# **2024 Community Achievement Awards Nomination**

Council proudly recognises people whose contributions make this region an even better place to live through the Melton City Council Community Achievement Awards.

The Community Achievement Awards (CAA) Program recognises the work of individual volunteers or persons that clearly exceed the normal requirements of their paid work.  The CAA Program inspires individual and community pride and strengthens community life in Melton.

If you require assistance in completing this form, please contact Melton City Council’s Community Grants & Awards Team on 9747 7247, or email [communitygrants@melton.vic.gov.au](mailto:communitygrants@melton.vic.gov.au).

For your nomination to be deemed eligible the following criteria MUST be met:

1. Nominees must be a City of Melton resident.
2. You cannot nominate yourself, an immediate family member or person that lives with you.
3. The Nominee must consent to being nominated.

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| **Part 1: Contact Information** | | | |
| Nominator (individual completing this form and therefore nominating someone for an award) | | | |
| **Title** |  | | |
| **First Name** |  | | |
| **Last Name** |  | | |
| **Residential Address** |  | | |
| **Email** |  | | |
| **Phone Number** |  | | |
| **Are you a Melton City Council staff member or Councillor? (please circle)**  *Please note: Melton City Council staff members or Councillors are not eligible to nominate residents for these awards.* | | Y | N |
| Nominee (person you are nominating for an award) | | | |
| **Title** |  | | |
| **First Name** |  | | |
| **Last Name** |  | | |
| **Residential Address** |  | | |
| **Email** |  | | |
| **Phone Number** |  | | |

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| **Is the Nominee an immediate family member of yours (spouse / partner, parent, child, sibling) or someone that lives with you? (please circle)**  *Please note: You cannot nominate yourself, a family member or someone that lives with you* | | Y | N |
| **Does the Nominee consent to being nominated for an Award? Consent means there is agreement that details provided in this Nomination Form about the Nominees contribution to community can be shared publicly by Melton City Council.**  *Please note: Only nominations that have received Nominee consent are eligible to proceed to assessment* | | Y | N |
| **Is the Nominee a Melton City Council staff member or Councillor? (please circle)**  *Please note: Melton City Council staff and Councillors are not eligible for these awards* | | Y | N |
| **Is the Nominee aged 17 years or younger?** | | Y | N |
| **If you have selected yes to the above, does the Nominee's Parent / Guardian consent to their child being nominated for an Award. (please circle)**  *Consent means there is agreement that details provided in this Nomination Form about the Nominees contribution to community can be shared publicly by Melton City Council.* | | Y | N |
| Parent/Guardian consent | | | |
| If the Nominee is aged 17 years or younger, please complete the following contact details of the Parent or Guardian. If the nominee is 18 years or older, please disregard the following four questions | | | |
| **Parent/Guardian’s name** |  | | |
| **Residential Address** |  | | |
| **Email** |  | | |
| **Phone** |  | | |
| **Part 2: Award Nomination**  The Community Achievement Awards categories are:     * Citizen of the Year – for recognition of ongoing community leadership and involvement * Young Citizen of the Year – for community leadership (Nominee must be under 25 years old) * Gender Equity Leader of the Year Award – for community leadership, promotion of gender equality and commitment to advancing the status of women * Disability Access and Inclusion Leader of the Year – for commitment to improving the life of people with a disability * Intercultural Engagement Leader of the Year – for leadership that celebrates our diverse community | | | |

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| **Which Award category are you nominating the Nominee for? (please circle)**   1. Citizen of the Year 2. Young Citizen of the Year 3. Gender Equity Leader of the Year Award 4. Disability Access and Inclusion Leader of the Year 5. Intercultural Engagement Leader of the Year | |
| **List the volunteer groups / community groups, clubs or organisations that the Nominee is, or has been involved with (and the months / years of their involvement).** |  |
| **How has the Nominee volunteered, or exceeded the normal requirements of their paid work, for the benefit of Melton residents?** |  |
| **Has the Nominee been paid for the community work described in this nomination?** |  |
| **How has the nominee encouraged community involvement and developed community partnerships?** |  |

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| **The following question is only applicable for Citizen of the Year or Young Citizen of the Year nominations. Do not complete if this is not the award category you have selected above.** | |
| **How has the Nominee demonstrated community leadership in the City of Melton?** |  |
| **The following question is only applicable for Gender Equity Leader of the Year nominations. Do not complete if this is not the award category you have selected above.** | |
| **How has the Nominee demonstrated community leadership and promoted gender equality?** |  |
| **The following question is only applicable for Disability Access & Inclusion Leader of the Year nominations. Do not complete if this is not the award category you have selected above.** | |
| **How has the Nominee demonstrated community leadership and advanced disability access and inclusion?** |  |
|  | |
| **The following question is only applicable for Intercultural Engagement Leader of the Year of the Year nominations. Do not complete if this is not the award category you have selected above.** | |
| **How has the Nominee demonstrated community leadership and advanced intercultural issues?** |  |
| **Please attach to this document any relevant documentation to support this nomination** | |

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| **Declaration**   * In submitting a nomination for a Community Achievement Award I certify that all details supplied are true and correct to the best of my knowledge. * I agree to contact Melton City Council immediately if any information regarding this nomination changes or is found to be incorrect. * I have read and understand the Community Achievement Awards Program Guidelines. * I respect that the assessment panel’s decision is final and no further correspondence shall be entered into. * I understand that Melton City Council is collecting the personal information requested on this form for the purpose of determining the eligibility of a Community Achievement Award and will be solely used by Melton City Council for this purpose and any secondary purposes associated with the conduct of this program. * The nominee (and parent/guardian if applicable) has confirmed consent that the contributions to community detailed in this nomination can be shared publicly by Melton City Council, in celebration of the Nominee's achievements. * I understand that I may be contacted and asked to provide referees who can verify claims made in this nomination. | | |
| **Do you agree to the above declaration?  (please circle)** | Yes | No |
| **Submit your nomination**   1. Email to [communitygrants@melton.vic.gov.au](mailto:communitygrants@melton.vic.gov.au) 2. Postage **Community Grants & Awards Team** Community Planning PO Box 21, Melton VIC 3337 3. Deliver Civic Centre 232 High Street, Melton VIC 3337 | | |