detail of the various voluntary works the nominee is, or has been involved in, the people they have helped or supported, the length of service, and the difference they have made.

- Other awards received by the nominee.
- Letters of reference from people or groups the nominee has assisted.
- Any other information you think will assist the Selection Committee with their decision making.

All nominations are confidential.

## **Next steps**

After the Selection Committee meeting:

- Recipients will be visited by a councillor who will advise them of their award.
- Recipients will be sent a congratulatory letter and an invitation to the Civic Honours Awards Ceremony.
- Nominators will be advised whether their nominee was selected.

The Awards Ceremony is held in August/September each year.

Civic Award recipients will be officially announced following the Awards Ceremony.

An unsuccessful nomination in any year may be re-submitted for consideration in a subsequent year.

## **Making a nomination**

Nominations must be made on the Civic Honours Nomination Form and submitted, with any supporting material, to Whangarei District Council by 1 May of each year.

Late nominations will not be considered.

You can type or write your nomination, and either email, post or hand deliver it.

### **Submit your nomination**

#### **Email**

mailroom@wdc.govt.nz

#### **Post**

Community Funding  
Whangarei District Council  
Private Bag 9023  
Whangarei 0148

#### **Deliver**

WDC Reception, Customer Services, Forum North or  
WDC Reception, 1st Floor, Walton Plaza

All nominations will be referred to the Civic Honours Selection Committee for consideration.

Council may make enquiries to clarify any statement made in a nomination to assist with the selection process.

Council reserves the right to not grant any Civic Honours Awards if, in their view, nominations received do not meet the desired standard of contribution to the community wellbeing of the District.

The decision of the Selection Committee is final and cannot be contested.

All nominations must remain confidential.

## Civic Honours Award Nomination

In each section below, please type into the spaces provided and it will expand as you do. You can also attach additional pages if you wish.

### Nominee details – who are you nominating?

Full name of nominee

Preferred name

Address

Postcode

Phone: Home

Mobile

Email



Please attach a recent photo of the nominee.

### Nominator details and signatures – your details

A nomination must be supported by at least two nominators.

If a person is nominated by an organisation or group, two executive members of that organisation or group should sign the nomination form.

#### Nominator one

Full name

Address

Postcode

Phone: Home

Mobile

Email

Organisation

Position

Signature

Date

### **Nominator two**

Full name

Address

Postcode

Phone: Home

Mobile

Email

Organisation

Position

Signature

Date

### **About the nominee**

To help the Selection Panel in their decision-making process, include as much detail as possible about the following (use additional pages if required):

Date of birth

Place of birth

**Background** – Tell us about the nominee’s working life, family etc

**Community involvement** – Include detail of the various voluntary works the nominee is, or has been involved in, the people they have helped or supported, the length of service, and the difference they have made.

**Other awards received by the nominee**

**Any other information** you think will assist the Selection Committee with their decision making:



*Letters of reference – You can attach any letters of reference from people or groups the nominee has assisted or other supporting material as you think appropriate.*

*Your nomination is made in confidence. We will be in touch to confirm we've received your nomination, and again once the committee has made their decision.*

*Thank you for taking the time to nominate a local hero!*