

## Upper Harbour Volunteer Recognition – Criteria Document

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### Volunteer Recognition Criteria and Information

#### 1) Objectives:

- ✓ To recognise (often unnoticed) voluntary efforts, which benefit individuals and/or communities within the Upper Harbour Local Board area.
- ✓ To maintain a quality recognition scheme to which people can aspire.
- ✓ To award every nominee who meets the eligibility criteria with a certificate of recognition and to invite them to celebrate at a recognition ceremony.

#### 2) Description:

The Upper Harbour Volunteer Recognition Programme is to acknowledge the great work provided by individuals and organisations whose contributions deliver positive community benefit and will recognise the following:

- ✓ Individuals of all ages who volunteer their time for community benefit.
- ✓ Not-for-profit organisations or local community groups who volunteer their time for community benefit, and/or provide a platform for individuals to volunteer their time too.

#### 3) Categories:

The following five categories align with the [Upper Harbour Local Board Plan outcomes](#). Volunteer contributions that fit into one of the five categories and meet the eligibility criteria detailed below can be considered:

- ✓ **Community participation and contribution** – this category recognises contributions that promote community engagement and wellbeing by displays of leadership, creating connections, developing skills, and encouraging resilience in the face of adversity.
- ✓ **Diversity and inclusion** – this category recognises contributions that build an inclusive environment such as but not limited to celebrating cultural diversity and supporting new residents.
- ✓ **Investing in Youth** – this category recognises contributions that nurture our future generations such as but not limited to providing leadership and development opportunities, addressing youth mental health and wellbeing, and engaging with and empowering young people to achieve their goals.
- ✓ **Environmental Heroes** – this category recognises all efforts and contributions towards environmental outcomes and climate action, such as but not limited to initiatives that support the protection and enhancement of the local environment, promote sustainable land use practices, and reduce the community's carbon footprint.
- ✓ **Champions of sports and recreation** – this category recognise contributions that promote physical activity and sport such as but not limited to supporting sports clubs and facilities and promoting active healthy communities.

#### 4) Eligibility:

- ✓ Persons being nominated for recognition in any of the five categories should reside within the boundaries of the Upper Harbour Local Board area and contribute to

developing the local community; or if located outside the Upper Harbour Local Board area, support initiatives that benefit the communities within Upper Harbour Local Board area.

- ✓ Not-for-profit organisations or local community groups being nominated for recognition in any of the five categories should be located in the Upper Harbour Local Board area and contribute to developing the community; or if located outside the area, support initiatives that help develop the Upper Harbour community.
- ✓ As well as recognising the hard work and contributions from volunteers, the Volunteer Recognition Programme will also recognise the efforts of individuals in paid positions within non-for-profit organisations or local community groups who go above and beyond in their role to provide positive outcomes for their community.
- ✓ The Volunteer Recognition Programme will recognise volunteer contributions and impact made by individuals and community groups during a three-year period from the moment the nominations are open – 1 March 2024.
- ✓ The Local Board reserves the right to call in award recipients that have not been formally nominated but meet the eligibility criteria, to recognise their contributions which benefit the communities, individuals, and environment in the Upper Harbour Local Board area.

#### 5) **Nomination Procedure:**

- ✓ All nominations must be made by completing the [online nomination form](#) and received by 12 April 2024.
- ✓ Background information must be provided for the nomination to be considered.
- ✓ Any significant change or amendment to the nominee information provided in the nomination form must be advised to the Upper Harbour Local Board office immediately.
- ✓ The consent of the nominee is not necessary at the nomination stage.
- ✓ All nominations received will be sent an acknowledgement.

#### 6) **Selection Procedure:**

- ✓ The Upper Harbour Local Board will receive all nominations and assess against the eligibility criteria.
- ✓ All eligible nominees and their nominators will be notified in writing by 1 June 2024 and all successful nominees will be asked to provide consent to proceed.
- ✓ All eligible nominations who have provided consent will be invited to take part in the Upper Harbour Volunteer Recognition ceremony on 14 June 2024 and will receive a certificate of recognition.

#### 7) **Timeframes**

Period	Timeframe
<b>Nomination period</b> – <i>nominations are open, and all are received by the closing date</i>	1 March – 12 April 2024
<b>Review period</b> – <i>all received nominations are reviewed and assessed against the eligibility criteria</i>	12 April – 18 May 2024

<b>Notification period</b> – <i>all eligible nominations are notified and invited to attend the recognition ceremony</i>	20 May – 1 June 2024
<b>Recognition event</b> – <i>the recognition ceremony is held, and all eligible nominees will receive a certificate of recognition</i>	14 June 2024