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City Honours Policy

Purpose and scope

1. To provide a clear statement on the Council’s commitment to recognising exceptional contributions and achievements which benefit the city of Hamilton.
2. To outline how the Council recognises exceptional contributions and achievements which benefit the City of Hamilton.
3. To set out the types of city honour awards that the Council can bestow.

Principles

Through this Policy, the Council is committed to recognising:

4. significant and sustained contributions to the City of Hamilton;
5. high performers in their dedicated fields whose achievements benefit the City of Hamilton as a whole;
6. exceptional accomplishments to improve the City of Hamilton’s reputation and resident’s quality of life;
7. contributions to the city that inspire a sense of pride amongst Hamiltonians;
8. Hamiltonians who significantly promote the City of Hamilton nationally and internationally; and
9. service substantially beyond normal employment that contributes towards the wellbeing of Hamiltonians.

Policy

Nominations for any city honour award

10. Nominations for any city honour award (**Award**) may be made by any person or organisation.
11. The consent of the nominee for any award is not required, however, if a nomination is successful, the nominee may accept or decline their award.
12. The successful nominees’ acceptance of an award will be confirmed prior to any announcements being made to the public regarding recipients.
13. Where an individual has passed away within the 12 months prior to the closing date for nominations, that individual is eligible for a nomination for an award, which can be awarded posthumously.

Recommendations for any city honour award

14. Recommendations for an award may be made by:
 - a. a City Honours Selection Panel (**Selection Panel**) that will make a recommendation of award recipients to the Council; and/or
 - b. the Mayor who may, in exceptional circumstances, and in consultation with the Selection Panel, make recommendations of award recipients to the Council.
15. All award recipients, whether recommended by the Mayor or the Selection Panel, must be approved by Council Resolution.

City Honours Selection Panel

16. The normal membership of the Selection Panel will consist of the following members:
 - a. the Mayor (or their representative);
 - b. the Deputy Mayor;
 - c. a Panel Chair as appointed by the Mayor;
 - d. the Chair or Deputy Chair of the Community Committee; and
 - e. a delegated Maangai Maaori appointed to the Community Committee.
17. The Selection Panel may include other Elected Members and Maangai Maaori as members of the Selection Panel, at the discretion of the Chair of the Selection Panel.
18. The Mayor will determine the Chair of the Selection Panel.
19. A quorum of four members is required to constitute the Selection Panel.
20. A majority vote is required to approve any Selection Panel recommendation to the Council.

Awards

Freedom Holder of the City

21. The award of Freedom Holder of the City is the highest civic honour bestowed by the City of Hamilton.
22. The Freedom Holder of the City is a lifetime award for individuals who are stewards of the City of Hamilton who have made a significant and sustained contribution to the city for 20 years or more.
23. A Freedom Holder of the City will be presented at a civic ceremony with a maximum of three awards per ceremony.

Hamilton Kirikiriroa Medal

24. The Hamilton Kirikiriroa Medal is awarded to honour the significant achievement of Hamiltonians who have been very successful in their chosen field and have raised the profile of the city.
25. Hamilton Kirikiriroa Medals will be presented at a civic ceremony and a maximum of three awarded per ceremony.

Honorary Citizen

26. Honorary citizenship is awarded to an individual, organisation or a position/title originating from overseas, to acknowledge significant service to improving the City of Hamilton's reputation and the quality of life for its residents.
27. Honorary citizenship is a symbolic gesture which does not grant any legal rights to citizenship of New Zealand.
28. An Honorary Citizenship will be presented at a civic ceremony with a maximum of one awarded per ceremony.

Civic Award

29. The Civic Award is awarded to an individual or not for profit group or organisation in recognition of significant contribution, usually of a voluntary nature or beyond normal employment, benefiting the City of Hamilton and its people.
30. While award recipients for a Civic Award will have generally carried out predominantly voluntary work, payment for services will not necessarily disqualify a recipient from receiving an award.
31. Substantial service includes short-term or long-term projects or activities that have benefited a community or the whole of the City of Hamilton, adding to the quality of life of Hamiltonians.
32. Civic awards are awarded in specific categories as outlined in Schedule 1.
33. In exceptional circumstances an award may be granted to a non-resident of Hamilton if the service has been carried out in Hamilton.
34. Civic Awards will be presented at a civic ceremony with a maximum of 20 awarded per ceremony.

Special Acknowledgements

35. The Council may wish to recognise special acknowledgements, achievements or significant events. For example, an individual may be appointed Patron of a Council facility or project.
36. Staff will bring to the attention of the Mayor and/or the Selection Panel, any urgent special acknowledgement which requires prompt authorisation.
37. In exceptional circumstances, the Mayor in consultation with the Selection Panel may approve a special reception, without Council Resolution, where a special acknowledgment requires urgency. For example, the death of a significant dignitary may require urgent approval.
38. Special Acknowledgements may be made at any time with the approval of the Council.

Award Tenure

39. An award is bestowed upon a recipient indefinitely unless stated otherwise in this policy.
40. In exceptional circumstances the Council may rescind, by Council Resolution only, any award bestowed upon a recipient.

Civic ceremonies and receptions

41. A civic ceremony will be held at least once annually.
42. The Council may approve a special civic reception where an award or special acknowledgement is to be given outside of the annual civic ceremony.

Monitoring and implementation

43. This Policy will be reviewed every three years or at the request of Council, or in response to changes in legislative and statutory requirements, or in response to any issues that may arise (whichever comes first).

Schedule 1 – Civic Award Categories and Criteria

Emerging Leaders

Recognising young people who make positive change in Hamilton through:

- acting as role models for their peers and inspiring or driving change in their area; and/or
- initiating projects with and for other young people.

Community Heroes

Recognising individuals who make our community a better place to live, by giving their time either voluntarily or in a paid role through:

- substantial service to projects, activities or organisations; and/or
- making a difference to our community in one of the following areas: health and wellbeing, arts and culture, environment, education, sport and recreation or community.

Community Champions

Recognising a group or organisation who make a significant difference to the Hamilton community through:

- providing philanthropic support to the community; and/or
- providing community initiatives and programmes.

Schedule 1 – City Honours Hierarchy

