

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 and two Upper Hutt City Council Councillors.

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

Civic Award Nomination Form

NOMINEE

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

First Name	
Last Name	
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	

LETTERS OF SUPPORT

Letters, which endorse the nominee's contribution from people who are familiar with his or her service, may be included. These should be attached to this form. Please list below the names of the supporters.

1.	
2.	
3.	

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.

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