

2027 Community Awards Terms & Conditions

Things to note

- All nominations will be reviewed against the eligibility criteria.
- Please include as much detail as you can. Strong nominations explain what happened, why it mattered, and who benefited.
- You may be contacted to provide further information.
- Please provide a valid phone number and email address for yourself and for the person or group you are nominating.

Eligibility

- See information under each category

Who can be nominated

- See information under each category

Who can nominate

- Nominations may be submitted by an individual or a representative of an organisation.
- A person may submit multiple nominations. Each nomination must be submitted separately.
- Self-nominations are not accepted. Representatives of community groups may nominate on behalf of their group.

How to nominate

- All nominations must be submitted via Council's official online nomination form. The link is available on Shellharbour City Council's website.
- Information provided in the nomination must be true and accurate.
- Nominations must be received by the published closing date. Late nominations cannot be considered.
- There is no cost to nominate. Internet connection and usage charges may apply.

What to include in a nomination

- Describe what the nominee did and when it occurred.
- Explain the outcomes for people, groups or places in Shellharbour.
- Provide evidence where possible such as results, testimonials, photos, media coverage, awards or data.
- Include contact details for a referee who can confirm the contribution.

Vetting and judging process

- A judging panel appointed by Shellharbour City Council will assess all eligible nominations.
- Council may verify nominee details including age, residency and identity and may disqualify a nomination if eligibility criteria are not met.
- The number of nominations a person or group receives does not influence the outcome.
- The panel may move a nomination to a different category if that category is more suitable.

- To ensure a fair process, the panel's decisions are final. We are not able to discuss individual outcomes, however we value every nomination and the effort behind it.

Notification

- Council will contact nominees to confirm they agree to be nominated and to request any additional information required.
- Nominees may be asked to provide identification.
- Award recipients will be announced at an official presentation event.

General

- By submitting a nomination you confirm that the nominee has agreed to be nominated.
- If the nominee is under 18, you confirm that a parent or guardian has agreed.
- You agree to indemnify Council against claims arising from any breach of this confirmation.
- You grant Shellharbour City Council a non-exclusive, royalty-free licence to use nomination content and images for the administration and promotion of the Awards and for Council marketing and promotional purposes. This may include Council websites, social media, media releases, printed materials and event collateral. Council may edit material for length, style and clarity.
- If you supply images, video or audio you confirm that you have permission from the people shown or recorded. If any person is under 18 you confirm you have permission from their parent or guardian.

Privacy

- Council collects personal information to administer the Shellharbour City Community and Australia Day Awards.
- Information may be shared with Council staff and the judging panel for assessment. With the nominee's consent, Council may share limited details with local Members of Parliament for congratulatory messages.
- Supply of information is voluntary, however nominations cannot be processed without it.
- You may request access to or correction of your personal information by contacting Shellharbour City Council.
- Council will store personal information securely and may disclose information where required by law. Retention will follow Council's record-keeping obligations.
- If you want me to insert the exact closing date and the name of the online form page, share those details and I'll drop them straight in.