

Sample form, not for offline completion.

Visit <https://northernbeachesaustraliadayawards.awardsplatform.com> to enter.

General category - nominee aged under 25 years of age (as of 26 Jan 2025)

Your nominee can be considered for all of the categories listed below if they meet the eligibility criteria as outlined in the guidelines and criteria:

- Citizen of the Year
- Young Citizen of the Year
- Outstanding Community Service

If there is any category you prefer your nominee not to be considered for (despite being eligible), please notify Council's Volunteer Coordinator at volunteer@northernbeaches.nsw.gov.au or call 02 8495 6564.

Nominee name (first name and surname OR event / group title)

Your title (optional)

▼

Mr

Mrs

Ms

Miss

Dr

Other

Your first name

Your surname

Your email address

The majority of correspondence will be sent via email.

Your preferred phone number

Include area code for landlines (eg. 2 for NSW)

Your alternate phone number (optional)

Your postal address -
line 1

This is required in order to send correspondence.

Your postal address - (optional)
line 2

Your postal address - suburb

State

Postcode

Your Organisation, if relevant (optional)

This is only required if related/relevant to the nomination eg. if your nominee has been involved with your organisation.

Your relationship to the nominee

20 words

What is your relationship to the person or event you are nominating?

According to the nominee's age and the requirements set out in the guidelines and criteria, which award categories is your nominee eligible for? (optional)

- ☐ Citizen of the Year (any age)
- ☐ Senior Citizen of the Year (65 yrs and over)
- ☐ Young Citizen of the Year (under 25 yrs)
- ☐ Outstanding Community Service (any age)

You may select more than one category if applicable/eligible.

The guidelines and criteria are [available on Council website](#).

If you do not know the date of birth of the nominee, Council will ask the nominee for this to determine their eligibility.

Nominee Title (optional)

▼

Mr

Mrs

Ms

Miss

Dr

Other

Nominee First Name

Use the name as it should appear on their certificate should they receive an award.

Nominee Last Name

Nominee preferred first name (optional)

Use if the nominee has a preferred name to be called for phone and mail correspondence.

Nominee organisation name (optional)

Only required if relevant to the nomination

Nominee residential address - line 1 (optional)

This is used to verify whether the nominee group is a Northern Beaches Group. If you do not know their address, Council staff will ask the nominee for this information.

Nominee residential address - line 2 (optional)

Nominee residential address - suburb (optional)

Nominee residential address - state (optional)

▼

NSW

Nominee residential address - postcode (optional)

Is the nominees postal address different to their residential address? (optional)

▼

Yes

No

This is required for Council to send correspondence and an invitation to the ceremony if they are successful.

Nominee email address

Nominee preferred phone number

Include area code for landlines (eg. 2 for NSW)

Nominee alternate phone number (optional)

Include area code for landlines (eg. 2 for NSW)

Parent/Guardian name - required for nominees under 18 years of age (optional)

Required for any nominee under 18 years of age at the time of nomination.

Parent/Guardian email address (optional)

Required for any nominee under 18 years of age at the time of nomination.

Parent/Guardian phone number (optional)

Required for any nominee under 18 years of age at the time of nomination.

Has the nominee group been nominated previously for these awards?

▼

Yes

No

Unsure

Have you notified the nominee that you will be nominating them for this award?

Yes I have notified them

No I do not intend to notify them but give permission for Council staff to do so

No I have not notified them but will do so before nominations close

You are not required to notify the nominee however please be aware that Council staff will have to ask their permission before forwarding their nomination on to the assessment panel, therefore they will find out who nominated them at this time.

Try to answer every question if you have applicable information. Each question asked has it's own points schedule for the assessment panel, even if the question is optional. For this reason, the more questions you respond to and the more diverse information you provide, the greater the ability of the assessment panel to understand the contributions of your nominee and improve the chances of your nomination being successful.

☐ I confirm that I have read the guidelines and [available on the Council website](#) and that the nominee is eligible for the award they are being nominated for.

List the nominee's relevant VOLUNTARY position(s) held (optional)

Voluntary role title	Organisation Name	Years in this role (eg. 2012-2020)
1		
2		
3		

If relevant, list the nominee's relevant PAID position(s) held (optional)

Paid role title	Organisation name	Years in this role (eg. 2012-2020)
1		
2		
3		

Please only provide roles that are relevant to the award nomination.

Describe the nominee's outstanding service or positive contribution(s) to the Northern Beaches community within the year immediately prior to nomination.

(optional) 500 words

Include dates as reference where possible and only mention contributions from the year immediately prior to the nomination.

In addition, please describe the nominee's outstanding service or positive contribution(s) to the Northern Beaches community at any time prior to that mentioned above.

(optional) 500 words

Include length of time and dates as reference where possible.

How has the nominee's contribution and/or service benefited the Northern Beaches community? What were the outcomes?

500 words

Refer to specific projects and years where possible

Describe how the nominee demonstrates strong ethical and community values300 words

Describe how the nominee demonstrates leadership, innovation and/or creativity (optional)300 words

Detail any other relevant achievements or contributions made by the nominee that have not been previously mentioned, including future goals and likely impact or service beyond the local community.(optional) 300 words

If the nominee has been recognised elsewhere please provide details below (optional)200 words

Include award titles and years awarded; media attention; etc.

You may choose to upload a MAXIMUM of three (3) documents that relate to and support the information you have provided in your nomination form.
Example: media articles, certificates, reference letter.

Material may be supplied as follows:

1. Upload JPEG or PDF files. Maximum file size is 5MB per piece. A maximum of five pieces can be uploaded with your entry.
2. Video attachments may be hosted on a video site such as YouTube or Vimeo.
3. Provide website URL's to the publicly accessible campaign or active URL of a landing page. Please ensure any applicable usernames and passwords are provided and active.
4. Please do not upload any further written material as the assessment panel will not consider these. The written component of your entry should be fully explained within the provided form fields.

Before you upload your file, please ensure that the title of your file clearly explains what it is.

Attachment type

Media article

Certificate

Reference

Photo

Other

Description of attachment120 characters

You are required to provide a minimum of two referees who have witnessed the nominee's contributions and can therefore confidently verify the information you have included in this nomination.

Referees should not be a relative or partner of the nominee.

Current Councillors or Members of Parliament are not eligible to be used as referees.

You are encouraged to credit all individuals who contributed to this entry, and they can be named as the referees. You may also use this space to credit any contributing organisations.

Please ensure all listed referees and contributors have given permission for you to include their personal details in this form and agree to be contacted by Council to discuss the nomination.

Referee name (first name and surname)

Referee email address (optional)

Referee phone number

Include area code for landlines (eg. 2 for NSW).

This person must be willing and available to be called by Council for the purpose of verifying the information included in this form. The call will be made mid to late December.

Referee association to nominee

200 words

How does this person know the nominee and how can they confidently verify the information in this nomination?

Promotion

How did you hear about the Australia Day Awards? (optional)

☐ Facebook

☐ Instagram

☐ LinkedIn

☐ Email newsletter

☐ Manly Observer Article

☐ Northern Beaches Mums

☐ Street Banner

☐ Poster/Flyer

☐ Library Noticeboard

☐ Council Website

☐ ...

You may select more than one option