

Volunteering Awards 2021

Nomination Guidelines

These guidelines outline the eligibility, terms and conditions, and categories for the Volunteering Awards 2021. Please read these guidelines and ensure that you understand and agree to the terms and conditions prior to participating in the Awards.

Contents

About the Volunteering Awards 2021	2
Key stages and dates.....	2
Information and support.....	2
Terms and conditions.....	3
Eligibility.....	3
Nomination process	3
Judging and selection.....	3
Awards and recognition.....	4
Nominator’s consent.....	5
Nominee’s consent	5
Privacy statement	5
Privacy policy	6
Liability.....	6
Award categories	6
Victorian Premier’s Volunteer of the Year, Dame Elisabeth Murdoch Award	6
Volunteering Pathways to Skills and Community Inclusion.....	6
Inclusive Volunteering	6
Volunteering Leadership.....	6
Volunteering Partnerships	7
COVID-19 Support and Connection	7
COVID-19 Resilience.....	7
COVID-19 Innovation	7
How to nominate.....	7



About the Volunteering Awards 2021

The Volunteering Awards 2021 recognise and celebrate the impact volunteers, volunteer leaders and volunteer programs have in building resilient communities, services and connections across Victoria. Run by Volunteering Victoria, with the support of the State Government through the Department of Families, Fairness and Housing, the awards also recognise and celebrate the impact volunteering leadership and teams have in communities across Victoria.

Key stages and dates

Nomination period (October 2021-January 2022)	Nominations open 12.30pm, 20 October 2021 Nominations close 5.00pm, 28 January 2022
Assessment and selection (January-February 2022)	Judging panel assesses nominations Shortlisted nominees notified Shortlisted nominees accept Terms and Conditions, and complete National Police Check Consent Form if applicable
Announcement of shortlist	Shortlist announced 23 February 2022
Awards ceremony	March 2022

Information and support

Phone: 03 9052 4524

Email: awards@volunteeringvictoria.org.au

Website: volunteeringvictoria.org.au/events/volunteering-awards-2021/



Terms and conditions

1. A person who nominates (nominator) a person who is a volunteer or a team of volunteers or organisation (nominee) for the Volunteering Awards 2021 (Awards) and submits a nomination is deemed to have accepted these terms.
2. The State of Victoria acting through the Department of Families Fairness and Housing (DFFH) and Volunteering Victoria are the promoters of the Awards.

Eligibility

3. Nominee(s) must be living Australian residents (temporary or permanent) and currently residing in Victoria who, during the period 1 October 2020 to 30 September 2021 (inclusive), have undertaken, or are currently undertaking, voluntary work or activities in Victoria.
4. The nominee's work or activity must satisfy:
 - (a) Volunteering Australia's definition of volunteering, being "time willingly given for the common good and without financial gain" (see Volunteering Australia's website, currently <http://www.volunteeringaustralia.org/policy-and-best-practise/definition-of-volunteering/>); and
 - (b) the criteria of the selected Award category.
5. Except for the COVID-19 Award categories, a person cannot nominate themselves, whether in an individual capacity or as a member of a team.
6. Members of the judging panel, employees and contractors of Volunteering Victoria or the Department as well as their immediate families, are ineligible to be a nominator or a nominee.

Nomination process

7. Completed nominations must be received after 12.30pm Monday Wednesday 20 October 2021 and before 5.00pm Friday 28 January 2022. Nominations received outside these times will not be considered for the Awards and no responsibility will be accepted by Volunteering Victoria for early, lost, late, incomplete or incorrectly submitted nominations.
8. A separate online nomination form must be completed for each nominee (or each nominated team or organisation). A nominator may only submit one entry per nominee.
9. All nominations and materials submitted to Volunteering Victoria in connection with the Awards will become the property of Volunteering Victoria and will not be returned.

Judging and selection

10. Volunteering Victoria reserves the right to verify the validity of nominations, allocate nominations into an alternative category and disqualify any nomination which, in the opinion of Volunteering Victoria, can be considered objectionable, potentially insulting or inflammatory or generally damaging to the goodwill or reputation of the Awards, or Volunteering Victoria, or any nomination that is not compliant with these Terms and Conditions.
11. Volunteering Victoria may request further information or clarification from the nominator or nominee(s).



12. A judging panel will consider all eligible nominations and rate each against the description for the selected Award category. Nominations with the highest combined scores will be shortlisted.
13. Nominees (including each member of a team) who are shortlisted will be required to:
 - (a) confirm their acceptance of these Terms and Conditions by following the instructions set out in the email notification; and
 - (b) if over 18 years of age, submit a completed National Police Check Consent Form with associated proof of identifying documents to Volunteering Victoria. The form outlines the requirements for obtaining a National Police Check and providing consent for such check to be conducted.
14. In the event that a nominee does not accept the Terms and Conditions or fails to submit a completed National Police Check Consent Form with proof of identity, the nominee will be removed from the shortlist.
15. Award recipients will be selected from shortlisted nominees who have, if required, undertaken a National Police Check. Consideration will be made as to the currency and seriousness of any offence(s), any known mitigating circumstances and the nominee's subsequent contribution to Victoria.
16. Volunteering Victoria reserves the right to disqualify a shortlisted nominee in the event that the results of their police check are deemed unsatisfactory by Volunteering Victoria with no right of review.
17. A judging panel will shortlist Award recipients for the Premier's Volunteer of the Year, Dame Elisabeth Murdoch Award. The Premier of Victoria (or the Premier's appointed representative) will select the recipient of the Dame Elisabeth Murdoch Award from this shortlist.
18. The Premier of Victoria (or the Premier's representative) and the Department's decisions on all matters pertaining to the Awards are final and no correspondence or discussion will be entered into.

Awards and recognition

19. Eligible nominees who are not selected for an Award will receive a letter of appreciation.
20. Each Award recipient, and up to three guests, will be invited to attend the Awards ceremony to be presented with a certificate and badge of recognition. Award recipients under 18 years of age must be accompanied by a parent or legal guardian.
21. Nominators of Award recipients, and one guest, will also be invited to attend the Awards ceremony.
22. The recipient of the Premier's Volunteer of the Year, Dame Elisabeth Murdoch Award will be announced at the Awards ceremony, and will receive a trophy and a \$10,000 donation for a not-for-profit organisation of their choice. The chosen not-for-profit organisation must have operations in Victoria. The donation cannot be split across multiple organisations.
23. All travel costs associated with the nominator and Award recipient (and their guests, if applicable) attending the Awards ceremony and other ancillary costs are the responsibility of the nominator and Award recipient (and their guests, if applicable).



Nominator's consent

24. By submitting a nomination, including personal information provided as part of that nomination, each nominator confirms that he or she consents, and has the consent of any person whose personal information is contained in a nomination, including but not limited to the nominee(s) (or if under the age of 18, the nominee's parent or legal guardian), to provide that information to Volunteering Victoria, and for Volunteering Victoria to disclose that personal information to other parties including, but not limited to, judges, the Premier's Office and the Department of Premier and Cabinet, for the purposes of conducting the Awards.
25. Each nominator consents to Volunteering Victoria using the nominator's statements, name, likeness, image, voice and/or participation in the Awards (including photograph, film and/or recording of the same) in any media for an unlimited period of time without further notification, remuneration or compensation for the purpose of promoting, publicising or marketing the Awards (including any outcome).

If the nominator does not agree, the nominator must not provide their personal information or the personal information of anyone else and may be unable to submit a nomination for the Awards.

Nominee's consent

26. By accepting their nomination, the nominee(s) (or if under the age of 18, the nominee's parent or legal guardian) consents to:
 - (a) the Department and Volunteering Victoria using their nomination statements, name, likeness, image, voice and/or participation in the Awards (including photograph, film and/or recording of the same) in any media for an unlimited period of time without further notification, remuneration or compensation for the purpose of promoting, publicising or marketing the Awards (including any outcome); and
 - (b) the Department and Volunteering Victoria using their personal information, and for the Department and Volunteering Victoria to disclose their personal information to other parties including, but not limited to, judges, the Premier's Office and the Department of Premier and Cabinet, for the purposes of conducting the Awards.

If the nominee does not agree, the nominee must not accept their nomination and will be ineligible for an Award.

27. By submitting a National Police Check Consent Form, the nominee will be consenting to the Department and Volunteering Victoria, the Premier's Office and the Department of Premier and Cabinet, being provided with the results of their National Police Check for the purposes of conducting the Awards.

Privacy statement

28. Consistent with Victorian Government policy and legislation, the Department endorses fair information handling practices. Personal, health and sensitive information supplied will be used by Volunteering Victoria, the Department, the judging panel, the Department of Premier and Cabinet, the Premier's Office and the Award ceremony venue for the purposes of considering nominations, selecting Award recipients and providing the Award Ceremony. Information will not be disclosed or used for any other purpose without the express consent of the person to whom the information relates, unless otherwise required or permitted by law.



Privacy policy

29. The Department's Privacy Policy sets out information about how the nominator or nominee(s) may access and seek correction of their personal information or complain about a breach of their privacy, and how the Department will deal with that complaint. The Department's Privacy Policy is located at <https://dhhs.vic.gov.au/publications/privacy-policy>

Liability

30. It is intended and agreed that the conduct of the Awards shall not give rise to any legal obligations or duties, valid or enforceable in any way against Volunteering Victoria, the Department or the Premier of Victoria.

Award categories

Victorian Premier's Volunteer of the Year, Dame Elisabeth Murdoch Award

The prestigious Dame Elisabeth Murdoch Award will be selected from Award recipients in these categories: Volunteering Pathways to Skills and Community Inclusion; Inclusive Volunteering; Volunteering Leadership; Volunteering Partnerships

This Award is not open for direct nominations.

Volunteering Pathways to Skills and Community Inclusion

Recognises people who have made a significant and positive impact on the development of volunteering pathways to skills and community inclusion on a community, people, group, organization or cause in Victoria. Nominees may be innovators and pioneers, or may be enthusiastic, creative or hardworking people, whose contribution is effective and expected to have a lasting effect.

This award is open to individuals of all ages, locations and work type.

Inclusive Volunteering

Pays tribute to people who have made an exceptional contribution to the development of diverse, inclusive and accessible volunteering, and the reduction of socio-economic and cultural barriers to support opportunities for a broader range of community members. Nominees in this category will be people who have demonstrated a strong commitment to diversity and inclusion, and who have initiated and lead action to build or promote inclusion.

This award is open to individuals of all ages, locations and work type.

Volunteering Leadership

Recognises people who have shown exceptional influence or leadership in support of a community, people, group, organization or cause in Victoria. Nominees will be inspiring people who may have built effective networks, empowered others or coordinated effort, or they may have motivated, encouraged, guided or supported others.

This award is open to individuals of all ages, locations and work type.



Volunteering Partnerships

Celebrates the power of partnership to achieve great outcomes for a community, people, group, organisation or cause in Victoria. Nominees in this category will be partners who have worked together on a common project, demonstrating that effective or consistent partnerships can achieve greater outcomes.

This award is open to individuals of all ages, locations and work type.

COVID-19 Support and Connection

Acknowledges Volunteer Involving Organisations that provide strong ongoing support and connection for their volunteers despite volunteer programs having ceased operations throughout COVID-19 lockdowns.

This award is open to Volunteer Involving Organisations.

COVID-19 Resilience

Recognises Volunteer Involving Organisations for demonstrating resilience in adapting to accommodate COVID-19 social distancing requirements and changes while still delivering high quality services to their community

This award is open to Volunteer Involving Organisations.

COVID-19 Innovation

Honors Volunteer Involving Organisations for demonstrating innovation in adapting to accommodate COVID-19 social distancing requirements and changes while still delivering high quality services to their community

This award is open to Volunteer Involving Organisations.

How to nominate

Nominations must be submitted through the nomination website at:

volunteeringvictoria.org.au/events/volunteering-awards-2021/

