



# Guidelines

## 2018 COMMUNITY VOLUNTEER AWARDS

Wyndham's 2018 Community Volunteer Awards are an opportunity to recognise and thank volunteers who contribute their time and energy for the good of our community. These guidelines are intended to help you understand how to make an eligible nomination.

### Award categories

#### Community Engagement Award

Recognises an individual who has made a significant contribution to welcoming, engaging and connecting groups of people to help create a supportive and inclusive community.

#### Community Health & Wellbeing Award

Recognises an individual who has made a significant contribution to the health and wellbeing of members of the community such as through the provision of support to others during times of need or emergency or health promotion and prevention activities.

#### Arts, Culture or Tourism Award

Recognises an individual who has shown passion and commitment to making a significant contribution to the city's art and culture community, or to tourism in Wyndham by raising the city's profile and encouraging visitors.

#### Environment or Sustainability Award

Recognises an individual who has made a significant contribution to improving the city's natural environment and/or Wyndham communities' environmental sustainability.

#### Sports & Recreation Award

Recognises an individual who through dedicated service has made a significant contribution in the field of sports and recreation resulting in a positive impact on community members and supporters.

#### Young Volunteer of the Year Award

Recognises a young person aged between 12-25 years, who has made a significant contribution to our community through their active participation in activities that demonstrate either a passion for youth issues, leadership or vision, support or care for others, or are a positive role model to their peers.

#### Community Group Award

Recognises a group of (2 or more) people that have empowered or shown dedicated support to others in our community. This award is open to a volunteer group who have worked together on a project, program or partnership that has impacted the community.

## Submitting your nomination

- Nominations must be submitted online through the form provided at [wyndham.vic.gov.au/cvawards](http://wyndham.vic.gov.au/cvawards). Council staff are available to assist you with this.
- Please ensure that all material that directly addresses the assessment criteria is included in the body of the submission (rather than relying on attachments).
- You are encouraged to
  - use the word count ranges provided in the form as a guide so that you know how much information and detail we would like you to provide.
  - provide clear, detailed answers to the questions, so that we get a good picture of the nominee's achievements.
  - check the spelling of names supplied (noting this may be printed on a certificate or trophy) and contact details.
  - upload a range of supporting materials that help provide the assessment panel with a clear understanding of what has been achieved. These could include: media coverage, testimonials or letters of reference, program statistics and achievements that they're responsible for, photos, newspaper articles or other documentation to support this nomination such as a biography/website etc.
- You will receive email confirmation once your nomination has been successfully submitted.
- Council staff are available to provide support to anyone who may need assistance completing the nomination form, or has any questions about the 2018 Community Volunteer Awards more generally, contact us on

Email: [volunteers@wyndham.vic.gov.au](mailto:volunteers@wyndham.vic.gov.au); or

Phone: 9742 8182

- Translating and Interpreting Services are available by calling 131 450 and asking to be connected to Wyndham City on 9742 0777.

## Nominee eligibility

- A nomination will be deemed ineligible if the nominee is
  - not a resident of Wyndham at the time of submission of your nomination,
  - a Councillor or employee of Wyndham City,
  - volunteering as a part of their Centrelink, educational or legal obligations,
  - a previous recipient of Wyndham's Citizen of the Year Award,

- a previous recipient of a Wyndham Community Volunteer Award for the same category within the last five years,
- receives payment for the efforts they're being nominated for,
- volunteering as part of a corporate volunteering scheme,
- submitting an application on behalf of themselves.

## Nominee consent

- At the time of submission, the nomination will be deemed ineligible if you do not have consent from
  - the nominee (for individual categories); or
  - the nominee along with their legal parent/guardian, if the nominee is under 18 years of age; or
  - the volunteer group you are nominating (for the Community Group Award category).
- Prior to providing their consent to participate, the nominee should be made aware that
  - they are also consenting to their story/biography potentially being used for marketing purposes and made available to the media, if they win an Award. Please note: content supplied in your nomination form may be edited by Council to highlight elements that the judges felt were important when selecting your entry as a finalist, or to ensure that the nominee's achievements are best represented.
  - On request, a copy of the nomination can be provided to them.

## Nomination requirements

- You must complete all compulsory fields and submit your nomination form using the online form provided at [wyndham.vic.gov.au/cvawards](http://wyndham.vic.gov.au/cvawards)
- You will need to supply the contact details of a referee who
  - is not an immediate family member of the nominee;
  - has personally experienced the nominees volunteering activity first hand and can speak to their achievements in the nominated activity/role;
  - has consented to participating in this process prior to the submission of your nomination.

## Completing a nomination

- When selecting a category for your nominee, please consider the following
  - You may nominate an individual in more than one category provided that the nominee's activities and achievements align with the descriptions of the multiple categories you've selected.
  - You may only select the Young Volunteer of the Year category for nominees who are aged between 12 – 25 at time of submission.
  - A person with any residency status may be nominated for and win a Community Volunteer Award, however only Permanent Australian Residents or Australian Citizens will be eligible to become Citizen of the Year.
  - Nominations directly for Citizen of the Year will not be accepted.
  - The Citizen of the Year will be chosen from the eligible winners of the individual categories and decided by an independent assessment panel.
  - You may nominate Young People in any/all categories that their achievements align with.
  - Council reserves the right to transfer a nomination to a more appropriate category if necessary.
  - Despite nomination in multiple categories, any nominee will only be eligible to win in one Award category and Citizen of the Year.

## Assessment process

- Once a nomination has been received, Council reviews the forms to ensure
  - all of the required information is available for the nomination to be progressed to the assessors. Please note: if information supplied is unclear or incomplete, Council may use their discretion to contact others who may be able to supply additional information;
  - it meets the eligibility criteria.
- Eligible nominations are then progressed to be assessed by an independent assessment panel.
- The panel assess the information provided in each nomination form and consider the responses against the assessment criteria.

## Assessment criteria

- This nomination is first reviewed to determine the relevance of the nominee's contributions to the selected category description.

- Once the nominations within each category have been confirmed, the assessment panel review the nominee's contributions as evaluated against the following four criteria:
  1. **High Quality & Impactful** – the nominee's actions or contributions have been 'above and beyond' and have resulted in an outstanding impact in the community.
  2. **Positive Role Model** - the nominee is respectful and open in their interactions with others and can be considered a positive role model.
  3. **Outstanding Commitment** - the nominee has shown an outstanding commitment to their volunteer role, through their length of service and/or the level of their involvement.
  4. **Overcomes Challenges** - the nominee has demonstrated commitment to fulfilling their volunteer role and have been resourceful in their approach to dealing with complexities and challenges.
- Once the panel have assessed the applications to determine the category winners, they will decide the 2018 Citizen of the Year.
- The assessment panel's decisions will be final. No correspondence or discussion will be entered into regarding the decisions.
- All nominations will receive a response, whether they were successful or not.

## Celebrating the winners

- If your nomination is successful you and the winner will be invited to host a table of your guests at the Community Volunteer Awards Gala event.
- All winners, including Citizen of the Year, will be announced publicly at the Awards Gala event on Friday evening, 31st August 2018.
- Each Community Volunteer Award category winner will receive a trophy and a \$500 donation will be made to a charity, or not for profit community group of their choice.
- The winner of Citizen of the Year will not be notified prior about this additional honour until the announcement at the Awards Gala event.
- They will receive a Citizen of the Year medallion; a trophy and their name will be engraved on the Citizen of the Year honour board. Along with this, a \$1000 donation will be made to a charity, or not for profit community group of their choice.

## Key dates

- **Nominations open:** 22 May 2018
- **Nominations close:** 24 June 2018
- **Assessment period commences:** 25 June 2018
- **Applicants notified:**  
Week commencing 16 July 2018
- **Community Volunteer Awards Gala event:**  
31 August 2018.

## Key definitions

- **Volunteer:** For the purpose of these awards, a volunteer is someone who gives their time willingly for the common good and without financial gain. (Volunteering Australia)
- **Nominee:** A person who volunteers (according to the definition above) within Wyndham City, and is being nominated for a Community Volunteer Award.