

Community Honours Policy



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Contents

1	Purpose	2
2	Criteria.....	2
3	Nomination Process	3

1 Purpose

- 1.1 This policy provides the Manawatū District Council with a transparent and consistent process for recognising outstanding service by individuals and organisations to the Manawatū Community through the awarding of a Community Honour.

2 Criteria

- 2.1 Any person or organisation, including young persons as well as persons who have died within 12 months (posthumous awarding), can be nominated for a Community Honours Award for services to the Manawatū Community in one or more categories, including, but not limited to:

- Community Service
- Welfare
- Sport and Recreation
- Culture and Heritage
- The Arts
- Education
- Environmental Stewardship

- 2.2 Nominations will be assessed against a variety of criteria, including:

- (a) Impact of the service to the Community and District.
- (b) Length of service (if relevant). While the length of service is a factor for consideration, single acts of service are also eligible for a Community Honour if they were highly impactful.
- (c) Voluntary nature of the service. Voluntary service is generally prioritised, however non-voluntary service (e.g., paid work) may be considered in exceptional circumstances.
- (d) The quality of the nomination and support letters, and whether this provides the Council with enough confidence that the awarding of a Community Honour is warranted.

- 2.3 Elected members are not eligible for a Community Honours Award while they are a standing member of Council.
- 2.4 Nominations must be signed by either two residents of the Manawātū District, or by two officers of a nominating organisation, recording the designations of their office alongside their signatures.
- 2.5 Nominations may also include power point presentations, photos, video or audio recordings, and website links.
- 2.6 In the ordinary course of events the person will have carried out predominantly voluntary work. However, the receipt of payment will not necessarily disqualify the person from receiving an award.
- 2.7 In exceptional circumstances the Council may make an award to a non-resident of the Manawātū District if the community service being considered has been carried out in the District's boundaries.
- 2.8 Any nominee who has received a New Zealand Royal Honour is still eligible to be nominated for a Community Honour.

3 Nomination Process

- 3.1 The Council is responsible for the calling of nominations and selection of suitable candidates to receive awards under the Council's Community Honours scheme.
- 3.2 Nominations are open all year round and close 31 July annually.
- 3.3 Nominations are often made by community organisations that are responsible for coordinating the nominee's service or are benefactors of it. However, nominations can also be submitted by individuals.
- 3.4 It is important that nominations are clear and concise, and include supporting documents from relevant community organisations or individuals (on letterhead if possible). The more information that is provided, the easier it is for the Council to accurately review and decide on its merits.
- 3.5 Nominees who are not successful in any one year may be renominated for consideration in subsequent years.
- 3.6 Decisions of the Council are final and binding.
- 3.7 The Council may revoke a Community Honour if a past recipient's later conduct is inconsistent with the service or achievement for which the Honour was awarded.