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**Policy Type: Operational**  
**Policy Number: OP005**

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**Policy Title** **AWARDS POLICY**

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### 1. Introduction

This policy defines the conditions and processes for the recognition of members of Financial Counselling Victoria (“FCVic”), through the presentation of annual awards made by the Board of FCVic , to individuals who have made outstanding contributions through their work. The awards are generally made annually but timing and frequency of all awards are at the discretion of the FCVic Board.

### 2. Scope

This policy applies to all awards conferred by FCVic.

### 3. Definitions

**Nominee** is defined as an individual who is nominated for an award

**Nominator** refers to an individual or group that nominates someone for an award

**Panel** refers to a committee of five persons appointed by the FCVic Board to assess nominations as described in section 7.

## 4. Award Categories

### 4.1 Jan Pentland Memorial Award

Awarded to a Full member of FCVic who has demonstrated excellence in financial counselling service to the wider community above and beyond their normal duties as a financial counsellor.

### 4.2 Virginia Noonan Award

Awarded to a Full member of FCVic who has demonstrated excellence in service to our profession or their clients over and above their normal duties as a financial counsellor.

### 4.3 Rising Star Award

Awarded to an Associate or Student member of FCVic who has demonstrated excellence in financial counselling service delivery.

## 5. Eligibility

Award nominees must meet the following general eligibility criteria:

- Current member of FCVic
- Not a previous recipient in the same award category

## 6. Nominations

Nominations are to be submitted online via the prescribed process on the FCVic website.

Nominations received after the closing date will not be considered. Nominations can be made by any member of FCVic, or another professional that has worked closely with the nominee. Self-nominations will not be accepted.

Nominators are encouraged to disclose the nomination to ensure that the nominee accepts the nomination; however, the nominee does not need to be notified of their nomination.

There is no minimum number of nominees required for each category as the awards are conferred based on merit.

If no nominations are received by the deadline, at its discretion the Board may institute an additional process to make an award, consistent with the principles of this policy, or the award may not be conferred that year.

## 7. Judging and selection

The FCVic Board will appoint five individuals to a selection panel, consisting of at least four FCVic Full members – including a Board member (usually the chair of the Professional Standards Committee) who will act as panel chair – and no more than one additional member with relevant expertise (for example, a former/retired member). The composition of the panel should, as much as possible, reflect the diversity of the membership. The term of appointment for the panel will be a maximum of two years.

The panel will consider the relative merits of the nominations in accordance with the criteria for the award they are nominated for. This process may include, as relevant, a merit based relative assessment of the following criteria:

- Demonstrated excellence in service as a financial counsellor
- Made positive contributions to their community, a vulnerable group, or the profession
- Exceeded expectations as a financial counsellor

Panel members should declare any conflicts of interest (including if they have acted as a nominator), and step aside from the panel in the event of a conflict. In that event, the Executive Officer will identify a replacement panel member in consultation with the panel chair (or Board Chair if the panel chair is conflicted).

The panel, at their discretion and subject to eligibility, may reallocate nominations to a different award category where they determine the nominee better fits another category. The panel can choose not to confer an award if they deem that no nominees meet the criteria.

The panel will provide recommendations for the awards on a confidential basis to the FCVic Board. The awards recommended by the Panel will be considered by the Board for ratification. If a recommendation is not ratified the award will not be conferred. The Board's decision is final and no correspondence will be entered into.

## 8. Award components

Each award will have a physical trophy component and a cash component specified by the Board. Where a donor wishes to donate the cash component, the Board will take into account their views in relation to the amount of the award.

For the 2020 calendar year, the amounts allocated for the awards are:

Jan Pentland Memorial Award – \$1000.00

Virginia Noonan Award – \$1000.00

Rising Star Award – \$500.00

## 9. Presentation

The recipients for each award category will be announced at the annual FCVic Conference Dinner, or other substitute event, where the awards will be presented.

Each award will be engraved with the recipient's name and the year of the award.

The award recipients do not need to be present at the presentation in order to be eligible for their award. A proxy can accept the award on the recipient's behalf. The FCVic office will liaise with the nominator to arrange this beforehand.

## 10. Approved

Approved by FCVic Board: 7 September 2020

## Contacts

For questions about this policy, contact the FCVic Communications and Membership Manager.

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**RATIFIED:** 7 SEP 2020

**REVIEW:** Annually

**MONITORING FREQUENCY:** Annually

**MONITORING LEVEL:** Board.

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Version History				
Version Number	Issue Date	Nature of Amendment	Developed by	Approved By
1	7/9/2020	New Document	James Degenhardt	FCVic Board