



# Community Service Awards

Honouring our community-  
minded quiet achievers  
who make our city a better  
place to live!

**Nomination form**

**Nominations close 5pm on Wednesday 30 October 2019**

Please send completed nomination forms and supporting documents to:

**Post** Randwick City Council

Australia Day Community Service Awards

30 Frances Street, Randwick NSW 2031

**Email** [communityserviceawards@randwick.nsw.gov.au](mailto:communityserviceawards@randwick.nsw.gov.au)

**Award recipients will be announced on Australia Day 2020**

# Randwick Community Service Awards for Australia Day 2020

Being recognised for a Randwick City Community Service Award is a great honour. This is your opportunity to recognise and reward someone. You are invited to nominate a colleague, community leader or business associate – any Australian who you believe has made a significant contribution towards Randwick City as a better place to live.

Nominations can be drawn from the following sectors: community services, education, health, business, arts, the environment, or any other areas where the actions of the nominees have contributed to the advancement and well-being of Randwick City's community.

This Award pays tribute to our community minded quiet achievers, and encourage others to follow their lead. Randwick City Council invites you to nominate outstanding candidates within your community in Individual, Group and Youth categories.

## Three categories

### Australia Day Community Service Award (Individual)

To be eligible, the nominee must already be 25 years or older on 26 January 2020

### Australia Day Community Service Award (Group)

Only one group will be chosen as the recipient of this award.

### Australia Day Young Achiever Award (Youth)

To be eligible, the age of the nominees must be 16 to 24 years old on 26 January 2020

## Eligibility criteria

- Nominees must be an Australian Citizen and must have lived in or carried out voluntary community work within the City of Randwick.
- Each nomination form must be completed by an independent nominator and supported by at least two written references from two unrelated and independent referees in addition to the nominator.
- Self-nomination will not be accepted.
- State, Federal members of Parliament, Councillors and Council staff cannot be nominated for a Community Service Awards (Individual and Group) or a Young Achiever Award (Youth).
- Nominations from Council employees will not be accepted.
- Awards will not be granted posthumously.
- Past Randwick City Community Service Awards recipients are not eligible.
- Current vice-regal officers & recipients of Australian or Imperial honours are not eligible.

# Award Categories

## Australia Day Community Service Award

Please provide the following information to be used to inform the judging process

- Nature of community activity or service to the residents of Randwick City.
- Impact of the contribution and/or achievement; and how it has made a lasting difference to the quality of life or well-being of the community.
- Degree of difficulty of the achievement and sacrifices made.
- Demonstrated leadership or positive and inspiring personal attributes, showing qualities such as versatility, innovation, flexibility and perseverance in the delivery of community services.
- Information about the nominee is confirmed by 2 letters of support from 2 referees in addition to the nominator.

## Australia Day Community Service Group Award

Please provide the following information to be used to inform the judging process

- Nature of community activity or service to the residents of Randwick City.
- Impact of the contribution and/or achievement by the Group and how it has made a lasting difference to the quality of life or well-being of the community.
- Significant association with Randwick City, through long-term residency or other continuous group involvement.
- Positive and inspiring group attributes, showing qualities such as versatility, innovation, flexibility and perseverance in the delivery of community services.
- Information about the nominee is confirmed by 2 letters of support from 2 referees in addition to the nominator.

## Australia Day Young Achiever Award

Please provide the following information to be used to inform the judging process

- Demonstrated significant achievement in the relevant field, for example: academic, the arts, environmental protection, community services etc.
- How has the achievement served the community or made the City a better.
- Degree of difficulty of the achievement and sacrifices made.
- Outstanding contribution to the community through leadership or service, requiring personal initiative and effort.
- Information about the nominee is confirmed by 2 letters of support from 2 referees in addition to the nominator.

## Application Guidelines

- Please make sure that your completed nomination form has fully addressed the requested information in section 3 of this form, under the relevant Award Category. The information

you provide will be used to inform the judging process. Completed nomination forms must be accompanied by letters of support from at least two referees per nominee.

- An individual or group need only be nominated once to be considered. The number of nominations received per nominee bears no weight in their selection.
- Only nominations submitted on the approved nomination form will be accepted.
- Incomplete application will not be accepted.

## Judging Process

- After submissions have closed, council staff will review the nomination forms for compliance with the eligibility criteria and ensure there is sufficient information available for the judging panel to assess the application.
- The judges' decision is final and no correspondence will be entered into.
- The judges' decisions will remain confidential to the members of the public up until the award winners are announced.

## Important dates

- Nominations open: Friday 30<sup>th</sup> August 2019
- Nominations close: Wednesday 30<sup>th</sup> October 2019
- Award recipients announced on Australia Day, 26 January 2020

## Awards Presentation

Individual recipients of the Australia Day Community Service Awards will each receive a special medallion and a certificate in recognition of their outstanding contribution to Randwick City.

The recipient of the Australia Day Community Service Group Award will receive a single medallion and a framed certificate

Recipients of the Australia Day Young Achiever Award will each receive a framed certificate.

The Awards will be presented on Australia Day 2020. All nominee finalists and their nominators will be invited to the presentation.

Nominees are expected to be present on the day of the presentation event.

## Privacy Policy

Nominations will remain confidential and only recipients will be publicly announced.

## How to nominate

**Important:** To nominate, please complete the attached nomination form. Your nomination form must fully address the information sought under the relevant Award Category, detailed in section 3 of this form. The provided responses will be used to inform the judging process.

Send nomination forms and supporting documentation by post or email (see details below) by 5pm on the closing date Wednesday, 30th October 2020. Additional nomination forms can be downloaded from [www.randwick.nsw.gov.au](http://www.randwick.nsw.gov.au) and are available from Customer Service Centre and libraries.

Supporting documentation to assist the judges in making their decision may also be provided with your nomination form. Supporting documentation can include items such as personal references, photographs, samples of work, portfolios, and newspaper articles.

Please do not supply originals of supporting documentation as Randwick City Council will retain all information.

## Submitting the nominations

Please send completed nomination form(s) and supporting documents to:

Post Australia Day Community Service Awards  
Randwick City Council, 30 Frances Street, Randwick NSW 2031

or

Email [communityserviceawards@randwick.nsw.gov.au](mailto:communityserviceawards@randwick.nsw.gov.au)

## Closing Date & Time

Nominations must be received by 5pm on the closing date, Wednesday 30<sup>th</sup> October 2019. In fairness to all, late nominations will not be accepted.

## For more information

Community Development Department if you have queries about the application process on 1300 722 542;

Or

Events Department for information about the civic reception and presentation ceremony on (02) 9093 6654

# Nomination Form Australia Day **Community** Service Awards

**INDIVIDUAL CATEGORY** [aged 25 years or older on 26 January, 2020]

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## SECTION 1. NOMINEE'S DETAILS

[The person you would like to nominate]

Title: \_\_\_\_\_

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Organisation (if appropriate): \_\_\_\_\_

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Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact details: (h) \_\_\_\_\_ (m) \_\_\_\_\_

Email: \_\_\_\_\_

Date of birth: \_\_\_\_\_

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## SECTION 2. ELIGIBILITY

Where in Randwick City does/did the nominee carry out his/her service to the community?

Please specify location: \_\_\_\_\_

In what area has the nominee excelled in? (e.g. charity, environment, business, sports, arts etc.)

\_\_\_\_\_

\_\_\_\_\_

Is the nominee a citizen of Australian?  Yes  No

Have 2 references from two referees been included?  Yes  No

Is the nominee a  
Randwick City Council staff member?  Yes  No

Has the nominee previously been a recipient of the award?  Yes  No

Is the nominee a current vice-regal officers  Yes  No

Is the nominee a recipient of Australian or Imperial honours  Yes  No

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### SECTION 3. ADDRESSING SELECTION CRITERIA

Attach your typed responses to the back of this form [maximum 500 words per question]

1. Describe the nature of community activity or service to the residents of Randwick City.
  2. What is the impact of the contribution and/or achievement; and how it has made a lasting difference to the quality of life or well-being of the community?
  3. Clarify the degree of difficulty of the achievement and sacrifices made.
  4. How has the nominee demonstrated leadership or positive and inspiring personal attributes, showing qualities such as versatility, innovation, flexibility and perseverance in the delivery of community services?
- Information about the nominee is confirmed by 2 letters of support from 2 referees.

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### SECTION 4. NOMINATOR'S DETAILS

[Your details]

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Organisation (if appropriate): \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact details: (h) \_\_\_\_\_ (m) \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### SECTION 5. PROVISION OF LETTERS OF SUPPORT FROM 2 REFEREES

Provide the following information about the referees. Referees may be contacted for further information about the nominee.

#### **Referee 1**

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Relationship to nominee: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

#### **Referee 2**

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Relationship to nominee: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



# Nomination Form Australia Day **Community** Service Awards

## GROUP CATEGORY

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### SECTION 1. NOMINEE'S DETAILS

[Contact details of a representative from the Group you would like to nominate]

#### Group Details

Group Name: \_\_\_\_\_

Group description, website, meeting place/area, etc: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Group Contact Person

Title: \_\_\_\_\_

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Organisation (if appropriate): \_\_\_\_\_

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Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact details: (h) \_\_\_\_\_ (m) \_\_\_\_\_

Email: \_\_\_\_\_

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### SECTION 2. ELIGIBILITY

Where in Randwick City has the nominated group been conducting activity/serving the community?

Please specify location(s): \_\_\_\_\_

In what area has the Group excelled in? (e.g. charity, environment, business, sports, arts etc.)

\_\_\_\_\_

\_\_\_\_\_

Is the group a locally based organisation?  Yes  No

Have 2 references from two referees been included?  Yes  No

Has the group been nominated before?  Yes  No

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### SECTION 3. ADDRESSING SELECTION CRITERIA

Attach your typed responses to the back of this form (maximum 500 words per question)

1. Describe the nature of community activity or service to the residents of Randwick City:
2. What has been the impact of the contribution and/or achievement by the Group?
3. How has it made a lasting difference to the quality of life or well-being of the community?
4. What is the significance of the group's association with Randwick City? (e.g. through long-term residency or other continuous group involvement)
5. Name positive and inspiring group attributes, showing qualities such as versatility, innovation, flexibility and perseverance in the delivery of community services:

Information about the nominee is confirmed by 2 letters of support from 2 referees.

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### SECTION 4. NOMINATOR'S DETAILS

[Your details]

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Organisation (if appropriate): \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact details: (h) \_\_\_\_\_ (m) \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### SECTION 5. PROVISION OF LETTERS OF SUPPORT FROM 2 REFEREES

Provide the following information about the referees. Referees may be contacted for further information about the nominee.

#### **Referee 1**

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Relationship to nominee: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

#### **Referee 2**

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Relationship to nominee: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

# Nomination Form Australia Day **Community** Service Awards

**YOUNG ACHIEVER CATEGORY** [aged 16-24 years on 26 January, 2020]

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## SECTION 1. NOMINEE'S DETAILS

[The person you would like to nominate]

Title: \_\_\_\_\_

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Organisation (if appropriate): \_\_\_\_\_

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Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact details: (h) \_\_\_\_\_ (m) \_\_\_\_\_

Email: \_\_\_\_\_

Date of birth: \_\_\_\_\_

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## SECTION 2. ELIGIBILITY

Where in Randwick City does/did the nominee carry out his/her service to the community?

Please specify location: \_\_\_\_\_

In what area has the nominee excelled in? (e.g. academic, arts, environmental protection, community services, etc)

\_\_\_\_\_

\_\_\_\_\_

Is the nominee a citizen of Australian?  Yes  No

Have 2 references from two referees been included?  Yes  No

Is the nominee a  
Randwick City Council staff member?  Yes  No

Has the nominee previously been a recipient of the award?  Yes  No

Is the nominee a current vice-regal officers  Yes  No

Is the nominee a recipient of Australian or Imperial honours  Yes  No

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### SECTION 3. ADDRESSING SELECTION CRITERIA

Please attach your typed responses to the back of this form (maximum 500 words per question)

1. How has the nominee demonstrated significant achievement in the relevant field?
2. Describe how their achievement served the community or made the City better.
3. Include the degree of difficulty of the achievement and sacrifices made.
4. Describe personal initiative and effort that led to the outstanding contribution to the community through leadership or service.
5. How has the nominee demonstrated leadership or positive and inspiring personal attributes, showing qualities such as versatility, innovation, flexibility and perseverance in the delivery of community services?

Information about the nominee is confirmed by 2 letters of support from 2 referees.

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### SECTION 4. NOMINATOR'S DETAILS

[Your details]

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Organisation (if appropriate): \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact details: (h) \_\_\_\_\_ (m) \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### SECTION 5. PROVISION OF LETTERS OF SUPPORT FROM 2 REFEREES

Provide the following information about the referees. Referees may be contacted for further information about the nominee.

#### **Referee 1**

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Relationship to nominee: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

#### **Referee 2**

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Relationship to nominee: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_