

**CRITERIA FOR THE HASTINGS CIVIC HONOURS AWARD
FOR VOLUNTARY COMMUNITY SERVICE BY AN INDIVIDUAL**

The following conditions apply to nominations in respect of awards for Voluntary Community Service:

1. Any person who has carried out meritorious voluntary service in the Hastings District in **one (1)** of the following categories of Community Service:
 - **Arts and Culture**
 - **Education and Youth**
 - **Health and Welfare**
 - **Recreation and Sport**
 - **New Volunteer or**
 - **Youth Volunteer**is eligible for nomination by any two (2) citizens of the Hastings District. If only one nominator is stated, the nomination will not be accepted.
2. The definition of voluntary to include service hours which are over and above paid work and Honoraria payments.
3. Bona fide organisations, associations, societies or clubs may make nominations – any such group can nominate more than one person for consideration. Two (2) executive officers of the nominating organisation, association, etc are required to sign the nomination form and record the titles of their office alongside their signatures.
4. Information given concerning nominees needs to include full details of the merits of nominees so that the Civic & Administration Subcommittee appointed to decide the recipients of awards may exercise its function with full knowledge of the qualifications of the nominees. We emphasise that details sought are not merely those of offices held. Information needs to be supplied concerning actual voluntary work or activities carried out, together with length of service in each category. The impact of the voluntary work to be considered alongside length of service.
5. Video blogs and presentations in addition to written forms, will be accepted as part of the application process.
6. It will be necessary for the consent of the nominee to be obtained after selections are made and have been confirmed by Council.
7. Nominations which are not successful in any one year may be re-submitted for consideration in subsequent years.
8. Previous recipients of a Civic Honours Award are ineligible to receive a future award for the same type of voluntary service.
9. As a general rule, nominees must be residents of the Hastings District. However in exceptional circumstances the Civic & Administration Subcommittee may make an award to a non-resident of the Hastings District, if the voluntary community service has been carried out in the Hastings District.

10. The Award Scheme provides that, as a matter of policy, any nominee who has received Royal Honours shall only in exceptional circumstances be given an award for Voluntary Community Service.
11. Past councillors are eligible for this award and will be given consideration based on their voluntary community service. Please note; sitting councillors are ineligible for nomination.
12. If, after a person has been nominated, that person dies, the nomination in respect of the deceased shall be duly considered on its merits and, if successful, a Civic Award can be awarded posthumously.
13. **An individual may not be nominated by family members.**
14. The recommendations of the Civic & Administration Subcommittee shall be submitted to a meeting of full Council for final decision.

**CRITERIA FOR THE HASTINGS CIVIC HONOURS AWARD
FOR VOLUNTARY COMMUNITY SERVICE BY A GROUP/ORGANISATION**

The following conditions apply to selection of groups/organisations in respect of awards for Voluntary Community Service within the Hastings District Council boundaries:

1. Any group/organisation that has provided outstanding, or meritorious, **voluntary** service within the Hastings District in **one (1)** of the following categories of Community Service:
 - **Arts and Culture**
 - **Education and Youth**
 - **Health and Welfare**
 - **Recreation**
 - **Sport**
 - **New Voluntary Organisations,**
 - **Youth Volunteers**is eligible for nomination by any two (2) citizens of the Hastings District. If only one nominator is stated, the nomination will not be accepted.
2. The Civic & Administration Subcommittee will select a maximum of three (3) community groups/organisations a year for an award from the nominations received.
3. Groups/organisations considered for recognition should have a significant proportion of voluntary contribution, i.e. on the basis of receiving no wages.
4. It will be necessary for the consent of the group/organisation to be obtained for receipt of an award, after the Selection Panel has selected it for recognition.
5. In exceptional circumstances the Civic & Administration Subcommittee may, by majority, make an award to a group/organisation based outside of the Hastings District, if the voluntary service was carried out within the Hastings District.
6. A group/organisation may only be selected for recognition once within a ten (10) year period.
7. Nominations which do not receive an award in any one year may be re-submitted for consideration in subsequent years.
8. The Council will advertise, within its publicity, for nominations for the group/organisation category.
9. The recommendations of the Civic & Administration Subcommittee shall be submitted to a meeting of full Council for final decision.