

# Civic Honours Award for Voluntary Community Service Criteria

The following guidelines and conditions apply to any nomination lodged in respect of the Horowhenua District Council's Civic Honours Award.

- (i) (a) That any person who has carried out meritorious voluntary service within the Horowhenua District is eligible for nomination for a Civic Honours Award by any two citizens of the District, or by two executive officers of any bona fide organisation, association, club or society that is based in the Horowhenua District.  
  
(b) That any Trust, Organisation, Association, Society or Club has carried out meritorious voluntary service within the Horowhenua District is eligible for nomination for a Civic Honour Award; being nominated by any two citizens of the District. This covers any bona fide Trust, Organisation, Society, Association or Club that based within the District.
- (ii) The categories for qualifications for Civic Honours Award are as follows:
  - Community Affairs
  - Social Affairs/Services
  - Cultural Affairs
  - Youth Affairs
  - Recreation and Sport
  - Educational Services
  - Religious Affairs
  - Conservation
- (iii) The Community Funding and Recognition Committee will also consider other suitable service not covered and worthy of recognition.
- (iv) Information given concerning any nominee should include sufficient detail in respect of the merits of the nominee to so assist the Selection Panel appointed in its determination. It should be emphasised that details sought should not be confined to any offices held etc but to clearly show the extent of such involvement in their particular field of community service. It is a further requirement that nominations be supported by a minimum of two (2) signed letters of support.
- (v) Every nomination must be signed by either two citizens of the district or if a nomination is made by a bona fide organisation, association, club or society then two executive officers of the nominating organisation etc are required to sign the said application and record their position alongside their signatures.
- (vi) That any person having received a Royal Honour or Title or having received a nationally recognised award in the same field is ineligible for receiving a Civic Honours Award unless exceptional circumstances exist that warrant further consideration.
- (vii) The Community Funding and Recognition Committee may also in exceptional circumstances make a Civic Honours Award to any person who resides outside of the Horowhenua District Council if that person has provided voluntary community service wholly or predominantly within the Horowhenua District.
- (viii) Any nomination that is unsuccessful in any one year may again be resubmitted for further consideration in any subsequent year.

## **Community Funding and Recognition Committee**

The Committee as previously referred to is comprised of 5 Councillors.

The decisions of the Committee will be final and no correspondence will be entered into on any Awards made.

The Council reserves the right to not make any Awards if in the Committees view, nominations received do not meet the desired standard of voluntary community service.

The Council may also decide to record such voluntary community service by way of a Certificate of Recognition where it is determined that nominations do not meet the standard as attained by previous Honours recipients.

No cap has been placed on the number of Certificates of Recognition being made in any one year, and discretion is in the hands of the Committee as to the number, if any, to be awarded.

The Council also reserves the right to make any other enquiries into nominees' community service to verify any statement made in the application.

### **Closing Date for Nominations**

Nominations close on Monday 14 September 2020, with the Civic Honours Ceremony held on Thursday 19 November 2020.