

2025

STAFF AND VOLUNTEER RECOGNITION AWARDS



Nomination Guide

Illawarra Shoalhaven Local Health District

2025 Staff and Volunteer Recognition (SAVR) Awards

We are very excited to bring you the 2025 ISLHD SAVR Awards. ISLHD SAVR Awards recognise and reward the significant and outstanding achievements and performance of our people and our services.

The SAVR Awards are one of the ways that ISLHD formally recognises the contribution and efforts of employees and volunteers in our Local Health District. These guidelines have been prepared to outline each of the award categories, submission process and deadlines.

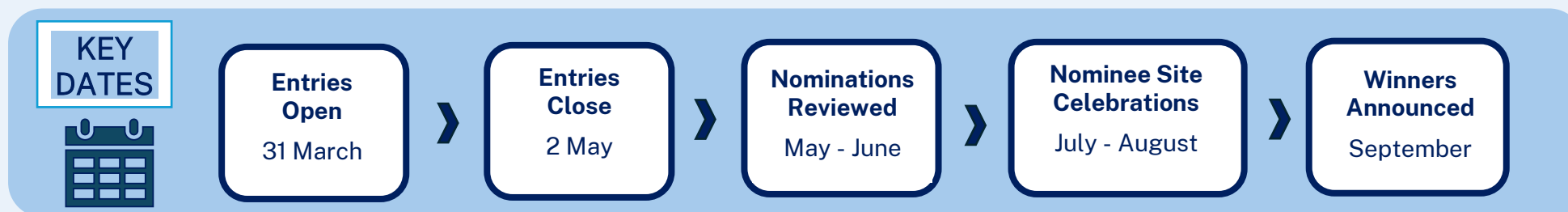
This year there are 6 Team Awards aligning with the ISLHD 2023-2028 Strategic Delivery Plan, 3 Individual Awards and 2 Volunteer Awards open for nomination. There are also two awards selected outside of this process, the Chief Executives Award for Excellence and a Consumer nominated award.

Who can nominate or be nominated?

Everyone – all staff (full-time, part-time, or casual) and volunteers are eligible for nomination! We are seeking nominations of those people and teams you work with, those who have taken that extra step to make a difference for ISHLD.

Steps to nominate

- 1 Review the Award Categories and Criteria and Nomination Guidelines in this document.
- 2 Develop your responses to each of the award specific criteria in MS Word.
Word limit: Teams - 300 words per criteria
Individuals - 100 words per criteria.
- 3 Contact the nominee's manager to confirm that they support the nomination.
- 4 Complete the [nomination form](#) or scan the QR Code.



2025 SAVR Award Categories and Criteria

Team Staff Awards



SAVR AWARD FOR Patient Experience

This award recognises a team's outstanding commitment to provide consumer driven care with compassion and cultural safety; and or improve Aboriginal patient experience.

Award specific selection criteria

The nomination must demonstrate how the team meets one or more of these criteria:

- Demonstrates commitment to providing exceptional consumer driven care with compassion and cultural safety
- Actively engages with local Aboriginal and/or CALD communities to better understand their needs
- Makes significant contributions to improve Aboriginal patient experience



SAVR AWARD FOR Safe Care

This award recognises a team's outstanding commitment to providing safe and timely care, delivery of integrated models of care; and or efforts to improve patient outcomes.

Award specific selection criteria

The nomination must demonstrate how the team meets one or more of these criteria:

- Delivers safe, high quality personalised care with good clinical outcomes
- Implements systems to support improved patient/consumer navigation of the healthcare system
- Delivers improved patient/consumer experience of care

Team Staff Awards



SAVR AWARD FOR Community Health & Wellbeing

This award recognises a team's outstanding commitment to, and prioritisation of, Closing the Gap; strengthening partnerships; and or enhancing the mental health and wellbeing of our community.

Award specific selection criteria

The nomination must demonstrate how the team meets one or more of these criteria:

- Implements initiatives that address health inequity and target the social or environmental determinants of health
- Develops or strengthens partnerships that support vulnerable, marginalised groups or priority populations
- Enhances community mental health and wellbeing through the development of innovative programs across the lifespan



SAVR AWARD FOR Staff Engagement & Safety

This award recognises teams that build safe and positive work environments; and/or grow and empower staff.

Award specific selection criteria

The nomination must demonstrate how the team meets one or more of these criteria:

- Develops initiatives that engage and/or empower staff to work to their full potential, or provide ongoing opportunities to learn and upskill
- Implements initiatives and practices that prioritise staff wellbeing and psychological safety
- Demonstrates efforts to establish or inspire best practice in Health and Safety in the workplace
- Implements initiatives and practices that improve workplace culture and staff engagement

Team Staff Awards



SAVR AWARD FOR Research & Innovation

This award recognises a team's outstanding commitment to advance health data and analytics; to accelerate digital investment; and/or to embrace research as the frontier of innovation.

Award specific selection criteria

The nomination must demonstrate how the team meets one or more of these criteria:

- Delivers initiatives that advance health data and analytics
- Develops interventions that empower patients/consumers/partners/staff to better engage with the digital healthcare environment
- Undertakes research that results in improved healthcare outcomes and/or innovations in practice



SAVR AWARD FOR Sustainable Management

This award recognises a team's commitment to deliver services in a financially sustainable way; and or who operate in in an environmentally sustainable manner.

Award specific selection criteria

The nomination must demonstrate how the team meets one or more of these criteria:

- Delivers an initiative that maximises value from existing resources and reduced waste to positively increase financial or environmental sustainability
- Creates intervention that optimises the use of resources that increase efficient and effective care
- Implements an initiative that contributes to improvements in environmental sustainability

Individual Staff Awards



SAVR AWARD FOR Rising Star

This award recognises an outstanding individual who has consistently demonstrated excellence in the workplace and has risen above their duties to contribute to the success of our organisation.

Award specific selection criteria

The nomination must show how the individual demonstrates ALL criteria:

- Demonstrates excellence in overall job performance
- Consistently provides outstanding service
- Has made a significant difference to their specific workplace since commencing employment
- Demonstrates willingness to assist beyond normal expectations and demonstrate dedication to ISLHD and its people
- Demonstrates CORE values: Collaboration, Openness, Respect and Empowerment.

Note: Only staff who have been employed by ISLHD in their current field for more than 6 months, but no more than 5 years are eligible to be nominated for this award.



SAVR AWARD FOR Colleague of the Year

This award recognises an outstanding individual who has made considerable yet unrecognised contribution, acting as an inspiration to their colleagues and demonstrating the CORE values in all they do.

Award specific selection criteria

The nomination must show how the individual demonstrates ALL criteria:

- Consistently delivers exceptional contribution to ISLHD and its purpose
- Positively influences their workplace
- Looks for ways to improve work situations
- Consistently goes above and beyond what is normally expected within their role
- Demonstrates CORE values: Collaboration, Openness, Respect and Empowerment.

Individual Staff Awards



SAVR AWARD FOR Staff Member of the Year

The Staff Member of the Year Award recognises NSW Health employees who have made an exceptional contribution through effective collaboration to the NSW Health System

Award specific selection criteria

The nomination must show how the individual demonstrates ALL criteria:

- As part of their role in ISLHD, demonstrates excellence of service to support staff, patients, carers or families
- Is a role model for promoting positive cultural change and inspiring other staff
- Uses new and innovative ways to collaborate with staff, patients, carers or families
- Supports effective teamwork to collaboratively improve patient care
- Applies strong corporate and clinical governance and CORE values in all health services.

Note: The winner of this award may be nominated by ISLHD for the NSW Health Awards Staff Member of the Year so must be a NSW Health employee for this purpose.

Volunteer Awards



SAVR AWARD FOR Volunteer of the Year

This award recognises and honours an outstanding individual volunteering their time and talent who has made a significant contribution to the ISLHD community through commitment, service, creativity and leadership in their volunteer role.

Award specific selection criteria

The nomination must demonstrate how the individual meets one or more of these criteria:

- Provides excellent support for patients, carers and families
- Acts as a role model for volunteering in ISLHD helping to promote volunteer services and inspire other volunteers
- Has used their voice and valued experience as a consumer to contribute towards health system changes
- Uses new and innovative ways to engage patients, carers and families.

Note: Consumer representatives may also be nominated. The winner of this award may be nominated by ISLHD for the NSW Health Awards Volunteer of the Year.



SAVR AWARD FOR Volunteer Team of the Year

This award recognises and honours an outstanding team volunteering their time and talent who has made a significant contribution to the ISLHD community through commitment, service, creativity and leadership in their volunteer role(s).

Award specific selection criteria

The nomination must demonstrate how the team meets one or more of these criteria:

- Demonstrates outstanding commitment to ISLHD's patients/carers and staff
- Consistently gives of their time, is reliable, positive, flexible and innovative in their volunteer work
- Demonstrates their passion to make a difference to lives of patients/carers and staff.

Nomination Guidelines

Conditions of Entry

- All staff (full-time, part-time, or casual) and volunteers are eligible for nomination!
- For individual awards, staff cannot nominate themselves or family members.
- You may submit multiple nominations; however, you may only nominate each team or individual in one category.
- A nominee or recipient of a SAVR Award is only eligible for re-nomination in subsequent years on the basis that:
 - There were significant new achievements or developments to be considered
 - The nomination focuses on the new work rather than re-presenting previous work.
- Nominations must:
 - Be accurate and meet the award criteria.
 - Be submitted electronically using the Nomination Form.
 - Don't use acronyms without explaining them first (e.g., Culturally and Linguistically Diverse (CALD)).
 - Stick to the word limit.

Nominations open on 31 March and close at 11:59 pm on 2 May 2025. Don't miss out!

The Nomination Process

- The online [MS Forms nomination form is available here](#).
 - Complete it on your computer, tablet, or smartphone – easy and accessible! Please do not use a kiosk computer.
 - Tip: It's a good idea to write your responses in a separate document (like MS Word) first. Once you're ready to submit, you can copy and paste them into the form, as you won't be able to return to the form after starting.
- The selection process focuses on written statements that address the criteria.
 - Be sure to clearly demonstrate how the person or team goes above and beyond their regular job role, with outstanding achievements that make a lasting impact on ISLHD.
 - You'll need to provide a concise justification addressing each of the specific selection criteria for each award.
 - Review past SAVR Awards on [the Recognition and Reward Intranet site](#) for inspiration.
- Once submitted, no edits can be made so ensure the content is correct.
- You can save your nomination when you submit – just click on the link on the final page.
- Finalists and winners are recommended by the SAVR Committee to the Core Executive for final endorsement.
- Want to recognise someone but don't want to complete the SAVR nomination process? [Check out other recognition options like recognition cards, appreciation certificates, and badges here](#).

How to Nominate an Individual

- Contact the nominee's manager for approval before beginning the nomination process.
- You don't have to tell the nominee before submitting their nomination, though you can if you like!
- Individual nominations require all criteria to be addressed. Word limit is 100 words per criteria.

How to Nominate a Team

- Teams can come from the same work area or span across multiple areas.
- You'll need to provide the team name and the team leader's details.
- You will need to contact the team leader's manager for approval before beginning the nomination process.
- Team nominations require at least one of the criteria be addressed. Word limit is 300 words per criteria.

Nomination Approvals

- Once nominations close, the SAVR Team will send them to the corresponding Executive Approver for review.
- The Executive Approver will review the nomination to make a decision about whether to approve or reject a nomination, providing additional comments if necessary.
- Executive Approver considerations include:
 - Are there any performance issues to be aware of? (If unsure, reach out to the People Services Team).
 - Does the nomination clearly address the selection criteria?

- Does the nomination highlight the nominee/team's outstanding achievements?
- If the Executive Approver does not support a nomination, they must reject it and advise the nominator of their decision.

The SAVR Committee

- Once the Executive Approver approves the nomination, they also identify outstanding nominations to be reviewed by the SAVR Committee.
- The committee evaluates the nominations, rates them, and makes recommendations to the Core Executive for finalists and winners in each category.
- The SAVR Committee is comprised of members from a diverse range of professions and service from across the District, ensuring a fair and well-rounded assessment.
- Committee members must declare any conflicts of interest during the selection process.

Award Recipient Information

- Approved nominees will be notified of their nomination via email by the People and Culture team.
- Approved nominees will be invited to attend local SAVR nominee site celebrations.
- Finalists will be invited to the ISLHD Celebrates: People and Innovation event in September, where they'll be recognised and celebrated.

Need Help?

Contact the Recognition and Reward Team at islhd-recognitionreward@health.nsw.gov.au