



Volunteer Honorarium Guidelines

Eligibility

- ❖ Only community members who volunteer within the Shire of Capel are eligible for nomination.
- ❖ The nominee must provide significant and valuable services to the community.
- ❖ The nominee should have a track record of consistent volunteering over a substantial period.
- ❖ Nominations can be submitted by any member of the community who has personally witnessed or directly benefited from the nominee's services.
- ❖ Volunteers can only receive one honorarium payment per year.

Nomination Process

- ❖ Any community member can submit a nomination for a volunteer, including self-nominations.
- ❖ Nominations must be submitted using the official nomination form available through the Shire's website or a hard copy form can be obtained from the Shire Administration Office or any Shire Library.
- ❖ Nominations should include detailed information about the nominee's volunteer activities, their impact on the community, and any relevant accomplishments.
- ❖ The nominator should provide their contact information for follow-up purposes.

Selection Committee

- ❖ A selection committee will review and assess the nominations.
- ❖ The selection committee will consist of Shire Councilors and Shire Officers.
- ❖ The selection committee will be impartial and fair in their evaluation of nomination, all conflicts of interest must be declared.
- ❖ The decision of the committee will be final and not subject to appeal.

Selection Criteria

- ❖ The committee will consider the nominee's dedication, impact, and commitment to communities in the Shire.
- ❖ The quality and significance of the services provided by the nominee will be considered.
- ❖ The committee will consider the length of volunteer service and consistency of involvement.
- ❖ The impact of the nominee's activities on the community will be a key factor. Where applicable, provide specific examples of projects or events the volunteer has been involved in and the outcomes achieved.

Honorarium Amount

- ❖ The honorarium payment will not exceed the value of \$500.
- ❖ The specific amount will be determined by the selection committee based on the nominee's contribution and the available budget.

Recognition & Award Ceremony

- ❖ Chosen recipients of the honorarium payment will be announced at the Shire's annual Australia Day Citizenship and Community Awards in January.
- ❖ The honorarium payment will be presented to the recipients during the Community Awards, along with a certificate of recognition.
- ❖ The Shire's website and social media platforms will be utilised to share the stories of the recipients.



Volunteer Honorarium Nomination Form

Please complete the following form to nominate a volunteer for a one-off honorarium payment in recognition of their services in the Shire. This honorarium can be awarded up to the value of \$500.

Nominator Information

Name	
Email	
Phone Number	

Nominee Information

Name	
Email	
Phone Number	

Nomination

Please use additional pages as required.

1. Please describe the volunteer's role and responsibilities within the Shire.

2. How long has the nominee been volunteering for the Shire?



3. Please provide a detailed description of the volunteer's contributions and the impact they have made on the community.

4. Please provide specific examples of initiatives the volunteer has been involved in and the outcomes achieved.



5. How has the volunteer demonstrated commitment, dedication, and reliability in their service?

6. Is there any additional information you would like to provide in support of this nomination?

Declaration

I, _____, declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that the decision of the selection committee is final and not subject to appeal.

Signature	
Date	

Please return completed form to info@capel.wa.gov.au or hand in at the Shire Administration Building, Forrest Road, Capel.