

Civic Honours Awards Conditions & Guidelines



Please read through this important information prior to submitting a nomination.

Who is eligible for a Civic Honours Award?

1. The Marlborough District Council's Civic Honours Awards are open to any person who has carried out deserving service in the Marlborough district which is of benefit to other residents of the district.
2. Any person who has already received a Royal Honour shall, only in special circumstances, be eligible for a Civic Honour.
3. In special circumstances, the selection panel may make a Civic Award to a person who lives outside the district boundaries, providing the deserving service concerned has been wholly or predominantly carried out within the Marlborough district.
4. Award recipients may receive a Civic Honours Award only once. A complete list of previous recipients is available at <https://www.marlborough.govt.nz/our-community/awards/civic-honours-awards>

What kind of service merits a Civic Honours Award?

5. The deserving service can fall into one or more of the following categories - Recreation, Youth Activities, Social Welfare, Community Affairs, Educational Services, Cultural Affairs, Religious Affairs and Other.

How is a Civic Honours Award decided?

6. Civic Honours Awards are considered once every Council term.
7. A nomination must be received by the noted deadline.
8. Nominations are accepted from individuals and organisations, associations, societies and clubs etc. Nominations from family members are ineligible for consideration.
9. If more than one person is nominated by the same group, a clear statement listing the priority of nominations should also be lodged.
10. The Civic Honours Award selection panel relies heavily on the information that accompanies each nomination. It is in your nominee's interest that the information provided is of sufficient detail to enable the selection panel to consider each nomination fairly. It is emphasised that the information sought is not merely a list of positions held.
11. Comprehensive information should be provided regarding the nominee's work and activities. Consideration will be given to both the length and quality of their service, as well as the positive impact they have made on the community and any enduring legacy resulting from their contribution.
12. A seconder is required for each nomination. These individuals will be contacted directly to confirm their support of the nomination.

13. The information on all the people nominated goes to the selection panel. The panel is made up of the Mayor, Councillors and representatives of community organisations.
14. Any necessary steps will be taken to verify nominee's eligibility and community service as required.
15. There is no fixed number of awards allocated. All nominations are considered on an individual basis. It is rare for all persons nominated to receive a Civic Honours Award.

Confidentiality

16. All nominations are confidential. Unsuccessful nominations, or details of the people who nominated them will not be made public.
17. It is not necessary to obtain the prior consent of the person being nominated before submitting a nomination. If the nomination is successful, the person will then be contacted to ask whether he or she wishes to accept the Award.

Can we try again?

18. If a nomination is unsuccessful, you may resubmit the nomination in the following or future years.
19. The decisions of the selection panel are final and binding. Correspondence will not be entered into.