



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Civic and Community Awards Policy

Adopted: 12 March 2020

Together we Thrive! E ora ngātahi ana!

Civic and Community Awards Policy

Contents

Introduction	1
Process and Panel	1
The Awards	2
Guidelines.....	2

Introduction

Central Hawke’s Bay District Council (Council) introduced its Civic Honours Award system in 1991 to enable voluntary service within the District to be duly recognised.

The Civic Honours Award was established at the initiative of the Central Hawke’s Bay Country Women’s Institute and the New Zealand 1990 Commission to mark the NZ 1990 year.

Since its inception, a Civic Honours Award has been presented on an annual basis. In 2019, the Civic Honours Award Selection Panel sought to broaden the way it acknowledges and celebrates service within the Central Hawke’s Bay District.

The award now provides for multiple acknowledgements of community service through the Community Service Awards, Community Organisation of the Year Award and the most prestigious honours awarded as the Civic Honours Award.

Process and Panel

Nominations of candidates for the awards shall be called for by public notice each year.

The Civic Awards Committee consisting of the Mayor, two councillors and two citizens will be formed and confirmed by Council following the triennial election for a three-year term and have the power to act in allocating the awards.

Citizen representatives will be the Group President of the CHB Women’s Institute (or a replacement nominated by the CHB Women’s Institute) and an additional citizen appointed by Council.

The Awards

The Civic Awards Committee may award up to four Civic Honour Awards annually. These awards will be presented to individuals that have made an outstanding contribution over a long period.

Where determined that nominees do not meet the criteria for a Civic Honours Award, the Civic Awards Committee may acknowledge outstanding voluntary community service by way of a Community Service Award for the following categories:

- Community
- Cultural
- Recreation and Sport
- Religion
- Social
- Youth
- Education
- Conservation

The number of Community Service Awards awarded annually is uncapped and at the discretion of the Committee.

The Committee may also award the Community Organisation of the Year Award to an eligible group, society, trust, organisation, association or club whose work has had a transformational impact on Central Hawke's Bay.

Guidelines

The following guidelines and conditions apply to any nomination lodged in respect of the Central Hawke's Bay Community Service and Civic Honours Awards. The criteria for judging sets out guidelines for the panel and recommends a process for judging that allows for clarity and accountability.

The judging panel cannot act as a nominator. The Council as a body may not submit nominations. Councillors and Community Board members may submit nominations as individuals.

Each nomination is to be judged on its merit against the following criteria.

- a) That any person who has carried out voluntary service within the Central Hawke's Bay District is eligible for Civic Honours Award nomination by any two citizens of the District, or by two executive officers of any bona fide organisation, association, club or society based in the Central Hawke's Bay District.
- b) The categories for the Community Service Awards are:
 - Community
 - Social
 - Cultural
 - Youth
 - Recreation and Sport
 - Education
 - Religion
 - Conservation
- c) The Civic Awards Committee will also consider other civic services not categorised and worthy of recognition.

- d) Nomination submissions should include sufficient detail of a nominee's merits, not emphasising or confined to offices held, but clearly showing the extent of a nominee's involvement in a particular field of community service.
- e) A minimum of two signed letters shall support a nomination.
- f) A nomination must be signed by:
 - a. two citizens of the District, or
 - b. two executive officers of a bona fide organisation, association, club or society.
- g) 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 except under exceptional circumstances.
- h) The Civic Awards Committee in exceptional circumstances may present a Civic Honours Award to any person who resides outside of the Central Hawke's Bay District if that person has provided voluntary community service wholly or predominantly within the Central Hawke's Bay District.
- i) An unsuccessful nomination, in subsequent years, can be resubmitted for further consideration.
- j) A nominee who has in previous years received a Community Service Award is eligible for Civic Honours Award nomination in subsequent years.
- k) The decisions of the selection panel are final and binding.

Organisation of the Year Award criteria:

- a) That any Trust, Organisation, Association, Society or Club based within the District that has carried out voluntary service is eligible for nomination for a Community Organisation of the Year Award; being nominated by any two citizens of the District.