



# 2025 Civic Honours Award Nomination

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## Nominations close at 5pm, Tuesday 15 April 2025

Please read the accompanying guidance notes before completing this form. This form will remain confidential once completed and returned to Hutt City Council.

### Nomination

Please clearly write 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.

### Nominee

Name:	
Title or pronoun:	
Address:	
Postcode:	
Email:	
Phone:	

## Categories of Community Service

Please indicate the **one main** category which you believe the nominee qualifies for:

	Community Service	Consistently demonstrates qualities of compassion and service to a community organisation or a variety of volunteer activities
	Cultural Affairs	Improvement and enhancement of participation in cultural affairs, including heritage, music and the arts
	Educational Service	Improvement and enhancement of the educational and social development of others including children and/or youth
	Environmental	Taking a leadership role in improving and/or revitalising the environment
	Youth Activities	Supporting and empowering youth activities and development
	Health and Wellbeing	Enhancing the health and wellbeing of our community

Please indicate **additional** categories which you believe the nominee qualifies - one or more can be selected, or left blank:

	Community Service	Consistently demonstrates qualities of compassion and service to a community organisation or a variety of volunteer activities
	Cultural Affairs	Improvement and enhancement of participation in cultural affairs, including heritage, music and the arts
	Educational Service	Improvement and enhancement of the educational and social development of others including children and/or youth

	Environmental	Taking a leadership role in improving and/or revitalising the environment
	Youth Activities	Supporting and empowering youth activities and development
	Health and Wellbeing	Enhancing the health and wellbeing of our community

### The Recommendation

Please set out the 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 in the award categories.

It is important that you give as much detail as possible about what your nominee has achieved, which makes them stand out against others.

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 has the nominee made a major contribution? (minimum of 10 years preferred)
- Has the nominee’s contribution been recognised elsewhere (e.g. in the media, by other awards, or groups)?

**Continue on a separate page if necessary. If the nomination is successful, information from this section will be used in association with the announcement on any award granted.**

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## Background

Please provide full details of positions held by your nominee, which support, and are relevant, to your nomination. Please give start and end dates (if known), or whether the person is still involved in this area of activity.

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## Letters of Support

Letters, which endorse the nominee’s contribution from people who are familiar with their service, may be included. These should be attached to this form and their names noted below:

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**Details of at least TWO people making Nomination:**

	Person 1 (main nominator)	Person 2
Name:		
Address:		
Email:		
Phone:		
Organisation: (if applicable)		
Date:		
	Person 3 (if applicable)	Person 4 (if applicable)
Name:		
Address:		
Email:		
Phone:		
Organisation: (if applicable)		
Date:		

Approved and signed off by an executive member (if you are making a nomination on behalf of an organisation it must be approved and signed off by an executive member)

Name:	
Position:	
Organisation:	
Signature:	
Date:	

## Submit this form

Please submit your nomination form and attachments on or before 5pm on 15 April 2025 to:

[civic.events@huttcity.govt.nz](mailto:civic.events@huttcity.govt.nz) or

Christine Poole-Alefaio, Executive Assistant to the Mayor

Hutt City Council, Private Bag 31-912, 30 Laings Road, Lower Hutt 5040

For further information, please contact 04 570 6666.

*Name, address, email address and phone number have been collected by Hutt City Council as part of the Civic Honour Awards nomination process, this information is held securely in our system. This information has been used to confirm eligibility for a Hutt City Council Civic Honour Award, and to contact successful recipients. This information is strictly confidential and will not be communicated to any person other than those involved in the administration and selection of the Civic Honours Award and will not be used by Hutt City Council for any purpose other than that with which it was collected. If you wish to access or correct this information, please contact the administrator of the Civic Honour Awards [civic.events@huttcity.govt.nz](mailto:civic.events@huttcity.govt.nz)*

# Guidance notes for making a nomination

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## Who can be nominated?

Civic Honours are given to any individual who has carried out outstanding and innovative voluntary service to others in the community in the categories of; community service, cultural affairs, educational service, environmental, youth activities or health and wellbeing, which brings distinction and quality to Lower Hutt residents. This voluntary service can fall into one or more of these categories.

This award recognises outstanding voluntary community service and so service for which payment is received, or professional services given, will not be considered.

A person who lives outside the city boundaries may be nominated, so long as the voluntary service concerned has been wholly or predominantly carried out within Lower Hutt.

Any person who has already received a Royal Honour shall, only in special circumstances, also be eligible for a Civic Honour.

## Can a deceased person be nominated for an honour?

No. In the case of the Civic Awards, the nominee is required to indicate his or her acceptance of the award. Deceased persons are unable to indicate their acceptance.

If, however, the nominee dies after the award has been made, but before it is announced, the honour will be announced with a notation to that effect. The appropriate award certificate and medal in due course will be issued to the next of kin.

## Who should make the nomination?

Two or more persons of any organisation, association, society or club may make a nomination by completing a nomination form and forwarding it to the address provided in this form. The more people backing the nomination the better.

If you are making a nomination on behalf of an organisation it must be approved and signed off by an executive member e.g. board member, chairperson, chief executive, trustee.

It is not necessary to obtain prior consent of the person being nominated before submitting a nomination. If the nomination is successful, the person nominated will then be contacted to ask whether he or she wishes to accept the award. It is preferable that the nominator does not contact the nominee.



## **How many awards are presented?**

The number of honours available is not restricted, but in recent years the number of awards has fluctuated between three and five. It is rare for all persons nominated to receive a Civic Award.

## **Who decides who should receive an award?**

Council, which is made up of the Mayor, Deputy Mayor and Councillors.

## **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.

We want to hear the contributions, achievements and special qualities of this person that have inspired you to nominate them for this award.

To ensure your nominee receives the consideration they deserve please include a cross section of support letters and as much relevant information as possible.

The following should not be submitted: original documents, testimonials and references that do not relate to the nomination, books, films, audio recordings and photographs.

## **Progress with nominations**

Upon receipt of your nomination, you will receive advice that it has been received. We regret that it is not possible to enter correspondence on the merits of a particular nomination or its progress while it is under consideration.

## **Are nominators told if their nomination is successful?**

Yes. Nominators will receive correspondence 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. The decisions of Council are final and binding. Correspondence will not be entered.

## **Completed nominations**

Please submit your nomination form and attachments on or before 5pm on 15 April 2025 to:

[civic.events@huttcity.govt.nz](mailto:civic.events@huttcity.govt.nz) or

Christine Poole-Alefaio, Executive Assistant to the Mayor

Hutt City Council, Private Bag 31-912, 30 Laings Road, Lower Hutt 5040

For further information, please contact 04 570 6666.