



## *NSW Government Heritage Volunteer Awards 2009*

### ***Nomination Form***

#### **ELIGIBILITY**

When nominating an individual or group for the NSW Government Heritage Volunteer Awards please consider the following criteria:

- Nominees or groups must have worked on a volunteer basis in a heritage field, project or organisation.
- It is not essential for the nominee or group to have been involved in a project that has received Heritage Incentives Grants Program funding.
- The project in which the nominee or group has been involved, or a significant phase of it, must have been completed at the time the application is submitted.
- Each entry shall be subject to the conditions of entry.

#### **NOMINATIONS**

The nomination should include:

1. The form containing details of the nominator and nominee and the relevant heritage category and type of work.
2. An outline of achievements – written or typed and no more than two A4 pages – addressing the following areas:
  - An individual or group profile – provide a brief overview of the nominee's or group's background;
  - A project description – describe the project or projects in which the nominee or group has been involved;
  - List the nominee's heritage and community achievements – detail the areas in which the individual or group has worked noting any particular achievements;
  - Highlight the community impact and benefit of the nominee's work – detail the specific contribution of the volunteer work to the community, and any anticipated long-term benefits. Also detail the relevance of the project to other community groups.
  - Specify the uniqueness of the nominee's or group's contribution to the heritage of the local area and also the length of time of their involvement

2. Two (2) written references supporting the nomination and attesting to the involvement of the nominee or group in heritage projects from organisations other than the one making the nomination. Where possible one of the referees should be the local heritage advisor or council planner.
3. Copies of any press clippings relevant to the nominee's or group's work.
4. Colour photos of the nominee or group. Note – the preferred format is the form of high resolution digital images– colour photocopies are not acceptable.

### **PRESENTATION OF ENTRY**

Your entry should be presented typewritten, single-sided, on A4 paper, clearly labelled with your name and contact details. All enclosures (photos, clippings and samples) must all be labelled similarly. The official entry form must accompany the submission.

### **GEOGRAPHICAL SCOPE**

The project or activity must have been carried out, published or have been available in NSW.

### **ASSESSMENT**

Assessment of nominations will be based on:

- quality of the nominee's or group's contribution to heritage conservation as reflected in the nomination;
- spread of nominees or groups across categories and types of work; and
- geographical representation.

### **JUDGING PANEL'S DECISION**

Nominations are judged by members of the Heritage Council of NSW. The judges' decision is final. No communication will be entered into regarding the judging of the Awards.

### **ENTRIES WILL BE KEPT BY THE HERITAGE BRANCH, DEPARTMENT OF PLANNING**

All entries, supporting material, slides etc will be retained by the Heritage Branch, Department of Planning and may be used for promotional and other purposes at the discretion of the Heritage Branch. By entering these awards, you agree to the use of written and photographic material in your nomination.

**SECTION 1****DETAILS OF NOMINATOR**

<b>NAME OF ORGANISATION</b>	<i>(Leave blank if you are not from an organisation)</i>
<b>YOUR NAME</b>  Mr / Mrs / Ms / Miss / Dr / Prof / Other _____ <i>(Please circle)</i>	
<b>YOUR POSITION OR ROLE IN THE ORGANISATION</b>	
<b>POSTAL ADDRESS</b>	
<b>CONTACT PHONE NUMBER</b> <i>(during the day)</i>	
<b>CONTACT EMAIL ADDRESS</b>	

**SECTION 2**

**DETAILS OF NOMINEE**

<p><b>IS THE NOMINEE AN INDIVIDUAL OR AN ORGANISATION ?</b></p> <p><i>(Please mark with an x)</i></p>	<p>Individual <input type="checkbox"/></p> <p>Organisation <input type="checkbox"/></p>
<p><b>NAME OF INDIVIDUAL</b></p> <p>Mr / Mrs / Ms / Miss / Dr / Prof / Other _____</p> <p><i>(Please circle)</i></p>	<p><i>(This will be the name that will appear on the Awards Certificate and in any publicity material)</i></p>
<p><b>THEIR POSITION OR ROLE IN THE ORGANISATION</b></p>	
<p><b>OR</b></p> <p><b>NAME OF ORGANISATION</b></p>	<p><i>(This will be the name that will appear on the Awards Certificate and in any publicity material)</i></p>
<p><b>POSTAL ADDRESS</b></p>	
<p><b>LOCAL GOVERNMENT AREA</b></p>	
<p><b>CONTACT PHONE NUMBER</b></p> <p><i>(during the day)</i></p>	
<p><b>CONTACT EMAIL ADDRESS</b></p>	

**HERITAGE CATEGORY**

*Please select **one** of the following that best suits the activity engaged in by the individual or group (mark with an x):*

Aboriginal Heritage

Archaeological Heritage

Built Heritage

Cultural Heritage

Engineering Heritage

Landscape and Garden Heritage

Maritime Heritage

Movable Heritage

Multicultural Heritage

Natural Heritage

**TYPE OF WORK**

*Please select **one** of the following that best suits the activity engaged in by the nominee or group (mark with an x):*

- Community campaign
- Education
- Fundraising
- Historical Research
- Interpretation
- Management
- Physical conservation
- Promotion
- Surveys and studies
- \*Volunteer work by an employee

*(\*N.B. only one award will be made for this type of work)*

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**WHY ARE YOU NOMINATING THIS PERSON OR GROUP?**

*Please provide a summary of maximum 500 words. We will use the summary as the basis for the citation and for publicity purposes.*

## DEADLINE

The closing date for nominations is **Friday 4 September 2009**. If you have a query regarding your nomination please contact the Heritage Branch, Department of Planning, ph (02) 9873 8500.

## CHECK LIST

- |                         |                          |                             |            |                          |
|-------------------------|--------------------------|-----------------------------|------------|--------------------------|
| Nomination Form         | <input type="checkbox"/> | Images                      | CD / email | <input type="checkbox"/> |
| Summary of achievements | <input type="checkbox"/> |                             |            |                          |
| References (2)          | <input type="checkbox"/> | Other supporting documents? |            | <input type="checkbox"/> |

### Please return the completed nomination form with attachments to:

Debra Holland  
NSW Government Heritage Volunteer Awards  
Media Unit  
Department of Planning  
GPO Box 39  
Sydney NSW 2001

Or email [debra.holland@planning.nsw.gov.au](mailto:debra.holland@planning.nsw.gov.au)

*Note: Images may be initially emailed in lower resolution format however we will also require high resolution formats of minimum 1(one) mg for publication and promotional purposes.*

Any comment or query: \_\_\_\_\_

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Or phone Debra Holland on 9228 6213 / 9873 8500

For more information go to our website [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au) and follow the links.