



NSW GOVERNMENT COMMUNITY SERVICE AWARD NOMINATION FORM

PLEASE ENSURE INFORMATION IS ACCURATE AND CORRECT. THE INFORMATION MARKED WITH AN ASTERIX WILL BE PRINTED ON THE AWARD. PLEASE REFER TO THE NOMINATION GUIDELINES BEFORE COMPLETING THIS FORM.

NOMINEE'S DETAILS

*FIRST NAME/S:		*SURNAME:
POSITION/ORGANISATION:		
ADDRESS:		
STATE:	POSTCODE:	PHONE:
MOBILE:	EMAIL:	

REASON FOR NOMINATION

Please provide a short summary of the reasons for nomination (approximately 200 words). Please attach supporting documentation to this form (including written references, newspaper articles, certificates etc).

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ENDORSED BY NSW STATE MEMBER OF PARLIAMENT

I recommend that the applicant receives an Award for their current Community Service within my electorate.

ELECTORATE:	
MEMBER OF PARLIAMENT:	
CONTACT IN ELECTORATE OFFICE:	
PHONE:	EMAIL:
SIGNATURE OF MP: <i>I certify the above details to be true and correct.</i>	

SUBMIT THIS NOMINATION FORM TO:

Post: GPO Box 5341, Sydney NSW 2001 | **Fax:** 02 9228 5739 | **Email:** awards@dpc.nsw.gov.au



NSW GOVERNMENT COMMUNITY SERVICE AWARD NOMINATION GUIDELINES

General Information

The *NSW Government Community Service Award* recognises individuals throughout NSW who have substantially contributed to the improvement of the quality of life of members of their community, beyond that expected in their usual occupation.

Nominations for the *NSW Government Community Service Award* must be for community work performed principally within the electorate of the nominating NSW State Member of Parliament.

The recipient will receive an engraved Award as well as an official certificate bearing the NSW State Coat of Arms and the Premier's signature.

Members of Parliament are entitled to present two *NSW Government Community Service Awards* per calendar year.

Criteria and Eligibility

Nominations for the *NSW Government Community Service Award* must satisfy the following criteria:

1. Nominations can only be submitted by a NSW State Member of Parliament.
2. The Award cannot be presented to a local Government Councillor, State or Federal politician.
3. The Award cannot be presented to an employee whilst employed by a Member of Parliament
4. A person cannot receive the Award more than once.
5. The Award must be for community work performed principally within the electorate of the nominating NSW State Member of Parliament.
6. The nominee should be held in high regard in the community with strong ethical and community values. Only community work of a high calibre will be considered for the Award.
7. A nomination cannot be accepted if it is in any way aligned with a politically sensitive matter or dispute.

Nomination Process

- The nomination form must include a short summary, detailing the reasons for nomination. The NSW State Member of Parliament must ensure that the nominee's details are correct and the nominee is eligible for the Award in accordance with the above criteria.
- Any supporting documentation should be attached to the nomination form.
- Endorsed nominations must be submitted on a current nomination form to Protocol and Community Engagement
Post: GPO Box 5341, Sydney NSW 2001 | **Fax:** 02 9228 5739 | **Email:** awards@dpc.nsw.gov.au
- Where possible, nominations will be processed within six weeks of receiving the completed nomination. The Protocol and Community Engagement unit will then send the Award to the local NSW State Member of Parliament for counter-signing and distribution to the recipient.



NSW GOVERNMENT COMMUNITY SERVICE AWARD FREQUENTLY ASKED QUESTIONS

FAQs

Who administers the *NSW Government Community Service Award*?

The Award is administered by the NSW Department of Premier and Cabinet through its Protocol and Community Engagement unit.

Who can nominate someone for a *NSW Government Community Service Award*?

Nominations should be submitted by a NSW State Member of Parliament for community work performed principally within their electorate. Each Member of Parliament is entitled to present two *NSW Government Community Service Awards* per calendar year.

Does the nominee need to be an Australian citizen or permanent resident to receive the Award?

No, the nominee does not need to be an Australian citizen or permanent resident to receive the Award.

Can a person receive the *NSW Government Community Service Award* more than once?

No, a person can only receive the Award once.

What do *NSW Government Community Service Award* recipients receive?

Recipients receive an engraved Award as well as an official certificate bearing the NSW State Coat of Arms and the Premier's signature.

What will be engraved on the Award?

The Award will include the recipients name only. When completing the nomination form, please ensure that all details are written clearly and spelled correctly in full.

What will be written on the certificate?

The certificate will include the nominee's name and the date that the certificate was produced. When completing the nomination form, please ensure that all details are written clearly and spelled correctly in full.

What should be included as supporting documentation?

Supporting documentation includes written references, newspaper articles and certificates etc. Please note that supporting documentation will not be returned and will remain the property of the NSW Department of Premier and Cabinet.

Is there any deadline for submitting nominations?

Nominations will be accepted year round. Generally, Award nominations should be made for current contributions within the community, under the relevant NSW State Member of Parliament.

Will the information provided in the nomination be used for any other purposes?

The information provided in the nomination enables an assessment to be made against the Award criteria. Once awarded, the information in the nomination is retained for record-keeping purposes only; it will not be disclosed to third parties under any circumstances.