



CHAPTER FOUR (B)

AWARDS

NEW ZEALAND AWARDS GUIDELINES

## NEW ZEALAND AWARD GUIDELINES

### **4B.1 INTRODUCTION**

At its meeting on 3-4 March 2008 (Agenda Item 31) the National Executive Committee approved the “Nomination for a New Zealand Royal Honour” Guidelines for distribution to local Associations.

- (a) That where appropriate RNZRSA to provide a letter of support for the nomination of a member of a local Association for a New Zealand Award, and
- (b) In exceptional circumstances RNZRSA seek to initiate the preparation of a submission proposing a member for a New Zealand Award, and
- (c) That RNZRSA develop Guidelines to support nominations of an individual for a New Zealand Award.

These guidelines have been specifically developed to assist local Associations, to support local nominations for a New Zealand Honour. This nomination may be for an RSA member who has not only given long service to a local Association, but also has made a significant contribution to a local Community or a local welfare or voluntary Organisation.

It is the view of RNZRSA that such work be recognised as it contributes to the welfare of both the Community and Society as a whole.

## **4B .2 Guidelines**

### **4B.2.1 Who May Make A Nomination?**

Nominations may be made by any person or persons, by completing a nomination form and forwarding it to the Prime Minister.

### **4B.2.2 Deadlines For Nominations**

Nominations for consideration in the context of a Queen's Birthday List should reach the Honours Secretariat no later than 1 February and, for a New Year List, 1 August.

Honours lists are issued on the occasion of the New Year (30 or 31 December) and the New Zealand observance of the Sovereign's Birthday (first Monday in June). Special lists are published periodically (e.g. for bravery awards).

### **4B.2.3 Changes to Information Submitted**

Wherever possible the Honours secretariat should be advised if there has been any important change in the information supplied in the nomination for Royal Honours (i.e. change of nominee's address, or death of the nominee).

### **4B.2.4 Consent of the Nominee**

It is not necessary to have the consent of the person being nominated. If the nomination is successful the nominee will be formally asked by the Governor-General whether the proposed honour is acceptable or not.

### **4B.2.5 Allocation and Type of Honour**

The number of honours available for award is strictly limited and therefore not all the people nominated can be given recognition. It is important for interested parties to realise that an honour will not automatically follow the submission of a name for consideration.

The type or level of honour should not be stated.

### **4B.2.6 Honorary Awards**

People who are not New Zealand citizens or citizens of Commonwealth countries of which The Queen is Head of State, are eligible to be considered for honorary awards.

### **4B.2.7 Unsuccessful Nominations and Renominations**

Once a nomination has been considered but not included in a list, it does not automatically go forward for consideration in a subsequent list unless a renomination or a new nomination form from another source is received. It can be assumed therefore that a nomination has lapsed if recognition is not given in an Honours List within 12 months.

**4B.2.8 Death of a Nominee**

Consideration cannot be given to persons now deceased except in cases involving specific acts of gallantry and bravery.

**4B.2.9 Voluntary/Community Work**

It should be recognised that any nomination made by a local Association should be for voluntary work undertaken by an individual in the first instance to the RSA, but should also include committed voluntary work to the community and other charity organisations.

**4B.2.10 New Zealand Bravery Awards**

Four New Zealand Bravery Awards were instituted in 1999. They are designed to recognise the actions of those persons who save or attempt to save the life of another person and in the course of which they place their own safety or life at risk. Bravery awards may be given posthumously. A separate Guide and Nomination Form for Bravery Awards are available from the Honours Secretariat on request.

**4B.2.11 Confidentiality of Nominations**

All nominations for honours and awards are treated in the strictest of confidence. Details of the person making the nomination are not disclosed.

**4B.2.12 Acknowledgement of Nominations**

All nominations will be acknowledged. It is not possible to enter into correspondence on the merits of any particular nomination.

**4B.2.13 Enquiries**

Enquiries relating to the New Zealand Royal Honours System and nominations should be directed to:

The Honours Secretariat,  
Cabinet Office,  
Parliament Buildings,  
Wellington.

Telephone: (04) 471-9840

Email: [honours.sec@parliament.govt.nz](mailto:honours.sec@parliament.govt.nz)

Further information may also be found at: <http://www.dpmc.govt.nz/honours/index.htm>