

Awards and Recognition Nomination Form

Awards and Recognition Program Nomination Form

Nominations close Sunday 1 December 2024 at 11.59pm.

The Awards and Recognition Program aims to recognise the outstanding contributions of individuals, volunteers, organisations or groups and their contribution to Maitland and, where appropriate, the broader society.

Award Category

Please tick one:

- Citizen of the Year**
The Citizen of the Year Award is awarded to an individual for their contribution to the Maitland Local Government Area or broader society in a single year or across multiple years of service.
- Young Citizen of the Year**
The Young Citizen of the Year Award is awarded to an individual for their contribution to the Maitland Local Government Area or the broader society in a single year or across multiple years.
- City of Maitland Medal (Group or Organisation)**
The City of Maitland Medal is awarded to a Maitland focused organisation or group for outstanding voluntary service to Maitland and its citizens as a whole.
- City of Maitland Service Award (Individual)**
The City of Maitland Service Award is awarded to an individual who has provided outstanding voluntary service to the Maitland community.
- Sportsperson of the Year**
The Sportsperson of the Year Award recognises an individual for their significant achievement and contribution in a non-professional sporting field within the Maitland community for the previous 12 months.
- Creative Arts Person of the Year**
The Creative Arts person of the Year recognises the creative expression of an individual through art, writing, music or movement within the Maitland community.

General Information

1. The Awards and Recognition Committee will be the judging panel and comprises the Mayor, four Councillors and two community representatives.
2. Should the Awards and Recognition Committee not receive any suitable nominations for the award categories, the Committee will be under no obligation to present an award for any, or all, categories.
3. The decision of the Awards and Recognition Committee is final, and no correspondence will be entered into in respect to the decision.
4. The recipients of each award category will be announced and presented at the Australia Day function on 26 January each year.

General Information Continued

5. Nominations will be called on an annual basis. Nominations must be completed using the nomination forms circulated by Council and must be submitted by the closing date.
6. An individual or an organisation may make nominations.
7. A maximum of one award per category will be awarded each year.
8. Please ensure you provide as much detail as possible to assist the Committee in making any decision on Award recipients.

Eligibility Criteria

To be eligible, nominees:

- Cannot nominate themselves.
- Cannot have previously received the same award.
- Cannot be a Maitland City Council employee or Councillor.
- Must be an Australian Citizen (Citizen of the Year and Young Citizen of the Year only).
- Must reside in the Maitland Local Government Area (Citizen of the Year and Young Citizen of the Year only).
- The Young Citizen of the Year is to be under the age of 25 years as at 26 January in the awarding year.
- The Sportsperson of the Year must be a non-professional sportsperson (someone who is not paid to compete in their chosen sport, this includes not receiving a weekly or yearly salary. An individual who wins prize money on occasion for participating in sporting and championship events is not considered to be a paid sportsperson).

Please complete nomination details below

NOMINEE DETAILS					
Title		First Name		Surname	
Date of Birth				Age	
Address				Postcode	
Email Address					
Phone Contact					

NOMINATED BY DETAILS					
Title		First Name		Surname	
Address				Postcode	
Email Address					
Phone Contact					

Is the nominee aware of the nomination?

Yes

No

Note: Council will formally advise the nominee of their nomination.

Referee Contact Details: Please provide contact details for two referees who can assure the integrity of the nominee.

REFEREE CONTACT 1				
Title		First Name		Surname
Address				Postcode
Email Address				
Phone Contact				
Relationship to nominee				

REFEREE CONTACT 2				
Title		First Name		Surname
Address				Postcode
Email Address				
Phone Contact				
Relationship to nominee				

I/ We have read and accept the eligibility criteria and Awards and Recognition Terms of Reference. The information contained in this nomination is, to my knowledge, true and accurate. Yes

Signature of Person Nominating

Date

Submission

Please send completed nomination forms to be received no later than 11.59pm Sunday 1 December 2024.

Maitland City Council Awards and Recognition Committee
Office of the General Manager
Maitland City Council
263 High Street
PO Box 220
MAITLAND NSW 2320
executive@maitland.nsw.gov.au
Ph: 02 4933 1053

Nomination Form

The following pages include the nomination form for each of the categories of awards. Use the guide below to head directly to the page you require:

- Citizen of the Year and Young Citizen of the Year Award – go to page 5
- City of Maitland Medal and Maitland Service Award – go to page 7
- Sportsperson of the Year Award – go to page 9
- Creative Arts Person of the Year Award – go to page 11

Citizen of the Year or Young Citizen of the Year

Please respond to these questions

About the awards

Nominees must have significantly contributed in areas such as education, conservation, culture, environment, health, fundraising, charitable and voluntary services, business, sport, arts, the environment or any other area that contributes to the advancement or wellbeing of the Maitland community or broader society.

Achievements can be a single outstanding achievement in the last year or numerous achievements over many years.

The Nominee must be an inspirational role model for the community.

The most important criteria the Awards and Recognition Committee considers are good citizenship, determination, creativity, enthusiasm, commitment and a demonstrated search for excellence.

Reason for nomination (Please attach additional pages if required)

Role – What role/s the nominee has played within the Maitland Local Government Area or broader society and for how long?

You may consider:

- List the nominee’s achievements

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- Describe how the nominee has made an outstanding contribution/s to the community or broader society.

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- Describe how the nominee is an inspiration/ role model to the community or broader society.

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Reason – Why do you feel this nominee deserves recognition? (Note that years of service alone is not a criterion).

You may like to consider:

- Describe how the nominee demonstrates a selfless commitment, application and dedication, involvement in activities that promote the welfare and wellbeing of the community or broader society.

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City of Maitland Medal and Maitland City Service Award

Please respond to these questions

About the awards

The City of Maitland Medal is awarded to an organisation or group for outstanding services to Maitland.

The Maitland City Service Award is presented to an individual who provided outstanding service to a specific group within Maitland.

Reason for nomination (Please attach additional pages if required)

Community Involvement – List the organisations and/or groups the nominee has been involved with.

NAME OF ORGANISATION/ GROUP	NUMBER OF YEARS

Role – What role/s the nominee has played in these organisations and/or groups?

NAME OF ORGANISATION/ GROUP	ROLE

Reason – Why do you feel this nominee deserves recognition? (Note that years of service alone is not a criterion).

You may like to consider:

- How the nominee has encouraged, supported, mentored, inspired and/or led other in their role.

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- How has the nominee’s contribution benefited the Maitland community, or a specific group in the community?

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- How the nominee’s contributions may have encouraged others to get involved in the community.

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Sportsperson of the Year Award

Please respond to these questions

About the award

Sportsperson of the Year recognises the contribution of an outstanding individual in the previous twelve months. There is no age or ability restrictions and nominations for all sports are welcome. Nominations can be for players, trainers, administrators and volunteers etc.

Reason for nomination (Please attach additional pages if required)

Role – What role/s the nominee has played within their field of sport in the Maitland Local Government Area?

You may like to consider:

- Name the sporting club and/or clubs that the nominee has been involved in as an individual.

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- Describe how the nominee has displayed outstanding sportsmanship and leadership within the community.

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- Detail the level competition and results that the nominee has achieved.

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Reason – Why do you feel this nominee deserves recognition?

You may like to consider:

- Describe how the nominee has displayed outstanding commitment in the nominated sport.

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- Provide details on any volunteering or mentoring the nominee has undertaken within their sport.

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- Detail the awards the nominee has previously received i.e. most valuable player, team captain.

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Creative Arts Person of the Year Award

Please respond to these questions

About the award

Creative Arts Person of the Year recognises the contribution of an outstanding individual in the previous twelve months. There is no age or ability restrictions and nominations for all art forms are welcome.

Reason for nomination (Please attach additional pages if required)

Role – What role/s the nominee has played within their field in Maitland Local Government Area?

You may like to consider:

- Describe the art form undertaken by the nominee.

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- Detailing where and how the nominee has shared their expressive works with the community.

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- Tell us how the nominee has made a positive contribution to their chosen creative arts field.

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- List any awards they have received in the previous twelve months.

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Reason – Why do you feel this nominee deserves recognition?

You may like to consider:

- How the nominee has supported or encouraged others within their creative arts field.

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- Detail a body of work the nominee has created that demonstrates excellence.

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- How has the nominee inspired other artists within their field or the broader arts community.

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