



## Life Governor Awards

<b>Document Type:</b>	Policy	<b>Approved by:</b>	Board of Directors
<b>Department:</b>	Board of Directors	<b>Section:</b>	Governance

### **Purpose**

Any person who has conferred any significant benefit to Moyne Health Services (MHS) may be appointed a Life Governor.

### **Background**

A Life Governor Award may be conferred upon a person to recognise a significant contribution through voluntary, philanthropic and / or professional service to MHS.

Service worthy of note may include outstanding achievement or commitment, performing above the call of duty, the range of work performed over an extended or shorter period, a significant activity, and a demonstrated commitment to the Health Service values.

The purpose of the Award is to recognise and honour people whose service has resulted in a significant benefit to MHS.

Awards will be issued in accordance with MHS policy, and every appointed Life Governor will be recorded on the life governor register.

The Award comprises a framed certificate of appointment, presented at the Annual General Meeting, usually held in November/December each year

### **Scope**

All MHS staff; Board of Directors and any external person wishing to nominate an individual for Life Governor Award.

### **Definitions**

#### **Life Governor Award:**

Award recognising and honouring individuals who make an outstanding contribution to MHS

### **Policy statement/ Procedure** **Nomination Process**

For consideration to be given to a nomination, the 'Nomination Form – Award of Life Governor' form must be completed (refer [Appendix](#)). Nomination forms are available from the office of the Chief Executive.

Nominations for the Life Governor Award will be sought during July of each year, with nominations forwarded before the last day of August, with required documentation, to the Chief Executive, MHS

### **Eligible Recipients**

Any person who meets the selection criteria is eligible and may be appointed a Life Governor.

A Life Governor Award may be conferred under circumstances such as the Board of Directors, MHS shall determine.

No age limit will be applied in considering a nominated person for this service award.



## Life Governor Awards

<b>Document Type:</b>	Policy	<b>Approved by:</b>	Board of Directors
<b>Department:</b>	Board of Directors	<b>Section:</b>	Governance

### Selection Criteria

Nominations for a Life Governor Award may be made under the following categories, volunteer, and employee / contractor.

#### Volunteer Life Governor Award

- **Outstanding commitment to volunteering**

How has the person's commitment, in a voluntary capacity, supported the provision of acute, residential or community services to the Health Service?

- **Range of activities over an extended period or a single significant activity**

What is the volunteer's range of activities over an extended period or a single significant activity that demonstrates the nominee's outstanding commitment?

- **Commitment to the Values**

How has the volunteer demonstrated a commitment to the organisational values?

- **Standing of the nominee in their community**

Two written references must be submitted commenting on the volunteers standing in the community and demonstrating their outstanding commitment to acute, residential or community services.

#### Employee / Contractor Life Governor Award

- **Outstanding achievement to supporting service excellence**

How has the nominee achieved service excellence in their role?

- **Range of clinical or non-clinical work performed over an extended period or work over a shorter period but of exceptional impact?**

What is the range of clinical or non-clinical work over an extended period, or work over a shorter period but of exceptional impact that demonstrates the nominee's outstanding achievement to supporting the delivery of acute, residential or community services?

- **Outstanding achievement above the call of duty**

Is the nominee's outstanding achievement within the expected role of the nominee or is there an ingredient that takes it above and beyond the expected role of the nominee?

- **Commitment to the Values**

How has the nominee demonstrated a commitment to the organisational values?


- **Standing of the nominee in the organisation**

Two written references must be submitted commenting on the nominee's standing in their community and demonstrating their outstanding commitment to acute, residential or community services.

Following receipt of completed nomination forms, the Board of Directors will consider nominations and confer recognition at its absolute discretion.

### Who May Nominate?

Nominations may be made by any voluntary organisation, community leader, staff member, Chief Executive, or other interested persons. Nominations must be affirmed by a seconder and

		<h2>Life Governor Awards</h2>	
<b>Document Type:</b>	Policy	<b>Approved by:</b>	Board of Directors
<b>Department:</b>	Board of Directors	<b>Section:</b>	Governance

meet the selection criteria.

### **EXPECTED OUTCOME**

Life Governor Awards have been conferred on eligible persons.  
 Life Governors enrolled on Health Service books and published in the Annual Report.

### **Key Aligned/ Linked Documents**

[By-Laws](#)

[Standing Orders](#)

### **References & Related Standards**

[Life Governor Award Policy](#) – Heywood Rural Health

NSQHSS by Standards v2 :

1 Clinical Governance

NDIS Practice Standards and Quality Indicators :

2 Core Module - Provider Governance and Operational Management

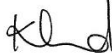
Aged Care Quality and Safety Commission. Quality Standards 2019 :

8 Organisational governance

### **Risk Rating**

Low



Approval of Current Version				
	Name	Position	Signature	Date
<b>Author/Reviewer:</b>	Katharina Redford	CEO		01/03/2024
<b>Consulted:</b>	Executive team			
<b>Committee:</b>	Governance Committee		As per minutes	06/03/2024
<b>Approved by:</b>	Board of Directors		As per minutes	28/03/2024
<b>Changes made in this version</b>	New policy			
<b>Education</b>	All Staff			
<b>Define Risk Rating</b>	Low			
<b>Fair</b>	Yes			



# Life Governor Awards

<b>Document Type:</b>	Policy	<b>Approved by:</b>	Board of Directors
<b>Department:</b>	Board of Directors	<b>Section:</b>	Governance

## APPENDIX 1

### MOYNE HEALTH SERVICES - NOMINATION FORM – LIFE GOVERNOR AWARD

**Name:** .....

**Address:** ..... **Telephone:** .....

It should be noted that not all items in the below table will be applicable in all circumstance.

	Details	
Current involvement in hospital activities (paid and/or voluntary)	1. 2. 3.	Years
Previous involvement in hospital activities (paid and/or voluntary)	1. 2. 3.	Years
How does the nominee demonstrate the Health Service values	Collaboration: Accountability: Respect: Excellence:	

#### Other information in support of the nomination

The Nomination must address the key objective of the Life Governor Award, which is to recognise the exceptional voluntary, philanthropic and / or professional commitment an individual has made to the Moyne Health Services.

Nominated by: ..... Telephone: .....

Position/Relationship to Nominee .....



## Life Governor Awards

<b>Document Type:</b>	Policy	<b>Approved by:</b>	Board of Directors
<b>Department:</b>	Board of Directors	<b>Section:</b>	Governance

Seconded by: ..... Telephone: .....

Position/Relationship to Nominee: .....

---

***Please forward to the Chief Executive Officer no later than the end of August each year.***