

Shire of Capel Volunteer Honorary 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 service.
- ❖ Volunteers can only receive one honorary 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 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 Councillors 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 service 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.

Honorary Amount

- ❖ The honorary payment will not exceed the value of \$500.00
- ❖ The specific amount will be determined by the selection committee based upon the nominee's contribution and the available budget.

Recognition & Awards Ceremony

- ❖ Chosen recipients of the honorary payment will be announced at the Shire's annual Australia Day Citizenship and Community Awards in January.
- ❖ The honorary 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.