



POLICY

TITLE:	CERTIFICATES OF SERVICE FOR VOLUNTEERS	CODE:	CM171
PURPOSE or OBJECTIVE:	To define the criteria and establish the procedure for presenting certificates of service to persons who have volunteered their services to organisations operating within the City.		
REFERENCE DOCUMENTS:	N/A		

POLICY STATEMENT

The City of Canning makes available certificates of service to volunteers to acknowledge contributions they have made to the local community.

Certificates will be awarded in accordance with the criteria and provisions of this policy.

1. Scope

This policy applies to:

- (a) all persons and community organisations who wish to nominate a volunteer to receive a City of Canning certificate of service; and
- (b) members and employees of the City of Canning involved in processing and determining nominations received.

2. Definitions

member a person elected and holding valid office under the *Local Government Act 1995* as a member of the council of the City of Canning.

3. Criteria and Eligibility

- (1) A nominee for a Certificate of Service must or will have completed a minimum of five(5) years community service as a volunteer of a community organisation operating within, or providing a benefit to, the residents of the City of Canning; and
- (2) The service of the nominee is to have been provided in a voluntary or honorary capacity.

4. Nominations

- (1) Nominations may be submitted by a community organisation at any time.
- (2) Nominations are to be in writing detailing:
 - (a) the name and address of the person nominated; and
 - (b) the contribution made by the nominee to the community; and
 - (c) the period (i.e. dates) during which the contribution was made; and
- (3) Nominations submitted on behalf an organisation must, if necessary, include evidence that the nominator was authorised to make the nomination on its behalf.

5. Determining Nominations

The Mayor, or his nominee, and the Chief Executive Officer, or his or her nominee, are authorised to determine nominations received and approve the issuing of certificates.

6. Certificates

- (1) A Certificate of Service will consist of a suitably framed certificate that identifies (i) the nature of the service, (ii) the recipient and (iii) the date of presentation.
- (2) The person or persons approving a certificate is authorised to have it:
 - (a) delivered or sent to the recipient; or
 - (b) presented in person by the Mayor or CEO at a suitable function hosted by the community organisation; or
 - (c) presented in person by the Mayor at a Council function or meeting.

GOVERNANCE REFERENCES

Statutory Compliance	
Process Links	N/A

POLICY ADMINISTRATION

Directorate	Officer Title	Authority to Approve	
Office of the CEO	Chief Executive Officer	Council	
Version	Decision Reference	Synopsis	Delegation No. 517
1	1/12/2014	Previous policy CM171 (Adopted 12.5.2009) redrafted.	
1	OCM 16/12/2014 (CR-081-14)	Adopted	