



# 2024 NORTHERN TERRITORY **VOLUNTEER** OF THE YEAR AWARDS

## Nomination Guidelines

# 2024

## NORTHERN TERRITORY VOLUNTEER OF THE YEAR AWARDS

### **About the Awards**

The 2024 NT Volunteer of the Year Awards recognise and celebrate the impact volunteers, volunteer managers, and volunteer involving organisations have in building resilient communities, services and connections across the whole of Northern Territory. Awards Ceremonies are held in both the Top End and Central Australia.

Volunteering NT are the promoters of the Awards, in partnership with the Northern Territory Government (NTG).

### **Nomination Guidelines**

These guidelines contain information about how to nominate, eligibility and Terms and Conditions.

Please read the guidelines and ensure that you understand and agree to the Terms and Conditions *prior* to nominating.

## **Contents**


- 1** Key dates
- 1** Contact us
- 2-3** Award Categories
- 4** How to nominate for an Award
- 5** Certificate of Appreciation
- 6** Terms and conditions
- 7** Nominator and Nominee Consent
- 8** Judging and selection
- 8** Awards Ceremonies in Darwin and Alice Springs
- 9** Privacy statement


## Key dates

Nominations open	12:00pm Monday 1 July 2024
Nominations close	5:00pm Monday 2 September 2024
Assessment and selection	3 September - 17 September 2024
Announcement of finalists	September 2024
Awards ceremony	Alice Springs 7 October, Darwin 10 October 2024

## Information and support

Please contact Volunteering NT for assistance or enquiries:

 Phone: 08 8989 4503

 Email: [ntvolawards@vsant.org.au](mailto:ntvolawards@vsant.org.au)

 Website: [www.vsan.org.au](http://www.vsan.org.au)

## Award Categories

Here are the six (6) award categories with a description and criteria to help you decide which one to nominate for.

### Chief Minister's Volunteer of the Year Award

The prestigious Chief Minister's Volunteer of the Year Award recognises an individual's extraordinary volunteering\* service, commitment and impact for people, a community, group, organisation, or cause in the NT.



This award is open to volunteers across all NT regions and activity types.

### Chief Minister's Youth Volunteer of the Year Award

Celebrates the enthusiasm, initiative and leadership of young people in volunteering\*. Nominate an inspiring young person who has made a remarkable impact and contribution, through volunteering, for people, a community, group, organisation, or cause in the NT.



This award is open to volunteers 14 - 27 years across all NT regions and activity types.

### Chief Minister's Community Volunteer Organisation/Team of the Year Award

Presented in celebration of a volunteer involving community organisation that provides innovative leadership, and through good practice in volunteering brings about positive and enduring change to their community.



This award is open to organisations (**for profit or not for profit**) of any size, across all sectors and locations, that deliver volunteer-involving programs in the NT and, during the period 1 July 2023 to 31 June 2024 (inclusive), have delivered, or are currently delivering, the program, service or activity identified in the nomination.

\*Volunteering is defined as "time willingly given for the common good and without financial gain" (see Volunteering Australia's website).

## Award Categories cont.

### **Excellence in Volunteer Management Award**

Presented in acknowledgment of a salaried or non-salaried individual, group or volunteer management program that has demonstrated good practice in the management of volunteers and volunteer programs.

This award is open to a **salaried or non-salaried individual or for-profit or not-for profit organisation** of any size, across all sectors and regions in the NT.

### **INPEX Emergency Services Volunteer of the Year Award**

Pays tribute to dedicated and passionate individuals with exceptional volunteer achievement, which may include considerable contributions within Emergency Services. 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 over 27 years old, volunteering with NT Emergency Services.



### **NTSESVA Emergency Services Youth Volunteer of the Year Award**

Presented in celebration of an individual aged 14–27 years who has made an outstanding voluntary commitment through an Emergency Service and who through their volunteering\* has positively impacted on the lives of others.

This award is open to individuals 14-27 years volunteering for the NT Emergency Services.



\*Volunteering is defined as “time willingly given for the common good and without financial gain” (see Volunteering Australia’s website).

## How to nominate for an Award

We will only accept online nominations submitted using the **NT Volunteer of the Year Awards** nomination form.

We want to make it as simple as possible for you to say 'thank you' and celebrate an extraordinary individual or organisation that has dedicated time, passion, and energy to positively impact the NT community.

All you need to do is write up to 250 words for each of the following four areas, no matter which Award you are nominating for.

### 1. *Scope of Contribution*

Demonstrate the scope of the nominee's contribution. E.g. how many projects have they been involved in? How wide-reaching are the benefits? How many areas of volunteering are they involved in?

### 2. *Significance of Impact*

Provide examples that demonstrate how substantial the impact of the nominee's contribution has been in the community or organisation. What are some measurable changes in the community or organisation as a result?

### 3. *Commitment and Dedication*

Provide examples that demonstrate the nominee's commitment and dedication to the community / organisation. How long have they been providing a service for? How consistent has their contribution been?

### 4. *Collaboration and Inclusion*

Provide examples of how the nominee has demonstrated collaboration and inclusion of diversity. What has been the impact to the organisation / community?

\*Tip - Provide specific examples to demonstrate the impact of your nominee's efforts.

## Certificate of Appreciation

This is an additional opportunity to recognise an outstanding volunteer. Instead of an Award, an organisation can nominate a volunteer for a Certificate of Appreciation in recognition of their volunteering activity and commitment during the period 1 July 2023 to 31 June 2024 (inclusive).

This is not a judged category and there are no selection criteria. Each nominated volunteer will be given a Certificate at the Awards Ceremony.

The option for a Certificate of Appreciation is included in the nomination form.

**Volunteers who are nominated for any of the Award categories are not eligible for the Certificate of Appreciation.**

Each organisation may nominate ONE volunteer only.





## Terms and conditions

- A person who submits an online nomination (nominator) for the 2024 NT Volunteer of the Year Awards (Awards) is deemed to have accepted these Terms and Conditions.
- Completed nominations must be received before 5.00pm Monday 2 September 2024. Nominations received outside these times will not be considered for the Awards and no responsibility will be accepted by Volunteering NT for lost, late, incomplete or incorrectly submitted nominations.
- All nominations and materials submitted to Volunteering NT in connection with the Awards will become the property of Volunteering NT and will not be returned.
- You can nominate an individual / organisation for more than one Award (if they meet the criteria), or nominate more than one individual / organisation for the same Award. A separate online nomination form must be completed for each submission.

## Eligibility

- Members of the judging panel, employees and contractors of Volunteering NT or their immediate families, are ineligible to be a nominator or a nominee.
- Nominators must not be related to the nominee.
- An individual cannot nominate themselves.
- Nominees must be residing / operating in the NT and undertaking, or have undertaken voluntary work or activities in the NT.

## Definition of Volunteering Organisation / Team

If nominating an organisation for the **Chief Minister's Community Volunteer Organisation/Team of the Year Award, or Excellence in Volunteer Management Award**, the organisation must be an entity (for profit or not-for-profit) that delivers volunteer-involving programs in the NT and, during the period 1 July 2023 to 31 June 2024 (inclusive), have delivered, or are currently delivering, the program, service or activity identified in the nomination.

A member of the organisation may submit the nomination. The nominator and the organisation's primary contact cannot be the same person.

## Definition of ‘Volunteer‘

When nominating for **Chief Minister’s Volunteer of the Year Award, Chief Minister’s Youth Volunteer of the Year Award, INPEX Emergency Services Volunteer of the Year Award or NTSESVA Emergency Services Youth Volunteer of the Year Award** a Volunteer is defined as someone who “willingly gives time for the common good and without financial gain” (see Volunteering Australia’s website).

## Nominator’s consent

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 NT, and for Volunteering NT to disclose that personal information to other parties including, but not limited to, judges, the NTG and the Department of Chief Minister, for the purposes of conducting the Awards.

Each nominator consents to Volunteering NT 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

By accepting their nomination, the nominee(s) (or if under the age of 18, the nominee’s parent or legal guardian) consents to:

Volunteering NT 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

Volunteering NT using their personal information, and for Volunteering NT 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.

## Judging and selection

- Volunteering NT 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 NT or the NTG, can be considered objectionable, potentially insulting or inflammatory or generally damaging to the goodwill or reputation of the Awards, Volunteering NT or the NTG, or any nomination that is not compliant with these Terms and Conditions.
- Volunteering NT may request further information or clarification from the nominator or nominee(s).
- 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.
- Nominees who are shortlisted will be required to confirm their acceptance of these Terms and Conditions by following the instructions set out in an email notification. If a nominee does not accept the Terms and Conditions the nominee will be removed from the shortlist.
- Award recipients will be selected from the shortlist of outstanding candidates. The judging panel decision is final and no correspondence or discussion will be entered into.

## Awards Ceremony

- The recipient of the Volunteer of the Year for each category award will be announced at the Awards ceremony.
- Each **nominee** and up to **2 guests** will be invited to attend the Awards ceremony.
- Each **nominator** and **1 guest** will be invited to attend the Awards ceremony.
- Nominees for Youth Awards under 18 years of age must be accompanied by a parent or legal guardian.
- To acknowledge the contributions made across the whole of the Territory the six Awards are offered to two regions: Top End and Central Australia.
- You will be able to choose which region you would like to participate in on the nomination form.
- An award ceremony will be held in Darwin on 10 October (for Top End awards) and Alice Springs on 7 October (for Central Australia awards).

## **Privacy statement**

Consistent with Volunteering NT policy and legislation, Volunteering NT endorse fair information handling practices. Personal, health and sensitive information supplied will be used by Volunteering NT, the NTG, 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**

Volunteering NT's Privacy Policy sets out how Volunteering NT collects, uses, holds and discloses personal information. Volunteering NT complies with the Privacy Act 1988 (Cth,) where required to do so, in respect of the collection, management and disclosure of personal information.

## **Liability**

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 NT or the NTG.



# 2024 NORTHERN TERRITORY VOLUNTEER OF THE YEAR AWARDS

**Volunteering NT**

Phone: 08 8989 4503

Email: [ntvolawards@vsant.org.au](mailto:ntvolawards@vsant.org.au)

Website: [www.vsant.org.au](http://www.vsant.org.au)

