

# Victorian Multicultural Awards for Excellence 2025



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# About the Awards

Established in 2002 and now in its 24th year, the Multicultural Awards for Excellence (MAEs) are coordinated by the Victorian Multicultural Commission (VMC). The MAEs honour individuals and organisations who made outstanding contributions to strengthen Victoria's diverse communities and enhance intercultural understanding.

The MAEs promote the Victorian Government's commitment to multiculturalism and highlight the goodwill and remarkable efforts of people who help attain and recognise access, equity and community harmony.

Alongside the MAEs, the Victorian Multicultural Honour Roll recognises the efforts of individuals who have made exceptional and lasting contributions to multiculturalism in Victoria. The Honour Roll replaced the former Meritorious Service to the Community category from the MAEs.

## Key stages and dates

Milestone	Date
Nominations open	Monday 21 July 2025
Nominations close	11.59pm, Wednesday 27 August 2025
Judging period	September – October 2025
Finalists announced	October 2025
Awards ceremony	Late 2025

## Award categories

The Award categories have evolved over time, with the following 14 categories on offer this year:

- Arts
- Business & Employment
- Emergency Services
- Local Government
- Media
- Mental Health & Wellbeing
- Multicultural Honour Roll
- Police
- Premier's Award for Community Harmony
- Prevention of Family Violence
- Refugee Advocacy
- Sport
- Victorian Public Sector Diversity & Inclusion Enhancement
- Youth Leadership

## Multicultural Honour Roll

### Definition

The Victorian Multicultural Honour Roll recognises the efforts of individuals who have made exceptional and lasting contributions to multiculturalism in Victoria.

### Eligibility

- Reside in Victoria.
- Are an Australian resident (temporary or permanent).
- Have a culturally or linguistically diverse background.
- Self-nominations are accepted.

## Assessment criteria

- Demonstrates an impact on the multicultural community in Victoria.
- Has made a lasting contribution to multiculturalism in Victoria.
- Demonstrates commitment to the Victorian multicultural community.

## Submission questions

- Why does the nominee deserve this recognition? Describe how the nominee's activities and achievements have made an exceptional contribution to multiculturalism in Victoria. (250 words)
- Which multicultural communities have been supported by the nominee's activity? How has the nominee's involvement directly contributed to making a positive difference to the lives of this community? (500 words)
- How will the nominee's achievements impact future generations? Identify lasting contributions that have widespread or long-term benefits to the multicultural community in Victoria, Australia or internationally. (250 words)

## MAEs Categories

### Arts

#### Award Description

Recognising artists, performers and organisations that develop and implement arts programs or initiatives that improve intercultural learning or social cohesion through participation and performance.

#### Eligibility

- Individuals, community groups, organisations.
- Multiple organisations working together.
- Self-nominations are accepted.

#### Assessment criteria

- Promotes, supports and preserves cultural expression through the arts.
- Cultivates the talents of culturally diverse artists through participation and performance.
- Builds social cohesion and fosters intercultural understanding by creating opportunities for collaboration and performance.

## Business & Employment

#### Award Description

Recognising businesses & employment pathways that provide outstanding service to Victorian multicultural communities and lead the way in building a culturally diverse and culturally safe workplace.

For newly arrived Victorians, workforce participation and easy access to culturally appropriate services are crucial to developing a sense of belonging and purpose.

For example, the nominee may have driven change through advocacy, training or programs that support people who arrived as refugees or asylum seekers.

## Eligibility

- Individuals, businesses and organisations whose focus is the inclusion of cultural diversity in their workforce, products and/or services.
- Self-nominations are accepted.

## Assessment criteria

- Develops innovative internal practices that demonstrate the benefits of multiculturalism.
- Implements effective business practices to increase employment for people with multicultural backgrounds.
- Uses innovative marketing and communications strategies to engage multicultural audiences with their service or product.
- Uses a multilingual workforce to engage the community.

## Emergency Services

### Award Description

Recognising people, units, clubs or stations working or volunteering for Victoria's emergency services who promote and champion cultural diversity and address the specific needs of multicultural communities

### Eligibility

Individuals, units, clubs and stations belonging to:

- Ambulance Victoria
- Australian Red Cross
- Country Fire Authority
- Fire Rescue Victoria
- Forest Fire Management Victoria
- Life Saving Victoria
- Marine Search and Rescue
- State Emergency Service
- Triple Zero Victoria

NOTE: Victoria Police nominations must be made under the Police category.

- Multiple organisations working together are also eligible.
- Self-nominations are accepted.

### Assessment criteria

- Develops innovative internal practices that promote and support cultural diversity and inclusion in units, clubs or stations.
- Considers and responds to specific needs of multicultural communities through service delivery, communications or community engagement.
- Promotes the benefits of cultural diversity and builds social cohesion within local community through engagement and awareness activities.

## Local Government

### Award Description

Recognising local government authorities (councils) for major initiatives that meet the needs of their culturally, linguistically and religiously diverse communities.

### Eligibility

- Individuals, Victorian local government authorities / municipal councils.
- Self-nominations are accepted.

### Assessment criteria

- Responds to culturally and linguistically diverse communities with enhanced and culturally relevant services.
- Promotes inclusive participation and engagement of culturally and linguistically diverse communities in the civic life of Victoria.
- Promotes greater communication and access between culturally and linguistically diverse communities and local government.

## Media

### Award Description

Recognising outstanding reporting of issues of importance to culturally diverse communities and reporting that contributes to improved cross-cultural understanding among Victorians.

### Eligibility

- Individual journalists or media organisations for work that they published/broadcast between 1 July 2024 and 30 June 2025.
- Self-nominations are accepted.
- Proof of original work is required.

### Assessment criteria

- Increases awareness and understanding of multicultural affairs in Victoria.
- Shows sensitive understanding of a relevant issue affecting or involving multicultural or multifaith communities.
- Reporting has a constructive impact on Victorians and builds or supports social cohesion.

## Mental Health & Wellbeing

### Award Description

Recognising mental health practitioners, researchers, volunteers and organisations that address the needs of people with culturally diverse backgrounds and/or provide outstanding mental health & wellbeing care, support or services to multicultural communities.

## Eligibility

- Individuals, businesses and organisations who focus on delivering mental health awareness, mental health training, research, and/or mental health initiatives that support and address the mental health needs of multicultural communities.
- Self-nominations are accepted.

## Assessment criteria

- Addresses the mental health & wellbeing needs of culturally diverse Victorians through culturally appropriate services or research.
- Fosters cultural diversity and inclusion in the mental health & wellbeing healthcare system and increases cultural awareness within the workforce.
- Promotes or supports effective mental health & wellbeing messaging for culturally and linguistically diverse Victorians.

## Police

### Award Description

Recognising outstanding contributions to multicultural harmony in the field of policing. Police categories include:

- Police Annual Multicultural Award
- Police Community Exemplary Award
- Police Multicultural Media Award
- Police Annual Protective Service Officer Multicultural Award

#### Police Annual Multicultural Award

Recognises a police employee who has established relationships with multicultural communities by developing innovative strategies.

**Eligibility:** Victoria Police employees.

#### Police Multicultural Media Award

Recognises a police employee who communicates police/multicultural issues via ethnic and/or mainstream media outlets.

**Eligibility:** Victoria Police employees.

#### Protective Service Officer Multicultural Award

Recognises a Protective Service Officer who has established relationships with multicultural communities by developing innovative strategies.

**Eligibility:** Victoria Police Protective Service Officers.

### Police Community Exemplary Award

This award is open to police, a community group/provider or a community person/s. This award recognises the development of innovative strategies and initiatives that promote positive relations between Police and multicultural communities.

**Eligibility:** Members of Victoria Police, community groups/providers and/or the community.

#### NOTE:

- Victoria Police independently assess the police award category.
- All nominations for this category are still required to undergo screening as per other categories.

For all information about how to make a nomination for the Victoria Police Multicultural Awards, please contact: Bruce Colcott, Priority & Safer Communities Division, Victoria Police by email at [bruce.colcott@police.vic.gov.au](mailto:bruce.colcott@police.vic.gov.au)

## Premier's Award for Community Harmony

### Award Description

Recognising an individual or an organisation that has made a significant contribution to increasing understanding, acceptance and cooperation between different faith and cultural groups.

There will be two winners of this award (one individual and one organisation) that will be selected by the Premier of Victoria following assessment of eligible nominations. The eligible nominations shortlist will be pulled from submissions provided for this category or any nomination shortlist by the judging panel in any other Award category.

### Eligibility

- Individuals, community groups, organisations, businesses, corporations and local governments.
- Those being nominated for paid or voluntary work.
- Self-nominations are accepted.

### Assessment criteria

- Undertakes initiatives with multiple organisations, individuals or groups seeking to increase understanding and acceptance between cultural or religious groups.
- Leads initiatives that promote acceptance of other cultures and religions.
- Initiates community activities involving more than one cultural or faith group working together on a community project that demonstrates or promotes harmony.

## Prevention of Family Violence

### Award Description

Recognising family violence practitioners, researchers, volunteers and organisations that address the needs of people with culturally diverse backgrounds and/or provide outstanding family violence services to multicultural communities.



## Eligibility

- Individuals, businesses and organisations who focus on delivering prevention of family violence awareness, training, research, and/or family violence initiatives that support and address the challenges of multicultural communities.
- Self-nominations are accepted.

## Assessment criteria

- Addresses the family violence needs of culturally diverse Victorians through culturally appropriate services or research.
- Fosters cultural diversity and inclusion in the family violence system and increases cultural awareness within the workforce.
- Promotes or supports effective awareness about family violence for culturally and linguistically diverse Victorians.

## Refugee Advocacy

### Award Description

Recognising people and organisations that support or advocate for the rights and needs of newly arrived refugees and people seeking asylum, improve access to settlement services and/or employment pathways, and create opportunities for participation, contribution and belonging. Refugee Award categories include:

**Achievement Award** – recognises the outstanding achievements of those who personally or professionally excelled through study, work, entrepreneurship or volunteering.

**Leadership Award** – recognises those who demonstrated outstanding leadership within the community through study, work or volunteering.

**Young Leader Award** – recognises those aged 25 years old and under who demonstrated outstanding leadership within the community through study, work or volunteering.

**Business Award** – recognises businesses who support the employment, contribution and/or participation of those who arrived as refugees or asylum seekers.

## Eligibility

- Individuals, community groups and organisations.
- Multiple organisations working together.
- Self-nominations are accepted.

## Assessment criteria

- Effectively supports or advocates for the rights and needs of newly arrived refugees and people seeking asylum.
- Improves access for refugees and people seeking asylum to settlement services and/or employment pathways and opportunities.
- Creates opportunities for refugees and people seeking asylum to participate, contribute and belong.

## Sport

### Award Description

Recognising people and organisations that develop and implement sporting programs that aim to build social cohesion and harmony across communities.

### Eligibility

- Individuals, community groups and organisations.
- Multiple organisations working together.
- Self-nominations are accepted.

### Assessment criteria

- Develops innovative internal practices that demonstrate the benefits of multiculturalism.
- Promotes cultural diversity within sport and fosters intercultural understanding and inclusion.
- Increases participation of Victorians from culturally and linguistically diverse backgrounds in sport.

## Victorian Public Sector Diversity & Inclusion Enhancement

### Award Description

Recognising a Victorian Government department or agency that has demonstrated outstanding commitment to diversity and inclusion by improving outcomes for multicultural communities. This may include designing and delivering services, programs or policies that are responsive to the needs of multicultural communities, and achieving measurable improvements – such as increased service access, participation or representation.

### Eligibility

- Victorian Public Service (Victorian government departments, statutory authorities, and agencies).
- Victorian Public entities (e.g. AMES, Development Victoria, Geelong Cemeteries Trust).
- Multiple departments/agencies working together.
- Initiatives may relate to internal workforce diversity and inclusion or external service delivery.
- Self-nominations are accepted.

### Assessment criteria

- Fosters cultural diversity and inclusion in the Victorian public sector and increases cultural awareness within the workforce through innovative internal practices.
- Addresses the needs of culturally diverse Victorians through culturally appropriate services, programs or policy development that demonstrate measurable outcomes or impact for multicultural communities (e.g. increased access, participation, satisfaction, or representation).
- Builds capability within the public sector to serve multicultural communities more effectively (e.g. through training, partnerships, co-design, or workforce initiatives).

## Youth Leadership

### Award Description

Recognising the outstanding contributions of a young person, group or organisation that provides leadership, empowerment and support to young Victorians from culturally diverse backgrounds.

### Eligibility

- Individuals aged 25 years old and under.
- Community groups or organisations run by people aged 25 years old and under.
- Self-nominations are accepted.

### Assessment criteria

- Supports young people from culturally, linguistically and religiously diverse communities to participate and contribute to society.
- Successfully implements a program or initiative designed to resolve, or aim to resolve, an issue affecting culturally diverse youth in their community.
- Actively promotes and builds community understanding and engagement through volunteering or paid work.

### MAEs Nomination Questions

1. How does the nominee meet the category criteria? (300 words)
  2. Which communities benefited / are benefitting from the nominee's project or activity? (300 words)
  3. What impact did the nominee's project or activity have on community? What are some of its outcomes? (500 words)
- Please provide a 50-word statement about the nominee that can be used for marketing purposes. (50 words) NOTE: This question will not be judged and does not contribute to the nominee's score.

## Information required to submit a nomination

### Nominee details

- Name
- Email
- Mobile
- Date of birth (for Refugee Young Leader Award, and Youth Leadership Award)
- Gender
- Nominee's suburb
- Social media profiles or account names (Facebook, Instagram and LinkedIn)
- Cultural background

### Referee details

All nominations must include the contact details of two (2) referees for each nomination, and support letters from these referees.

Referees are people who know the nominee well and can confirm their achievements and information about the project or activity for which they are being nominated. They should know about this nomination and may be called by VMC staff to verify information. Referees may not be a close relative of a nominee or nominator.

## Response to nomination questions

A response to all nomination questions is required and the judges will be assessing responses to all questions.

## Attachments

- A photo of the nominee
- Support letters by referees
- Any supporting links or videos that contribute to the nomination

# How to nominate

## Step one

Read this nomination guide, including the terms and conditions below, and review the submission requirements of entry for the awards.

## Step two

Determine who to nominate – an individual or team. Discuss the nomination with the nominee's superior or equivalent as you are required to get their endorsement for all nominations. Nominators must ensure that they have gained consent and have notified the nominee of the submission.

## Step three

Register with [Award Force](https://vmc.awardsplatform.com/) (the online nomination platform) <<https://vmc.awardsplatform.com/>>.

## Step four

Log in to Award Force (online nomination platform) and fill out the nomination form by typing directly into the electronic form, making sure you keep within the allowed word count.

Include the name and contact details of two referees who can confirm the accuracy of the submission and verify the nominee or the nominated team's eligibility for an award. The referees must be independent from the nominator or nominee.

## Step five

Complete and submit your online nomination(s) by 11.59pm on Wednesday 27 August 2025 via Award Force (online nomination platform).

## Step six (if shortlisted)

Each individual nominee will be required to complete a National Police Check. Instructions on how to complete a National Police Check will be provided by the VMC at a later stage. Teams are not required to complete National Police Checks.

# Terms and conditions

Please note the terms and conditions include a screening process. Please read and ensure that you understand the awards terms and conditions before completing a nomination.

- A person who nominates (**nominator**) or a person who is nominated as an individual or as part of a team or organisation (**nominee**) for the 2025 Multicultural Awards for Excellence (awards) and submits or accepts a nomination is deemed to have accepted these terms.
- The State of Victoria acting through the Department of Premier and Cabinet (**the department**) is the promoter of the awards.

## Eligibility

Nominees and nominated teams must:

- be Australian residents (temporary or permanent); and
- have contributed to the realisation of positive change and inclusion for Multicultural Victorians; and
- not have been a previous winner or highly commended nominee of the MAEs or Victorian Refugee Awards, either in an individual capacity or as part of a team (where applicable) for work of the same nature within the last five (5) years. However, previous winners or highly commended nominees can join the Honour Roll if they meet the criteria.
- not be employees and contractors of the department who are directly involved in conducting the awards as well as their immediate families, are ineligible to be a nominator or a nominee.
- not be a current elected official at any level of government.

## Nomination process

1. Nominations received after the official closing date may not be considered for the awards and no responsibility will be accepted by the department for lost, late, incomplete or incorrectly submitted nominations. If you need assistance with submitting your nomination by the deadline, please do reach out to the Awards Team on [awards@vmc.vic.gov.au](mailto:awards@vmc.vic.gov.au)
2. A separate online nomination form must be completed in Awardforce for each nominee (or each nominated team).
3. Online nominations will be acknowledged with a confirmation email once your nomination form is received.
4. When nominating an individual, team or organisation for an award, please ensure they agree to be nominated.
5. Nominations must include two support letters by two referees who can confirm the accuracy of the submission and verify the nominee or the nominated team's eligibility for an award. Nominations must also include the names and contact details of two referees. Referees must not be the nominator, or related to the nominator, nominee or a member of a nominated team. At least one referee must be from a different organisation to the nominee or nominated team.
6. All nominations and materials submitted to the department in connection with the awards will become the property of the department and will not be returned.
7. Nominators can confirm the eligibility of a nominee by contacting the Awards Team via email to [awards@vmc.vic.gov.au](mailto:awards@vmc.vic.gov.au) prior to submitting a nomination.

### Nominators cannot:

- be a current VMC employee or Commissioner, or were in the 12 months before nominations opened;

- nominate the same nominee in more than two award categories;
- noting that a nominee can only win one award per award program;
- submit more than three nominations in total across all categories in the same award program; or
- be a referee on the same nomination

## Screening

- All nominees (including each member of a nominated team) and inductees to the Multicultural Honour Roll (inductee), will be required to:
  - confirm their acceptance of these terms and conditions by following the instructions set out in Award Force; and
  - complete a National Police Check (individual nominees only).
- In the event that a nominee or inductee does not accept the terms and conditions, the nominee or inductee will be ineligible to be considered for the awards or the Honour Roll.
- All shortlisted nominations will be subject to a thorough vetting and screening process conducted by the Department of Premier and Cabinet.

## Judging and selection

- The department reserves the right to verify the validity of nominations, allocate nominations into an alternative category and disqualify any nomination which, in the opinion of the department, can be considered objectionable, potentially insulting or inflammatory or generally damaging to the goodwill or reputation of the awards, the department and/or the Minister for Multicultural Affairs, or any nomination that is not compliant with these terms and conditions.
- The department may request further information or clarification from the nominator, nominee(s) or referees regarding any nomination.
- A judging panel will consider all eligible nominations and rate each against the criteria for the selected award category. Nominations with the highest combined scores will be shortlisted.
- Award recipients will be selected from shortlisted nominees. The judges will review the shortlisted nominations and may select a highly commended recipient and Award winner in each category.
- For all categories, except the Police and Premier's Award for Community Harmony categories, the judging panels will recommend award recipients to the VMC Chairperson. The VMC Chairperson will work collaboratively with the judges to finalise the recipient lists. The Chairperson will make the final decision on award recipients.
- Announcement of Award recipients will be at the 2025 Multicultural Awards for Excellence ceremony.
- The department reserves the right to disqualify a nominee in the event that the results of their police check are deemed unsatisfactory by the department, with no right of review.

## Awards and recognition

- Each awardee will be invited to attend the awards ceremony in late 2025 where the Award recipients will be announced and presented with their award.
- Nominators of awardees will also be invited to attend the awards ceremony.
- Awardees and nominators under 18 years of age must be accompanied by a parent or legal guardian in order to attend the awards ceremony.
- All travel costs associated with an awardee, their nominator and parent or legal guardian (if applicable) attending the awards ceremony and other ancillary costs are the responsibility of the awardee and their nominator.

## Nominators consent

1. By submitting a nomination, including personal information (as defined in the *Privacy and Data Protection Act 2014* (Vic)) or where applicable, any health information (as defined in the *Health Records Act 2001* (Vic)) provided as part of that nomination, each nominator confirms that he or she consents, and has 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); and
  - b) referees,
  - c) to provide that information to the department, and for the department to disclose that personal information to other parties including, but not limited to, judges and the office of the Minister for Multicultural Affairs for the purposes of conducting the awards.
2. If the nominator does not agree or have the requisite consent, 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.
3. Each nominator consents to the department using the nominator's nomination statements, name, likeness, image, social media profiles or account names, 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). 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.

## Nominees consent

- By accepting their nomination, the nominee/s (or if under the age of 18, the nominee's parent or legal guardian) consents to the department using their nomination statements, name, social media profiles or account names, 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).
  - You can modify or withdraw your consent in writing at any time by emailing [awards@vmc.vic.gov.au](mailto:awards@vmc.vic.gov.au). However, any changes to the use of the name, image, social media profiles or account names, testimonial, video or sound recording will only apply from the date the department receives your withdrawal or modification of the consent. Any existing material in which you, your child's or an individual for whom you have authorised decision making responsibility's name, image, social media profiles or account names, testimonial, video or sound recording is used will not be withdrawn from use and publication.
- Nominees consent to the department using their personal information, and for the department to disclose their personal information to other parties including, but not limited to, the award judges, the office of the Minister for Multicultural Affairs, 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.
- By submitting a National Police Check, the nominee will be consenting to the department being provided with the results of their national police check for the purposes of conducting the awards.

## Privacy statement

Consistent with Victorian Government policy and legislation, the department endorses fair information handling practices. Personal, health and sensitive information supplied will be used by the department, the

judging panel, the office of the Minister for Multicultural Affairs 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

The [Department of Premier and Cabinet Privacy Policy](https://www.vic.gov.au/department-premier-and-cabinet-privacy-policy) <<https://www.vic.gov.au/department-premier-and-cabinet-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.

## Liability

It is intended and agreed that the conduct of the awards shall not give rise to any legal obligations, liabilities or duties, valid or enforceable in any way against the department, the Minister for Multicultural Affairs or the State of Victoria.



# Frequently asked questions (FAQs)

## General questions

### When are nominations due?

Nominations must be submitted by 11.59pm on Wednesday, 27 August 2025.

### Is there an entry fee?

No.

### Can I nominate myself?

Self-nominations are **accepted** for all categories.

### Can I nominate a person or organisation outside of Victoria?

No, nominees and businesses must be residing, and operating, in Victoria and the nomination activity must be specific to Victoria.

### Can I nominate a relative?

Yes, you can nominate someone to whom you are related, however the referees cannot be relatives.

### Can I nominate an organisation, business or community group?

Yes, for all categories of the MAEs, however the business, organisation, sole trader or corporation must be established or run by a person or people with a multicultural background or their work must be dedicated to diversity.

Only individuals can be nominated for the Multicultural Honour Roll.

### Can I nominate an organisation, business, community group or individual who is not from a multicultural background or supporting the multicultural sector?

No, the awards are only open to Victorians who are from a multicultural background or dedicate their work to multiculturalism in Victoria.

### Can I nominate a business or organisation that is not established or run by multicultural Victorians but supports cultural diversity in Victoria?

Yes, you can nominate a business or organisation that is not established or run by multicultural Victorians but supports cultural diversity in Victoria for all categories of the MAEs.

Only individuals can be nominated for the Multicultural Honour Roll.

### Can a business make a nomination?

Yes. A business can submit a nomination, but we require the name of an individual who will represent the nomination.

## **If I am the contact for a nomination made by a business, can I nominate others as an individual?**

Yes, however you can still only submit three (3) nominations – as either the business's contact person or individual nominator.

## **Can I nominate someone for more than one category?**

Yes. A person can be nominated for up to two (2) award categories. However, a person or business can only win one (1) award.

## **Do I have to tell the person or business that I am nominating them?**

Yes, it is your responsibility as the nominator to inform the nominee whether individual or team/organisation that you have nominated them. You must also gain consent to share their details.

## **Referees**

### **What is a referee?**

A referee is a person who knows the nominee well and can confirm their achievements and information about the project or activity for which they are being nominated. They should know about this nomination and may be called by VMC staff to verify information.

### **Can I be a referee for a relative being nominated?**

No. You cannot be a referee for someone to whom you are related.

### **Can I put myself down as a referee for someone I'm nominating?**

No. The process is designed so that there are three people who support the nomination – one person who nominates them (you), and two other people who support the nomination by acting as referees.

### **Do I have to submit support letters from the two referees?**

Yes. You must provide a support letter from each referee.

### **Do I have to provide two referees or can I just provide one?**

Two (2) referees are required for each nomination. Contact details must be provided so that VMC staff can verify the information in your nomination.

## **About nominations**

### **Do I have to answer all three (3) questions in the nomination form?**

Yes. You must answer all three (3) questions to complete the nomination. The answers provide important information about the nominee and their achievements which enables the assessment panel to consider them for the award.

## How many recipients will win awards in each category?

There will be between one (1) and two (2) recipients for each category, depending on the nominations and equity across cultures and faiths. There will be up to 35 people inducted into the Multicultural Honour Roll.

## After you've submitted your nomination

### Who assesses the nominations?

Nominations are assessed by a panel consisting of representatives from the VMC and relevant government and/or sector organisations with expertise in multicultural affairs and Emergency Management Victoria.

### How are nominations assessed and award recipients selected?

Each nomination is reviewed by VMC staff to confirm it is eligible.

A panel will meet to review and discuss each eligible nomination. They consider all information submitted by the nominator and give each nomination a score based on the nominator's answers to the three questions and any supporting information they attached. Nominations are ranked by their score and the panel make a shortlist.

As part of this process, referees may be contacted to verify or clarify information before recipients are recommended to the VMC Chairperson.

### When will I be notified of the outcome?

October 2025. All nominators will receive notification of the outcome by email. All nominees will also be notified.

### When will the awards be presented?

Awards will be presented at an official ceremony in late 2025 in Melbourne's CBD. Full details will be shared with relevant nominators and recipients in October 2025.

### I have been nominated for/won an award, but I am unable to attend the ceremony. Can I still receive the award?

Yes. If you cannot attend the awards ceremony, your award can either be accepted by a representative on your behalf or sent to you by mail.

To receive this document in another format, phone 9922 8209, using the National Relay Service 13 36 77 if required, or email [awards@vmc.vic.gov.au](mailto:awards@vmc.vic.gov.au)

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In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people. 'Indigenous' or 'Koori/Koorie' is retained when part of the title of a report, program or quotation.