



## Guidelines

Mareeba Shire Council holds the annual Australia Day Awards to celebrate and recognise the outstanding achievements of individuals, groups and events in the region. These prestigious awards are presented at a ceremony that coincides with Council's Australia Day and Citizenship Ceremony, which will be held on Thursday 25<sup>th</sup> January 2024.

The Judging Panel will determine awards based upon application in order of merit. The panel will award a group, event or citizen of its choice with an Australia Day Award.

## JUDGING

The Judging Panel will consist of the Mayor and two independent citizens in the community. **They will make their decisions based on merit for each award and the information provided with the Nomination Form. Please ensure that there is sufficient information in the application for the panel to be able to make an informed decision.**

If the panel agrees that a nomination would be better suited to an alternative category, the panel may move the nomination to a different category. The Panel may also consider presenting highly commended awards in any category. The referees will be contacted as part of the application process. Mareeba Shire Council will contact the nominee to confirm that they accept the nomination.

The panel's decision is final, and no correspondence will be entered into about the decision.

## CONDITIONS OF ENTRY

- Nominations must be received by **3:00 pm Thursday, 7 December 2023**.
- All nominees **must be residents of the Mareeba Shire Council** local government area.
- The nominee's achievements **must be in a volunteer capacity**, not a part of their employment.
- Entries must include a Nomination Form, accompanied with a statement of achievement(300-500 words) explaining why the individual, group or event should be considered for an Australia Day Award.
- Every nomination must be supported by two referees.
- Incomplete Nomination Forms will not be considered.
- A nomination will be deemed ineligible if the field of service is illegal or if the Australia Day Awards committee considers it would diminish the integrity of Council and/or the awards.
- Completed entries must be emailed to [info@msc.qld.gov.au](mailto:info@msc.qld.gov.au) or posted to PO Box 154, Mareeba QLD 4880.

## HOW TO NOMINATE



1. Obtain an official Nomination Form from the Mareeba or Kuranda Customer Service Centres, Shire Libraries or online at [www.msc.qld.gov.au](http://www.msc.qld.gov.au)
2. Legibly print or type your nomination.
3. Provide supporting information. This should describe the nominee's outstanding contribution and/or achievement.

## SELECTION CRITERIA



Please consider providing the following information to assist the Judging Panel.

This may include:

- How has the nominee made an outstanding contribution to the local community?
- What is the length of service or participation by the nominee?
- Positions held/activities undertaken?
- How is the nominee an inspirational role model for the community?
- What degree of sacrifice or difficulty has the nominee experienced in their pursuits?
- What personal goals and objectives has the nominee achieved?
- Outline previous awards or recognition of achievement.
- How has the event made a significant contribution to the community including cultural, social and economic benefits?

**Please outline how the individual, group or event has made a significant contribution to the community during 2023 and explain why they should be recognised.**

## AWARD PRESENTATION



Winners will be announced in January 2024 in conjunction with the Australia Day event which will be held on Thursday, 25 January 2024.