



## Policy

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### 87 VOLUNTEER RECOGNITION POLICY

File Reference No:	2.103.1
Strategic Outcome:	Supported and engaged communities
Date of Adoption:	16/11/2016
Date for Review:	27/11/2019
Responsible Officer:	Director Corporate Services

#### 1. POLICY STATEMENT

Berrigan Shire Council relies on its volunteers to deliver services to its community, including the management of many of its community facilities. Without these volunteers, the Berrigan Shire community would not be able to enjoy the range and quality of social, cultural and recreation services on offer.

An important part of retaining and recruiting volunteers is recognition of the service of the Council's volunteers.

#### 2. PURPOSE

The purpose of this policy is to:

- Recognise individual volunteers who have provided long service to the Council and through it, the community
- Recognise the contribution of volunteer service to the Council and the wider community
- Support and foster the concept of volunteerism in general

#### 3. SCOPE

This policy is designed to recognise long service of members of Council's volunteer committees of management.

#### 4. OBJECTIVE

This policy is developed to assist the Council with the following Delivery Plan Objectives:

*3.2.2 Provide opportunities for lifelong learning, cultural expression and recreation*



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### 5. DEFINITIONS

**Volunteer Committee of Management** – a committee of the Council established under s355 of the Local Government and delegated specific Council functions, typically but not always, the care, control and management of a Council facility.

### 6. POLICY IMPLEMENTATION

#### 6.1. Eligibility

Volunteers who have served for over 20 years on a volunteer committee of Council are eligible for recognition under this policy.

The General Manager and Mayor will determine the eligibility of a volunteer for recognition. Their decision on eligibility will be based on the evidence provided by the nominator and/or the Council's records.

#### 6.2. Nomination

Volunteers potentially eligible for recognition must be nominated. The Council will not routinely monitor periods of service to determine eligibility.

Nominations can be made by:

1. Councillors
2. Council staff
3. Volunteer Committees of Council

Nominations should include:

1. Term of service
2. Positions held
3. Other information that may support the recognition of the service of the volunteer

#### 6.3. Recognition

The eligible volunteer will be awarded with a certificate recognising his/her service on behalf of the Council. The certificate will be presented by the Mayor or his/her delegate at a meeting of the Council.

The Council will also support a nomination for that volunteer in the Riverina Volunteer of the Year awards or equivalent.



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### 7. RELATED POLICIES OR STRATEGIES

#### 7.1. Legislation

- *Local Government Act 1993*

#### 7.2. Council policies and guidelines

- Berrigan Shire Council Code of Conduct
- Volunteer Strategy 2016
- Recognition of Service Policy (Councillors and Staff)