

NOMINATION INFORMATION

Our Values

Let's celebrate all the great things about our Clarence Valley Citizens. Our people, land, diversity, sense of fair go, lifestyle, democracy and the freedoms we all enjoy.

Our Purpose

The aim of the Clarence Valley Citizens of the Year 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 nomination 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.
2. Nominate online at:
www.clarence.nsw.gov.au/citizenoftheyear

Please note that late nominations cannot be accepted and no correspondence will be entered into regarding late submissions.

How many times can I nominate?

An individual or organisation only need to 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 separate nomination needs to be completed.

- The community Achievement Award is open to groups/organisations, not individuals or businesses

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

Nominations are judged by an anonymous community selection panel. The selection panel is chaired by a Councillor nominated by Council as the event 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 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.

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.

Tips to help your nomination stand

- 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.
- Supporting Documentation.
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.
- In depth information.
It is important to fill your nomination with as much factual and detailed information as possible to help the selection panel have a clear understanding of the achievements.

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?**
- **How has the group has demonstrated leadership in and for the community?**
- **What is the significant contribution to the community above and beyond their employment duties?**
- **What is the scope of impact the persons work has on 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 the Clarence Valley 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?
Is your view shared by others in your community? If so, who?
- What personal qualities make the person inspirational?
- Why should others 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.