

CLARENCE VALLEY AUSTRALIA DAY AWARDS

NOMINATION GUIDELINES

Our Values

Let's celebrate all the great things about Australia and being Australian. Our people, land, diversity, sense of fair go, lifestyle, democracy and the freedoms we all enjoy.

Australia Day is a day to reflect on our national journey: acknowledge our past, rejoice in the present and look confidently to our future.

On Australia Day let's recommit to making Australia an even better place.

Australia Day is a day for all Australians – whatever their background. Our multicultural nation, and our acceptance of diversity, is one of the things that makes Australia great.

Australia Day means something different to everyone, so celebrate your way on 26 January.

Our Purpose

The aim of the Clarence Valley Australia Day awards is to highlight people and organisations changing lives and society for the better within the Clarence Valley. Someone whose challenges and triumphs are manifested in their life experience and personal journey, beyond their career achievements. A person who has taken risks, done the hard yards and been a pioneer that has had a positive impact on a wide range of people's lives. The award should ideally bring focus to the area of work the person has achieved during the year they have been recognised.

Making a nomination

You need to complete the official nomination form:

1. Hard copies are available from Clarence Valley Council Customer Service Centres, Grafton (2 Prince Street) and Maclean (50 River Street)
2. Nominate on-line at:
www.clarence.nsw.gov.au/australiaday

All nominations must be marked posted by or received by Clarence Valley Council by the closing date and time on the nomination form. Please note that late nominations cannot be accepted and no correspondence will be entered into regarding late submissions.

Is everyone eligible to be nominated?

Make sure your nominee meets the eligibility criteria:

- Nominees must be Clarence Valley citizens
- Awards will not be granted posthumously
- Self nominations will be accepted
- Sitting state and federal politicians and current vice-regal officers are not eligible
- Retired politicians and vice-regal officers will be considered for work undertaken in addition to their official duties
- A person cannot receive a second award in the same award category. For example, a person cannot receive Citizen of the Year if they have already been awarded Citizen of the Year previously. Although they can be considered for recognition in a separate category, for example, Young Citizen of the Year and then Citizen of the Year

- Only one nomination per category per form
- Unsuccessful nominees may be re-nominated in following years
- NO weight is given to the number of times a person is nominated
- The Community Achievement Award is open only to groups/organisations, not individuals or businesses

What are the categories I can nominate in?

There are four (4) categories you can choose from:

1. Citizen of the Year
2. Young Citizen of the Year
3. Community Achievement
4. Local Hero

Only nominate your chosen person or group in one category. Read the selection criteria to choose which category best suits your nominee.

Selection criteria

The following selection criteria apply to all four categories:

- Significant contribution to the Clarence community
- An inspirational role model for the Clarence community
- Demonstrated excellence in their field

Citizen of the Year and Young Citizen of the Year

The selection panel will take into consideration:

- Contributions made in the last twelve (12) months
- Personal, academic and professional achievements
- Contribution in the relevant field (how has the nominee 'put back' into their field to benefit others)

- Demonstrated leadership, innovation and creativity
- Personal interests and community involvement
- Contribution to development of the community and/or economy
- Future goals and likely impact
- Degree of difficulty of the achievement and sacrifices made
- Previous awards and recognition
- Voluntary work beyond paid employment
- Nature and length of activity or service
- Achievements as an individual or as part of a group or organisation

Local Hero

- The Local Hero Award acknowledges a significant contribution at community level, recognising the devoted on-the-ground unsung heroes of our community
- Ordinary people contributing in an extraordinary way
- The act or service recognised must be voluntary in nature (ie not their paid profession)

For example:

These people may be your neighbours, friends or a local identity that perform acts of assistance, compassion, generosity and community spirit, regularly or as a one-off within volunteer organisations, local sports clubs, environmental or art organisations, at their children's school, or just in your street.

Community Achievement

- Open only to groups/organisations, not individuals or businesses
- Seeking to recognise community groups or organisations that perform a service to the community

For example, community groups or organisations that:

- Raise funds for a community charity, event or project
- Conduct a successful project and/or events/activities
- Accomplish great sporting achievements,
- Bring recognition or credit to the community through cultural endeavours

How many times can I nominate?

An individual or organisation need only be nominated once to be considered, as the number of nominations received per nominee bears no weight in their selection. If you want to nominate different people or groups, there is no limit, but a separate nomination needs to be completed.

Who selects the winners and how do I find out who won?

Nominations are judged by a community Australia Day selection panel. The selection panel is chaired by a Councillor nominated by Council as the Australia Day Advocate who oversees the selection process.

The panel endeavours to be a representation of residents from across the whole Clarence Valley including professionals, volunteers, young, elderly, Indigenous and those of culturally diverse backgrounds.

Winners are announced at the Australia Day awards ceremony held in January.

Nominees and nominators are sent written invitations to the ceremony. This means it is important to provide accurate and legible contact details so we can get in contact with you and your nominee.

Remember, we'll be contacting you over the summer holidays, so include the best contact detail with that in mind.

The selection panel will give consideration to the previously mentioned criteria relevant to each category (the panel reserves the right to alter the selected category if the nominee is deemed to be better suited to an alternative category).

Tips to help your nomination stand out and help your nominee win!

- Fill out as much of the form as possible. Even if you do not know the person you are nominating try to provide as much detail as you can
- If at all possible please include the age of the person you are nominating. If you are not certain of the person's age then make an educated guess
- Include supporting documentation such as newspaper articles, websites, personal references and/or resumes with your nomination
- Please include a referee. A referee is someone who is also aware of the nominee's achievements and will be able to provide any additional information if required
- Please do not nominate the same person more than once. Recipients are selected based on selection criteria, rather than the number of times they are nominated

The nomination form asks you to tell us about your nominee. How are they an inspirational role model? How have they demonstrated excellence in their field and to the community?

In answering this question, consider the following:

- In what area and/or roles has the person excelled?
 - How does the person stand out from the pack? How has their achievement/service been greater than what might be normally expected of a person their age and in their field? Focus on both the quality and quantity of their achievement/service
 - How much of their work has been voluntary, focused on helping others or making Australia a better place?
 - Has the person overcome particular challenges or adversities to make their achievement? How difficult has their achievement been?
 - How has the nominee shown achievement/service outside of their particular specialty? For example, personal interests and involvement in the wider community
 - How has the nominee's achievement/service been acknowledged elsewhere - other awards, commendations etc?
 - How does the person nominated make you proud to be Australian? Is your view shared by others in your community? If so, who?
- What personal qualities make the person inspirational?
 - Why should other Australians look to the person as a role model?
 - Are there any particular segments of the community who would/should find the person inspirational? For example, children, families, etc
 - Has the person shown great bravery, vision or particular strengths of character?

Provide examples to support your statements for all of the above. Don't just make a statement - prove it with examples.

An example nomination can be found at: <http://www.australianoftheyear.org.au/nominate/example/>

Privacy and Personal Information Protection Notice

The information collected on the nomination form will be used by Council only for the purpose of considering and selecting the recipients of the Australia Day awards and in the announcement of the awards. The information will be stored in Council's records system and subsequently disposed of in accordance with the guidelines of the State Records Authority of NSW. The person to whom the information personally relates will have a right to access and amend any of this information to ensure that it is correct, otherwise, the personal information is confidential.

For further information contact:

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