

# Volunteer Awards Program Policy

VERSION 2



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CITY OF STONNINGTON VOLUNTEER AWARDS PROGRAM POLICY

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**Policy Owner**

Community and Wellbeing Directorate

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11 July 2022

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**Approved by**

Council

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Every 4 years

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**Version history**

Volunteer Awards Program Policy Adopted by Council 28 June 2021

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## Introduction

The Volunteer Awards Program was first introduced in 2021 to celebrate people and community groups whose commitment to volunteering makes a difference to our local community, positively impacts the lives of others and makes City of Stonnington a better place to live.

## Purpose

The Purpose of this Policy is to provide a clear framework for the management of the Volunteer Awards Program.

## Scope

This Policy applies to Volunteer Awards issued to the community by the Council but does not apply to any awards issued to staff or teams within the Organisation.

## Objectives

To provide an appropriate framework that facilitates the recognition of people and community groups whose commitment to volunteering makes a difference to the local community, positively impacts the lives of others and makes the City of Stonnington a better place to live.

## Principles

This policy is guided by the following principles:

1. Outstanding achievement or contribution towards our community is the basis of the awards for which the City of Stonnington wishes to provide recognition.
2. Nominations are open to any and all community members and therefore will be promoted as broadly as possible.

## Policy

Each year the Volunteer Awards Program will open in July and culminate in a Volunteers Recognition Awards Ceremony in October.

### **Categories of Community Awards**

- a) Community Service
- b) Young Person
- c) Community Group
- d) Sport
- e) Environmental Sustainability
- f) Arts & Culture
- g) Mayor's award

The Council by resolution may consider each year additional or alternative categories of Volunteer Awards that reflect extraordinary circumstance or challenges and opportunities facing the broader community at that time. This will be initiative by request from Council or if an officer determines a recommendation should be made in that year. Categories will otherwise remain the same each year.

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Category award winner will each receive \$250 donation to a charity or not for profit group of their choice who is active in the City of Stonnington and providing services or programs in line with their Award category.

## **Eligibility**

Nominees do not have to be a resident of the City of Stonnington but must have made a substantial contribution to the municipality.

Community group nominees must be a group active within the municipality of at least four members.

Youth Volunteer nominees must be aged under 26 years.

Current serving Councillors and Council staff members are not eligible to be considered for these awards.

## **Evaluation Panel**

The evaluation panel for the Volunteer Awards will consist of members including;

- a) The Mayor (chair) and any other interested Councillors;
- b) Up to three recipients of prior year Volunteer Awards (aged over 18), subject to interest and availability.
- c) A Council officer (non-voting) will provide administrative support to the panel.

The panel is to be constituted of volunteer members and no person shall be paid for their attendance or contribution outside of their normal employment remuneration.

Each panel member will be expected to make an objective assessment of the nominees placed before them for consideration.

The Evaluation Panel reserves the right to consider nominations in a category or categories other than the category it was nominated in, recognizing there may be an oversupply of nominations in one category and an undersupply in another with some nominations delivering across categories.

## **Governance**

The panel deliberations, process and conduct will be overseen by the Manager Aged, Diversity and Community Planning who will play no active part in the evaluation of the nominees.

As this Award process must be conducted in the strictest confidence, all evaluation panel members will need to sign both:

- a) a confidentiality agreement not to disclose any aspect of the nominees, documents, panel discussions or decisions; and
- b) a declaration that they have no conflict of interest regarding any of the awards and the nominated nominees.

## **Preliminary Governance Review of Nominees**

All award nominees will be background checked as far as is permitted under privacy frameworks by the Manager Aged, Diversity and Community Planning.

Such checks are to ensure that they are a fit and proper person to receive the honour under consideration by Council.

Any findings will be advised to the evaluation panel under strict confidence.

### **Council Approval**

Following the confirmation process outlined above, a report will be prepared and presented to Council for acceptance of the Volunteer Awards Panel recommendations.

### **Withdrawal of Award**

Should it become known that a recipient of any Volunteer Award may have conducted themselves in a manner which brings serious disrepute to the Council or the dignity of the award, then Council will investigate the matter and reserves the right to withdraw the award by resolution under confidential business.

### **Definitions**

<b>Term</b>	<b>Definition</b>
Community member	A person who makes a significant contribution to the Stonnington community through their volunteering.
Serious disrepute	Misconduct that directly and adversely affects the Councils reputation or the dignity and honour of the award.
Volunteer	A persons who works in an unpaid capacity.

### **Responsibilities**

<b>Party / parties</b>	<b>Roles and responsibilities</b>
Council	Approve annual award categories
Mayor	Chair annual Evaluation Panels
Manager Aged, Diversity & Community Planning	Oversight of process

### **Monitoring, Evaluation and Review**

Council commits to monitoring processes, information sharing and decision making to understand the overall level of success in the Policy’s implementation.

A periodic review of this policy will be undertaken to ensure any changes required to strengthen or update the policy are made.

Officer are authorised to make minor editorial amendments as needed for administrative or updated information purposes (for example, but not limited to: changes to position and

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roles, references to legislation, definitions etc). Officers may also make amendments to the list of related documents at such times where reference material or guidelines require updating.

## Related Legislation and Policies

There are a range of legislation, codes and Council documents that inform and support this Policy. These include, but are not limited to:

Legislation	Council documents
<ul style="list-style-type: none"><li data-bbox="193 573 746 645">• Charter of Human Rights &amp; Responsibilities Act 2006</li></ul>	<ul style="list-style-type: none"><li data-bbox="746 573 1412 645">• Volunteer Support Framework (Council 13 December 2021)</li></ul>