



**volunteering
sa&nt**
support grow celebrate



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South Australia**

2024 South Australian Volunteer Awards

Nomination guide

About the awards

Established by the State Government in 2005, the SA Volunteer Awards recognise the outstanding contribution that South Australian volunteers, volunteer managers, community organisations and businesses contribute to our community.

The awards are presented by Volunteering SA&NT and supported by the South Australian Department of Human Services.

Submit your nomination [online](#)

Nominations for all Awards close **5pm, Sunday 10 March 2024.**

*Partnering with **Volunteering SA&NT** and the **Youth Affairs Council of South Australia** to deliver*

The Young Volunteer Award



youth affairs council
OF SOUTH AUSTRALIA



Who is eligible?

Any volunteer, volunteer manager, community organisation or business for their exceptional achievements and significant contribution to the South Australian community. Organisations may include, but not limited to:

- Not-for-profit organisations
- Local and state government agencies
- Business groups.

Who can nominate?

Any South Australian or any South Australian organisation can nominate eligible recipients for one of the five categories listed below. Self-nominations are accepted.

Award categories

The 2024 South Australian Volunteer Awards recognise excellence in the following five categories:

1. **Joy Noble Medal**
2. **The Young Volunteer Award**
3. **'The Andamooka' Community Project Award**
4. **The Excellence in Volunteer Management Award**
5. **The Premier's Award for Corporate Social Responsibility.**

Key stages and dates

Milestone	Date
Nominations open	9.00 am Monday 15 January 2024
Nominations close	5.00 pm Sunday 10 March 2024
Nominations assessed	March 2024
Finalists notified and invited to Volunteer Recognition event	April 2024
Awards presented at Volunteer Recognition event	22 May 2024

Criteria

The judges will review the nominations to consider the nominee's achievements in relation to their commitment, level of service and how their work benefits the South Australian community. Judges will then make their recommendations to the responsible Minister.

Joy Noble Medal

South Australia's highest distinction for an individual volunteer.

The Award honours the late Joy Noble AM. Joy started the SA Volunteer Centre, now known as Volunteering SA&NT in 1982 alongside Mavis Reynolds OAM. Joy's career was in social work and community development, and she held positions in Australia and New Guinea. She was the first person in Australia to author books on volunteer management and co-edited the Australian Journal on Volunteering for its first three years. Joy was a powerhouse in the volunteering sector and a truly inspirational woman.

Contribution	Benefit	Leadership
<ul style="list-style-type: none">• Describe the type, range, depth, consistency, and duration of the nominee's voluntary activities and how they have contributed as a volunteer.• Explain the activities undertaken and the individuals/ groups/ organisations/ communities/ or causes supported.• Identify what is unique or outstanding about the nominee, their best attributes and how are these demonstrated.• Provide examples of challenges overcome and significant achievements and successes.	<ul style="list-style-type: none">• Describe who has benefited from nominee's volunteering activities, and the nature and extent of the impact of the nominee's work.• Provide specific examples of how the nominee's work has impacted on others, individuals, or groups, and how far reaching the benefit and impact is felt e.g. locally, regionally or state-wide and whether it will have long term impact.	<ul style="list-style-type: none">• Describe how the nominee has shown initiative and provide examples.• Describe leadership and visionary qualities of the nominee and provide examples of how this is demonstrated.• Describe how the nominee has inspired and encouraged others.• Describe, with examples, how the nominee has contributed to capacity building e.g. developed processes, resources, skills, knowledge that will sustain and grow the volunteering activity.



The Young Volunteer Award

Honouring an impressive young volunteer aged 12 to 25.

This Award was introduced in 2023 to honour an outstanding young volunteer. Young people do not always recognise themselves as a 'volunteer', but we know they generously devote their time and resources to activities and causes to great effect. This award is presented in partnership with the Youth Affairs Council of South Australia (YACSA).

Contribution	Benefit	Leadership
<ul style="list-style-type: none">• Describe the type, range, depth, consistency and duration of the nominee's voluntary activities and how they have contributed as a volunteer.• Explain the activities undertaken and the individuals/ groups/ organisations/ communities/ or causes supported.• Identify what is unique or outstanding about the nominee, their best attributes and how are these demonstrated.• Provide examples of challenges overcome and significant achievements and successes.	<ul style="list-style-type: none">• Describe who has benefited from nominee's volunteering activities, and the nature and extent of the impact of the nominee's work.• Provide specific examples of how the nominee's work has impacted on others, individuals, or groups, and how far reaching the benefit and impact is felt e.g. locally, regionally or state-wide and whether it will have long term impact.	<ul style="list-style-type: none">• Describe how the nominee has shown initiative, visionary qualities and/or leadership and provide examples.• Describe how the nominee has inspired and encouraged others.• Describe, with examples, how the nominee has contributed to capacity building e.g. developed processes, resources, skills, knowledge that will sustain and grow the volunteering activity.



'The Andamooka' Community Project Award

Recognising a community or group volunteer project of significant community benefit.

The Award honours the inaugural winner, the inspiring Andamooka Progress and Opal Miners Association, whose extraordinary efforts helped to deliver a 29-kilometre water pipeline to Andamooka.

Contribution	Benefit	Leadership
<ul style="list-style-type: none">Describe the activities undertaken to deliver the project, giving details of time and frequency of volunteer involvement and/or coordination by a volunteer involving organisations, and description of the work done.	<ul style="list-style-type: none">Describe the transformational impact of the project on a local area or to the community.Describe how the project will provide a lasting legacy following completion of the project.	<ul style="list-style-type: none">Describe how the project demonstrated leadership and innovation e.g. the uniqueness of the project and the creative approaches and strategies used.Describe how the project is delivering, or will deliver, better outcomes for the future.Describe how the project boosted partnerships and or/ encouraged and enhanced collaborative partnership approaches on the local area.



The Excellence in Volunteer Management Award

Honouring a volunteer manager for their outstanding contribution to the profession.

The Award honours a volunteer manager (salaried or non-salaried) for their outstanding contributions to the profession and for their promotion of quality volunteer experiences.

Contribution	Benefit	Leadership
<ul style="list-style-type: none">• Describe the type, range, depth, consistency and duration of the volunteer manager's role and activities, including the number and nature of volunteer programs, number of volunteers involved, and organisations supported.• Describe what is outstanding about the way the nominee manages volunteers and volunteer programs. Describe their best attributes and how are these demonstrated. Provide examples of challenges overcome and significant achievements and successes in volunteer management and delivery of volunteer programs.	<ul style="list-style-type: none">• Describe who has benefited from the volunteer manager's contribution, including the volunteers, recipients of the volunteer programs, and volunteer organisations involved.• Describe how the volunteer manager has made a difference, and the impact of good practice volunteer management on the volunteer involving organisation, the volunteers, and the community they serve.• Describe how far reaching the benefit is felt e.g. locally, regionally, or state-wide and whether it will have long term impact.• Describe how important the role of the nominee is to the volunteer organisation.• Explain how the organisation and others have recognised the value of the nominee's work.	<ul style="list-style-type: none">• Describe how the volunteer manager has shown initiative and provide examples of innovation in volunteer management practices.• Describe leadership and visionary qualities of the volunteer manager and provide examples of how this is demonstrated.• Describe how the nominee has inspired and encouraged others.• Describe how the nominee has used good practice in volunteer management and built capacity e.g. developed processes, resources, skills, knowledge that will enable others to sustain and grow the volunteering programs and individual volunteers.



The Premier's Award for Corporate Social Responsibility

Recognising the community contribution of a South Australian for-profit business.

The Award honours South Australian businesses that lead change in our community through:

- Philanthropy – providing financial assistance.
- Partnership – helping communities to deliver support programs and services.
- Corporate/employee volunteering – allowing employees time off work to participate in volunteering.

Contribution	Benefit	Leadership
<ul style="list-style-type: none">• Provide details of the organisation's historic corporate social responsibility involvement in South Australia.• Describe how the organisation inspired employees to get involved with the cause and how this affected employee recruitment and retention, along with the organisation's reputation in the community. Provide examples of monetary amounts and/or staff hours donated.• Describe how the organisation assisted in raising of funds or financial backing of a group or cause and how they did it. Did the organisation put together an event or set aside funds each year to donate?	<ul style="list-style-type: none">• Describe how the organisations efforts have made a difference locally, regionally, or state-wide and whether it will have long term impact.• Describe what is happening in the community that would not have occurred without the support of the nominated organisation.• Describe the positive impact the CSR program has on the organisation and employees.	<ul style="list-style-type: none">• Describe how the CSR involvement has made the organisation a leader in their industry and in the community.• Describe how the organisation has embedded CSR practices in their organisational strategies, corporate governance, or management objectives.



About volunteering

Volunteering is defined as “time willingly given for the common good and without financial gain”. However, in many communities, the word ‘volunteering’ is not always recognised. Often acts of giving, sharing, and helping out are imbedded in communities and are part of cultural practices. We acknowledge that these activities are volunteering, the activities are vitally important to local communities and cultural groups and the activities are worthy of recognition in the SA Volunteer Awards.

Volunteering should directly or indirectly benefit people outside the family or household or else benefit a cause, even though the person volunteering normally benefits as well. Volunteering is often considered as contributing to community wellbeing and volunteering activities cover all sectors of society, leisure, and hobby areas.

What is volunteering:

If you give your time, share your skills, or help out in your community you are volunteering. Some examples of volunteering can include, coaching your local football team, raising money for charity, engaging in a corporate volunteering program, organising cultural activities, or providing cultural education at schools and community groups. You might also be engaged in formal volunteering with community service organisations, such as being a board member for organisations and community programs or by volunteering for government organisations such as museums or zoos. You can also engage in informal volunteering that is not managed by volunteer involving organisations. Informal volunteering can include offering emergency relief in natural disasters or by helping out a vulnerable neighbour by delivering their food and other necessities, or by providing transport when they need it.

What is not volunteering:

Volunteering does not include giving time that only helps your family or people you live with. An example that is not considered volunteering would include helping your flat-mate, cousin, or sister with their homework.

How nominations will be assessed

Your nomination will be evaluated by the selection panel based on your answers to each of the questions contained in the nomination form. Selection panellists cannot assume any information that is not clearly documented in your nomination. If possible, have someone you know read your nomination entry to ensure it tells the full story and provides the selection panel with the information they need to make an informed decision.

The selection panel will consider all eligible nominations and rate each against the criteria outlined under each award category using an assessment scoring matrix. Nominations with the highest combined scores across all criteria will be shortlisted.

The selection panel’s recommendation on the finalists and winners of each category are not subject to internal review or appeal.



How to nominate

Step 1: Read this Nomination Guide, including the entry conditions, and review the submission requirements of entry for the awards.

Step 2: Determine who to nominate. Remember to discuss the nomination with the nominee(s) prior to submitting it.

Step 3: Log in to the [online submission system and complete the nomination form](#) by typing directly into the electronic form.

Step 4: Complete your nomination(s) by 5pm Sunday 10 March 2024 through the online submission system.

Tips and Advice

- Make sure you understand the criteria the judges will be scoring on.
- Ensure you have the permission of the nominee(s) (or if under the age of 18, the nominee's parent or legal guardian), to have their name made public (for example, on Volunteering SA&NT's website, the Department of Human Services website or in SA Volunteer Award event materials) should they be a finalist/successful recipient of any award. Volunteering SA&NT will contact parents/legal guardians of finalists/award recipients who are under 18 years of age, to confirm consent prior to making the finalist/award recipient's name or other information public.
- Make sure you spell check and keep to the word limit and specifications in the entry form.
- Be clear about the different categories and the category your nomination is best suited to.
- Ask a colleague or a friend to read and edit your nomination before submitting it. This will help ensure it reads well, is grammatically correct and highlights the important information.
- Judges want to be inspired by what they read. A good exercise is to pretend you are telling the judge in person why you would nominate your colleague/friend. What makes them special in their work? All good stories contain elements of who, what, where, when, why and how.
- Think strategically. Look at the impact your nominee(s) has on the community. By relating it to the bigger picture, you show their work has more reach than just doing their job.
- Successful Award entries demonstrate outstanding ongoing engagement and experiences with the community.
- Successful Award entries demonstrate that the nominee(s) has gone 'above and beyond'.



Entry conditions

Important: Please carefully read the Award's entry conditions before completing your nomination.

Eligibility

1. Nominee(s) must:
 - a. be an Australian citizen or permanent resident, living in South Australia.
 - b. not have previously received an Award within the last three (3) years in the same nominated award category.
 - c. be aware of and agree to the nomination.
 - d. agree to any media publicity and promotion associated with the awards as requested by Volunteering SA&NT, the Department of Human Services, or its nominated media liaison.
2. If an individual is eligible for more than one category, a separate nomination form must be submitted for each addressing the criteria for that award.

Nomination process

3. Completed nominations must be received by 5pm Sunday 10 March 2024.
4. One letter/statement of support is required to support the accuracy of the submission and verify the nominee(s) eligibility for the award.
5. Correspondence for nominations will be sent to the nominator (as listed in the online nomination form) until after the nominee has accepted their nomination.

Judging and selection

6. A judging panel will consider all eligible nominations and rate each against the criteria for the selected Award category.
7. The Minister's (or the Minister's representative) and the Department's decisions on all matters pertaining to the Awards are final and no correspondence will be entered into.

Awards and recognition

8. Nominees who do not receive an Award will receive a Premier's Certificate of Recognition for outstanding volunteer service.
9. Winners will be announced and presented at the South Australian Volunteer Awards event on Wednesday 22 May 2024.



Nominators consent

10. By submitting a nomination, including personal information provided as part of that nomination, each nominator confirms that they consent, and have the consent of any person whose personal information is contained in a nomination, including but not limited to:
 - a. the nominee(s) (or if under the age of 18, the nominee's parent or legal guardian)
 - b. references to provide that information to Volunteering SA&NT and for Volunteering SA&NT to disclose that personal information to other parties including, but not limited to, the judging panel, the Department of Human Services, and the Minister's Office for the purposes of conducting the Awards.
11. Each nominator consents to Volunteering SA&NT and the Department of Human Services using the 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).
12. If the nominator does not agree or have the requisite consent of the nominee, 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.

Nominees consent

13. By accepting their nomination, the nominee(s) (or if under the age of 18, the nominee's parent or legal guardian) consents to Volunteering SA&NT and the Department of Human Services 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).
14. Nominees consent to Volunteering SA&NT and the Department of Human Services using their personal information, and for Volunteering SA&NT to disclose their personal information to other parties including but not limited to, the Award judges and the Minister's Office, 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 the Awards.
15. Volunteering SA&NT will contact parents/legal guardians of finalists/award recipients who are under 18 years of age to confirm consent, prior to making the finalist/award recipient's name or other information public.

Privacy statement

16. Consistent with South Australian Government policy and legislation, the Department of Human Services endorses fair information handling practices. Personal and sensitive information supplied will be used by Volunteering SA&NT, the Department of Human Services, the judging panel, and the Minister's Office for the purposes of considering nominations, selecting Award recipients, and awarding awards. 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.



Still have questions?

Contact us

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Volunteering SA&NT

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E: awards@vsant.org.au

W: <http://vsant.org.au/savolunteerawards/>

