



City of Melton Community Volunteer Achievement Awards

The City of Melton Community Volunteer Achievement Awards (CVAA) program is an annual celebration recognising the remarkable service and significant contributions of community volunteers across the municipality.

The awards are for City of Melton residents who inspire individual and community pride and help make our city a better place to live through their work as an individual volunteer.

This is your opportunity to nominate a friend or colleague who you believe deserves recognition for their achievements and contributions to the Melton community. These achievements could include personal involvement in local clubs, sporting groups, volunteering, charity work, cultural diversity, disability, gender equity, youth groups or those who take on a role to advocate for their community.

If you know someone who has done something extraordinary in our community, let them know you appreciate their work by nominating them for an award. It is a really special way to say thank you.

Nominations close: **Saturday, 28 February 2026.**

For your nomination to be deemed eligible the following criteria **MUST** be met:

1. Nominees must be a City of Melton resident.
2. You cannot nominate yourself, an immediate family member or person that lives with you.
3. Nominee must consent to being nominated.
4. Nominator or Nominee cannot be a Melton City Council staff member or Councillor.
5. Nominee is not performing volunteer work as part of a Centrelink scheme.

If you require assistance in completing this form, please contact Community Grants & Awards Team on 9747 7247, or email communitygrants@melton.vic.gov.au.

Privacy Collection Statement

The personal information requested on this form is being collected by Melton City Council for the purpose of processing your nomination for the City of Melton Community Volunteer Achievement Award Program. You may apply to Melton City Council for access and/or amendment of information provided. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law but may be provided to other teams within Council's Healthy Connected Communities Department for the purpose of community development. Should you fail to provide the information, we may be unable to assess the nomination. You can contact Council at communitygrants@melton.vic.gov.au for more information.

A welcoming and liveable
City accessible to all

Civic Centre
232 High Street
Melton VIC 3337

Postal Address
PO Box 21
Melton VIC 3337

ABN 22 862 073 889

☎ 03 9747 7200
✉ csu@melton.vic.gov.au
🌐 melton.vic.gov.au
📌 [cityofmelton](https://www.cityofmelton.vic.gov.au)

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Part 1: Nominator Contact Information	
Nominator (individual completing this form and therefore nominating someone for an award)	
Name	
Pro-nouns (she/her, he/him, they/them, other)	
Residential Address	
Email	
Phone Number	
Are you nominating yourself for an award? (Yes or No)	
Are you nominating an immediate family member? (Yes or No)	
Are you nominating a person that you live with? (Yes or No)	
Are you a staff member or Councillor at Melton City Council? (Yes or No)	
Do you have consent from the Nominee? (Yes or No) <i>Consent means there is agreement that details provided in this Nomination Form about the Nominees contribution to community can be shared publicly by Melton City Council.</i>	
Part 2: Nominee Contact Information	
Nominee (person you are nominating for an award)	
Name	
Pro-nouns (she/her, he/him, they/them, other)	
Residential Address	
Email	
Phone Number	
Is the Nominee a Melton City Council staff member or Councillor? (Yes or No)	
Is the Nominee aged 17 years or younger? (Yes or No)	

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Parent/Guardian consent

If the Nominee is aged 17 years or younger, please complete the following contact details of the Parent or Guardian. If the nominee is 18 years or older, please disregard the following four questions

Parent/Guardian's name	
Residential Address	
Email	
Phone	

Part 3: Award Nomination

The City of Melton Community Volunteer Achievement Awards categories are:

- **Citizen of the Year** – This award is in recognition of ongoing community leadership, commitment to improving community access, participation and involvement as well as fostering community partnerships.
- **Young Citizen of the Year** – This award is for young people under the age of 25 years, and is in recognition of ongoing community leadership, commitment to improving community access, participation and involvement as well as fostering community partnerships.
- **Disability Access and Inclusion Leader of the Year** – This award is in recognition of ongoing community leadership, commitment to improving community access, participation and involvement as well as fostering community partnerships, with an emphasis on advancing disability access and inclusion in the City of Melton.
- **Gender Equity Leader of the Year** – This award is in recognition of ongoing community leadership, commitment to improving community access, participation and involvement as well as fostering community partnerships, with an emphasis on promoting gender equality and advancing status of women in the City of Melton.
- **Intercultural Engagement Leader of the Year** – This award is in recognition of ongoing community leadership, commitment to improving community access, participation and involvement as well as fostering community partnerships, with an emphasis on advancing intercultural engagement in the City of Melton.

Questionnaire

- To nominate for Citizen of the Year, complete Part 3A and Part 4.
- To nominate for Young Citizen of the Year, complete to Part 3B and Part 4.
- To nominate for Gender Equity Leader of the Year, complete Part 3C and Part 4.
- To nominate for Disability Access and Inclusion Leader of the Year, complete to Part 3D and Part 4.
- To nominate for Intercultural Engagement Leader of the Year, complete Part 3E and Part 4.

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Part 3A: Questionnaire – Citizen of the Year

How has the nominee improved community access, participation and involvement?

How has the nominee helped build connections with others in the community?

How has the nominee demonstrated community leadership?

Has the nominee been paid for the community work described? (Yes or No)

How has the nominee volunteered for the benefit of Melton residents?

Tell us about any volunteer or community groups, clubs, or organisations the nominee has been part of. Has the nominee volunteered for other organisations in the City of Melton? Please list names and provide length of time (months and years).

Please proceed to Part 4.

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Part 3B: Questionnaire – Young Citizen of the Year

How has the nominee improved young people's access, participation and involvement in the community?

In what ways has the nominee established and strengthened partnerships within the community to support young people?

How has the nominee demonstrated community leadership to support young people?

Has the nominee been paid for the community work described? (Yes or No)

How has the nominee volunteered for the benefit of Melton residents?

Tell us about any volunteer or community groups, clubs, or organisations the nominee has been part of. Has the nominee volunteered for other organisations in the City of Melton? Please list names and provide length of time (months and years).

Please proceed to Part 4.

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Part 3C: Questionnaire – Gender Equity Leader of the Year Award

How has the nominee improved community access, participation and involvement for people of all genders?

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How has the nominee worked with others in the community to create partnerships that support and include people of all genders?

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How has the nominee demonstrated community leadership to support people of all genders?

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How has the nominee promoted gender equity and shown commitment to advancing the status of women and all genders?

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Has the nominee been paid for the community work described? (Yes or No)

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How has the nominee volunteered for the benefit of Melton residents?

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Tell us about any volunteer or community groups, clubs, or organisations the nominee has been part of. Has the nominee volunteered for other organisations in the City of Melton? Please list names and provide length of time (months and years).

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Please proceed to Part 4.

Part 3D: Questionnaire – Disability Access and Inclusion Leader of the Year Award

How has the nominee improved community access, participation and involvement for people with a disability?

In what ways has the nominee built partnerships within the community to better support people with a disability?

How has the nominee demonstrated community leadership to support people with a disability?

Has the nominee been paid for the community work described? (Yes or No)

How has the nominee volunteered for the benefit of Melton residents?

Tell us about any volunteer or community groups, clubs, or organisations the nominee has been part of. Has the nominee volunteered for other organisations in the City of Melton? Please list names and provide length of time (months and years).

Please proceed to Part 4.

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Part 3E: Questionnaire – Intercultural Engagement Leader of the Year Award

How has the nominee improved community access, participation and involvement for culturally diverse people?

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How has the nominee helped build partnerships that support people from different cultural backgrounds?

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How has the nominee demonstrated community leadership to support culturally diverse people?

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How has the nominee helped people from different cultures connect and understand each other ?

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Has the Nominee been paid for the community work described? (Yes or No)

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How has the nominee volunteered for the benefit of Melton residents?

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Tell us about any volunteer or community groups, clubs or organisations the nominee has been part of. Has the nominee volunteered for other organisations in the City of Melton? Please list names and provide length of time (months and years).

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Please proceed to Part 4.

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Part 4: Supporting Documentation

Assessors value any documentation to support the nomination. Documentation can include Letters of Support, news articles, social media posts or photos. Please include any documentation when you submit this paper nomination.

Part 5: Declaration

- In submitting a nomination for a City of Melton Community Volunteer Achievement Award I certify that all details supplied are true and correct to the best of my knowledge.
- I agree to contact Melton City Council immediately if any information regarding this nomination changes or is found to be incorrect.
- I have read and understand the City of Melton Community Volunteer Achievement Awards Program Guidelines.
- I respect that the assessment panel's decision is final, and no further correspondence shall be entered into.
- I understand that Melton City Council is collecting the personal information requested on this form for the purpose of determining the eligibility of a City of Melton Community Volunteer Achievement Award and will be solely used by Melton City Council for this purpose and any secondary purposes associated with the conduct of this program.
- The nominee (and parent/guardian if applicable) has confirmed consent that the contributions to community detailed in this nomination can be shared publicly by Melton City Council, in celebration of the Nominee's achievements.
- I understand that I may be contacted and asked to provide referees who can verify claims made in this nomination.
- I understand that volunteer work performed by the nominee as part of a Centrelink scheme is ineligible for consideration.

Do you agree to the above declaration? (Yes or No)

Submit your nomination

- 1) Email to communitygrants@melton.vic.gov.au
- 2) Postage
Community Grants & Awards Team
Community Planning
PO Box 21, Melton VIC 3337
- 3) Deliver
Civic Centre
232 High Street, Melton VIC 3337