



NSW GOVERNMENT COMMUNITY SERVICE AWARD NOMINATION GUIDELINES

General Information

The *NSW Government Community Service Award* recognises people throughout NSW who have substantially contributed to the improvement of the quality of life of members of their community, beyond that expected in their usual occupation.

The nominee should be held in high regard in the community with strong ethical and community values. Only community work of a high calibre will be considered for the Award.

Nominations for the *NSW Government Community Service Award* are made by the relevant local NSW State Member of Parliament.

Recipients receive an engraved Award as well as an official certificate bearing the NSW State Coat of Arms and the Premier's signature.

Members of Parliament are entitled to present two *NSW Government Community Service Awards* per calendar year.

Criteria and Eligibility

Nominations for the *NSW Government Community Service Award* must satisfy the following criteria:

1. Nominations can only be made by a NSW State Member of Parliament
2. The Award cannot be presented to a local Government Councillor, State or Federal politician
3. The Award cannot be presented to an employee whilst employed by a Member of Parliament
4. A person cannot receive the Award more than once
5. The Award must be for work performed principally within the local electorate

Nomination Process

- The nomination form must include a short summary, detailing the reasons for nomination. The NSW State Member of Parliament must ensure that the nominee's details are correct and the nominee is eligible for the Award in accordance with the above criteria.
- Any supporting documentation should be attached to the nomination form.
- Endorsed nominations must be submitted on a current nomination form to the Community Engagement and Events Division (CEED), in the NSW Department of Premier and Cabinet, Post: GPO Box 5341, Sydney NSW 2001 | Fax: 02 8243 9458 | Email: awards@dpc.nsw.gov.au
- Where possible, nominations will be processed within four weeks of CEED receiving the completed nomination. CEED will then send the Award to the local NSW State Member of Parliament for distribution to the recipient.