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Policy Title **AWARDS POLICY**

Table of Contents

1. Introduction.....	1
2. Scope	1
3. Definitions	1
4. Award Categories	2
4.1 Jan Pentland Memorial Award.....	2
4.2 Virginia Noonan Award	2
4.3 Rising Star Award	2
5. Eligibility.....	2
6. Nominations	2
7. Judging and selection	3
8. Award components.....	3
9. Presentation	4
10. Approved.....	4

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, teams or organisations 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, or the representative of a team that 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 current or former Accredited member of FCVic who has demonstrated excellence, above and beyond their normal duties, **in financial counselling service to the wider community**. It would be expected that if awarded to a former member, that individual would have held Accredited Membership within the past two years.

4.2 Virginia Noonan Award

Awarded to a current or former Accredited member of FCVic who has demonstrated excellence, above and beyond their normal duties, **in service to our profession or their clients**. It would be expected that if awarded to a former member, that individual would have held Accredited Membership within the past two years.

4.3 Rising Star Award

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

4.4 Team Excellence Award

Awarded to a team or organisation that has demonstrated excellence in service to their community through outstanding achievements in one or more of the following areas:

- Improved access to financial counselling for vulnerable or at-risk communities
- Made significant contribution to advocacy and policy reform to address systemic issues experienced by Victorian communities
- Innovative delivery of a financial counselling program, which may include integrated service delivery models, and collection of evidence and data which document the benefit of financial counselling

5. Eligibility

Award nominees must meet the following general eligibility criteria:

- Current or former (where relevant) 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.

Nominations for the Team Excellence Award must identify a team representative who will act as Nominee for the team.

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 up to 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 high level of excellence in service as a financial counsellor
- Made positive contributions to their community, a vulnerable group, or the profession
- Exceeded the 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. This could be the case where there are a low number of nominations.

The panel will provide recommendations for the awards 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 or appeals 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 2025 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

Team Excellence Award – \$1000.00

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 trophy will be engraved with the recipient's name and the year of the award. The award recipient will be asked to nominate their preferred method of transfer for the cash prize component.

The award recipients are encouraged to be present at the presentation, but 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 Operations Manager.

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Version History				
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2	11/7/2023	Updates following Board review	James Degenhardt	FCVic Board
3	13/5/2025	Updates following Board review	Board working group	FCVic Board