

2023

Volunteering Awards

Showcasing the commitment,
diversity and impact of Victoria's
volunteering community.

Nomination Guidelines



Volunteering Awards 2023 Nomination Guidelines

These guidelines contain information about the 2023 Volunteering Awards and how to nominate.

The terms and conditions can also be found below. Please read the guidelines and ensure that you understand and agree to the terms and conditions prior to participating in the Awards.

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About the Volunteering Awards 2023

The Volunteering Awards 2023 recognise and celebrate the impact volunteers have in building resilient communities, services and connections across Victoria.

Key stages and dates

Nominations close	12.00pm, Monday 17 July 2023
Assessment and selection	July – October 2023
Announcement of finalists	November 2023
Awards ceremony	December 2023

Information and support

Phone: (03) 9052 4524

Email: awards@volunteeringvictoria.org.au

Website: www.volunteeringvictoria.org.au/awards

Award categories

Individual volunteers

Volunteer of the Year – Dame Elisabeth Murdoch Award

The prestigious Dame Elisabeth Murdoch Award recognises extraordinary volunteering service, commitment and impact for people, a community, group, organisation, or cause in Victoria.

This Award is not open for nominations. The recipient of this award will be selected from outstanding candidates in the individual volunteer categories below.

Young Volunteer

Celebrates the enthusiasm, initiative and leadership of young people in volunteering. Nominees will be inspiring young people who have made a remarkable impact and contribution through volunteering for people, a community, group, organisation, or cause in Victoria.

This award is open to individuals 25 years and under, across all locations and work types.

Volunteer Commitment

Pays tribute to dedicated and passionate individuals with a sustained and substantial record of commitment to people, a community, group, organisation, or cause in Victoria. Nominees may be long-serving volunteers and reliable hard workers whose significant contribution and enthusiasm for volunteering is an inspiration to others.

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

Volunteer Leadership

Recognises people who have shown exceptional volunteer leadership and influence in support of people, a community, group, organisation, or cause in Victoria. Nominees will be inspiring people who may have built effective volunteer networks and partnerships, empowered others, or engaged and strengthened community.

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

Volunteer Impact

Celebrates people whose volunteering has made a remarkable difference for people, a community, group, organisation, or cause in Victoria. Nominees may be volunteer innovators and pioneers or dedicated hard workers whose contributions have helped to improve outcomes or supported important changes.

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

Volunteer Involving Organisations

Volunteering Excellence – Volunteer Involving Organisation of the Year

This new award category recognises an exceptional volunteer involving organisation that demonstrated overall excellence in making a significant difference for people, a community, group, or cause in Victoria.

This award is not open for nominations. The recipient of this award will be selected from outstanding candidates in the organisation categories below.

Inclusive Volunteering

Celebrates diversity and inclusion in volunteering programs to enhance support for people, a community, group, or cause in Victoria. Nominees will have demonstrated inclusive and accessible volunteering practices that increased volunteer diversity or improved participation for a greater range of community members.

This award is open to not-for-profit organisations of any size, across all sectors and locations.

Volunteering Partnerships

Pays tribute to the importance of collaboration and partnerships to achieve greater outcomes for people, a community, group, or cause in Victoria. Nominees will have made a significant difference through establishing or maintaining effective and enduring partnerships with other organisations, business, or local community.

This award is open to not-for-profit organisations of any size, across all sectors and locations.

Volunteering Innovation

Recognises the role of innovation and adaptation to continually improve the volunteer experience or enhance supports for people, a community, group, or cause in Victoria. Nominees may have delivered positive outcomes through a unique volunteering program, or new practices or operating models to improve the work of their organisation.

This award is open to not-for-profit organisations of any size, across all sectors and locations.

Grassroots Volunteering

Celebrates the commitment, impact, and importance of grassroots organisations in supporting local communities, people, groups, or causes in Victoria. Nominees will be small community-led organisations that may have provided important local services, led positive change, or supported social and community life.

This award is open to organisations that are entirely volunteer led and operated, with a turnover of less than \$50,000 a year.

How to nominate

Nominations must be submitted through the nomination website at:
volunteeringvictoria.org.au/awards.

If you cannot complete the nomination online, contact Volunteering Victoria at awards@volunteeringvictoria.org.au or on (03) 9052 4524.

Nominating an individual volunteer

To nominate a volunteer, you will be asked to:

1. Agree to the terms and conditions for the Awards
2. Confirm the nominee has agreed to be nominated
3. Provide the nominee's details:
 - Name
 - Email address
 - Phone number
 - Home suburb or town

.. cont.

- Current organisation and role
 - Primary sector or interest
 - Age range (an estimate is OK)
 - If under 18, contact details for their parent or guardian
4. Answer the selection criteria

Nominating a community organisation

To nominate an organisation, you will be asked to:

1. Agree to the terms and conditions for the Awards
2. Confirm the nominee has agreed to be nominated
3. Provide the nominee's details:
 - Organisation name
 - ABN (or other registration number)
 - Organisation's primary sector or purpose
 - Organisation's office address
4. Provide a primary contact for the organisation (this cannot be you):
 - Name
 - Position
 - Email address
 - Phone number
5. Answer the selection criteria
6. Provide a letter of support for the nomination
 - This could be from a volunteer, a partner organisation, a CEO and/or staff, testimonials, etc.
7. Provide up to three attachments supporting the nomination (optional)
 - Note: Attachments may not be read by the judging panels. The details of your nomination should be fully explained in the selection criteria.
 - Attachments can be used to complement your nomination, for example, as evidence of having relevant policy documents, research, or evaluation reports.

Selection criteria

- **Overview** – Tell us why you are nominating this person or organisation (40 words or less).
- **Achievements and outcomes** – Describe the nominee's achievements and outcomes as they relate to the award category (maximum 150 words).
- **Skills and qualities** – Describe the skills and qualities of the nominee as they relate to the award category (maximum 150 words).
- **Commitment and effort** – Describe the nominee's commitment and effort (maximum 40 words).

Terms and conditions

1. A person who nominates (nominator) an organisation or a volunteer for the Volunteering Awards 2023 (Awards) and submits a nomination is deemed to have accepted these terms.
2. Volunteering Victoria are the promoters of the Awards, in partnership with the State of Victoria acting through the Department of Families, Fairness and Housing (the Department).

Eligibility

3. Members of the judging panel, employees and contractors of Volunteering Victoria or the Department of Families, Fairness and Housing as well as their immediate families, are ineligible to be a nominator or a nominee.
4. Completed nominations must be received before 12.00pm Monday 17 July 2023. 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.
5. A separate online nomination form must be completed for each nominee. A nominator may only submit one entry per nominee.
6. 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.

Individual volunteers

7. Individual nominees must be living Australian residents (temporary or permanent) and currently residing in Victoria who, during the period 25 March 2022 to 16 July 2023 (inclusive), have undertaken, or are currently undertaking, voluntary work or activities in Victoria.
8. The individual nominee's work or activity must satisfy 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/>).
9. An individual nominee cannot nominate themselves.

Community organisations

10. Organisation nominees must be an incorporated not-for-profit entity that delivers volunteer-involving programs in Victoria and, during the period 25 March 2022 to 16 July 2023 (inclusive), have delivered, or are currently delivering, the program, service or activity identified in the nomination.
11. A member of the organisation may submit the nomination. The nominator and the organisation's primary contact cannot be the same person.

Judging and selection

12. 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 or the Department, can be considered objectionable, potentially insulting or inflammatory or generally damaging to the goodwill or reputation of the Awards, Volunteering Victoria or the Victorian Government, or any nomination that is not compliant with these Terms and Conditions.

13. Volunteering Victoria may request further information or clarification from the nominator or nominee(s).
14. 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.
15. Nominees 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
 - (a) for individual nominees 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.
16. If a nominee does not accept the Terms and Conditions or fails to submit a completed National Police Check Consent Form (if required), the nominee will be removed from the shortlist.
17. 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.
18. Volunteering Victoria reserves the right to disqualify a shortlisted nominee if the results of their police check are deemed unsatisfactory by Volunteering Victoria or the Department with no right of review.
19. A selection panel will identify an outstanding candidate in each category. Recipients of the Volunteer of the Year and Volunteering Excellence awards will be selected from the shortlist of outstanding candidates.
20. Volunteering Victoria and the Victorian Government's decisions on all matters relating to the Awards are final and no correspondence or discussion will be entered into.

Awards and recognition

21. Eligible nominees who are not selected for an Award will receive a certificate of appreciation.
22. 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.
23. Nominators of Award recipients, and one guest, will also be invited to attend the Awards ceremony.
24. One outstanding Award Recipient in each category will receive a trophy.
25. The recipient of the Volunteer of the Year award will be announced at the Awards ceremony and will receive the Dame Elisabeth Murdoch 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.
26. The recipient of the Volunteer Involving Organisation of the Year award will also be announced at the Awards ceremony and will receive a trophy for Volunteering Excellence.
27. 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

28. By submitting a nomination, each nominator confirms consent, and has the consent of any person whose personal information is contained in a nomination, 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 Department and the Department of Premier and Cabinet, for the purposes of conducting the Awards.
29. 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 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

30. By accepting their nomination, the nominee(s) (or if under the age of 18, the nominee's parent or legal guardian) consents to:
 - (a) Volunteering Victoria and the Department 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 without further notification, remuneration or compensation for the purpose of promoting, publicising or marketing the Awards (including any outcome); and
 - (b) Volunteering Victoria and the Department using their personal information, and for Volunteering Victoria or the Department to disclose their personal information to other parties including, but not limited to, judges 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.

31. By submitting a National Police Check Consent Form (if required), the nominee will be consenting to Volunteering Victoria and the Department, being provided with the results of their National Police Check for the purposes of conducting the Awards.

Privacy statement

32. Consistent with Victorian Government policy and legislation, Volunteering Victoria and the Department endorse fair information handling practices. Personal, health and sensitive information supplied will be used by Volunteering Victoria, the Department, the judging panels 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

33. Volunteering Victoria's Privacy Policy sets out how Volunteering Victoria collects, uses, holds and discloses personal information. Volunteering Victoria complies with the Privacy Act 1988 (Cth,) where required to do so, in respect of the collection, management and disclosure of personal information. Volunteering Victoria's Privacy Policy is located at <https://www.volunteeringvictoria.org.au/wp-content/uploads/2022/12/2022-12-Privacy-Policy.pdf>
34. 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://www.dffh.vic.gov.au/publications/privacy-policy>

Liability

35. 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 or the Victorian Government.