Community Service Awards

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

Nomination form
Nominations close 5pm on Sunday 18 November 2018

Please send completed nomination forms and supporting documents to:
Post        Australia Day Community Service Award
            Randwick City Council, 30 Frances Street, Randwick NSW 2031
Email       awards@randwick.nsw.gov.au

Award recipients will be announced on Australia Day 2019
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 encourages 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 2019.

**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 2019.

**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 supported by at least two written references from two referees.
- Self-nomination will not be accepted.
- State and Federal members of parliament, Councillors and Council staff cannot be nominated for a Community Service Award (Individual and Group) or a Young Achiever Award (Youth).
- Nominations from Council employees and sitting Councillors will not be accepted.
- Awards will not be granted posthumously.
- Past Randwick City Community Service Award 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 two letters of support from two referees.

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 two letters of support from two referees.

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 the achievement served the community or made the City a better place.
• 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.

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 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 applications will not be accepted.

Judging Process

- After submissions have closed, Council staff will review the nomination 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 regarding their decision.
- The judges’ decisions will remain confidential to the members of the public up until the award winners are announced.

Important dates

- Community Service Award nominations open: **Tuesday 18 September 2018**
- Closing Date for nominations: **Sunday 18 November 2018**
- Judging Panel meet to assess nominations: **w/c Monday 19 November 2018**
- Successful finalists and nominators advised of outcome: **Wednesday 28 November 2018**
- Invitation to Award Presentation event on Australia Day: **Wednesday 28 November 2018**
- Award recipients announced on Australia Day, 26 January, 2019

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 Community Service Awards will be presented on Australia Day 2019 at a civic reception held at The Prince Henry Centre, Little Bay. 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 Sunday 18 November, 2018. Additional nomination forms can be downloaded from [www.randwick.nsw.gov.au](http://www.randwick.nsw.gov.au) and are available from the 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.

Closing Date & Time

Nominations must be received by 5pm on the closing date, Sunday 18 November, 2018. In fairness to all, late nominations will not be accepted.

For more information, contact

Telephone: 1300 722 542

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


Nominations close 5pm on Sunday 18 November 2018

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

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

or

Email  [awards@randwick.nsw.gov.au](mailto:awards@randwick.nsw.gov.au)
Nomination Form Australia Day Community Service Award
INDIVIDUAL CATEGORY [aged 25 years or older on 26 January, 2019]

SECTION 1. NOMINEE’S DETAILS
[The person you would like to nominate]

Title: ________________________________________________________________
First name: ________________________________________________________________
Surname: ________________________________________________________________
Organisation (if appropriate): __________________________________________________

Address:  ________________________________________________________________
Suburb: ________________________________________________________________
Postal code: ______________________
Contact details: (h)  ______________________  (m)  _____________________________
Email:  ________________________________________________________________
Date of birth:  ________________________________________________________________

SECTION 2. ELIGIBILITY
Where in Randwick City does/did the nominee carry out their 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 an Australian citizen?  □ Yes  □ No
Have two references from two referees been included?  □ Yes  □ No
Is the nominee a Member of Parliament, Councillor or 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 officer?  □ Yes  □ No
Is the nominee a recipient of Australian or Imperial honours?  □ Yes  □ No
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 two letters of support from two referees.

SECTION 4. NOMINATOR’S DETAILS
[Your details]

Title: _____________  First name: _____________________ Surname: _____________________
Organisation (if appropriate):  __________________________________________________________
Address:  ___________________________________________________________________________
Suburb:  ____________________________________________ Postcode: _____________________
Contact details: (h)  ______________________  (m)  _____________________________
Email: _____________________________________________________________________________
Signature:  __________________________________________ Date: ________________________

SECTION 5. PROVISION OF LETTERS OF SUPPORT FROM TWO 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: __________________________________
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): __________________________________________________________

Address: ________________________________________________________________

Suburb: ______________________  Postcode: ______________________

Contact details: (h) ______________________  (m) _____________________________

Email: ________________________________________________________________

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 two references from two referees been included?  □ Yes  □ No

Has the group been nominated before?  □ Yes  □ No
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 two letters of support from two referees.

SECTION 4. NOMINATOR’S DETAILS
[Your details]
Title: _____________  First name: _____________________ Surname: _____________________
Organisation (if appropriate):  __________________________________________________________
Address:  ___________________________________________________________________________
Suburb:  ____________________________________________ Postcode: _____________________
Contact details: (h)  ______________________  (m)  _____________________________
Email: _____________________________________________________________________________
Signature:  __________________________________________ Date: ________________________

SECTION 5. PROVISION OF LETTERS OF SUPPORT FROM TWO 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 Award

YOUNG ACHIEVER CATEGORY [aged 16-24 years on 26 January, 2019]

SECTION 1. NOMINEE’S DETAILS
[The person you would like to nominate]

Title: ________________________________________________________________

First name: ________________________________________________________________

Surname: ________________________________________________________________

Organisation (if appropriate): ___________________________________________________________

Address: ________________________________________________________________

Suburb: ____________________________  Postcode: _____________________

Contact details: (h) ______________________  (m) _____________________________

Email: ________________________________________________________________

Date of birth: ________________________________________________________________

SECTION 2. ELIGIBILITY

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

Please specify location: _____________________________________________________________

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

________________________________________________________

Is the nominee a citizen of Australia?  ☐ Yes  ☐ No

Have 2 references from two referees been included?  ☐ Yes  ☐ No

Is the nominee a Member of Parliament, Councillor or 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 officer?  ☐ Yes  ☐ No

Is the nominee a recipient of Australian or Imperial honours?  ☐ Yes  ☐ No
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 Randwick 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 two letters of support from two referees.

SECTION 4. NOMINATOR’S DETAILS
[Your details]
Title: ___________  First name: __________________  Surname: __________________
Organisation (if appropriate):  ___________________________________________________
Address:  ____________________________________________________________________
Suburb:  ________________________________________  Postcode: __________________
Contact details: (h)  ____________________  (m)  __________________________
Email: _______________________________________________________________________
Signature:  ______________________________________  Date:______________________

SECTION 5. PROVISION OF LETTERS OF SUPPORT FROM TWO REFEREES
Provide the following information about the referees. Referees may be contacted for further information about the nominee.

Referee 1  Referee 2
First name: _____________________________  First name: _____________________________
Surname:  _____________________________  Surname:  _____________________________
Relationship to nominee:  _________________  Relationship to nominee:  _________________
Telephone:  ____________________________  Telephone:  ____________________________
Email: __________________________________  Email: __________________________________