

Inaugural

Pilbara Community Services Excellence Awards 2018

Nomination

Information Pack

Presented By



Pilbara for Purpose Inc

For Purpose. For Pilbara. For People.

Sponsors



Inaugural Pilbara Community Services Excellence Awards 2018

Pilbara for Purpose (P4P) is excited to announce the inaugural Pilbara Community Services Excellence Awards 2018.

These Awards have been created to recognise the outstanding contributions made by Pilbara organisations and individuals through hard work, determination and passion that have had a positive impact on Pilbara communities. The Awards will showcase excellence in the Community Services and For Purpose sector which has been achieved through commitment to collaboration, innovation, demonstration of best practice and strong leadership.

Nominating for these Awards provides a fantastic opportunity for Pilbara organisations and individuals to have their hard work, passion and achievements recognised across the Pilbara. It also provides an opportunity to showcase and promote your organisation and services to the wider Pilbara community.

As an Awards winner, you will receive the following:

- Framed certificate and trophy presented at the Gala Dinner
- A Prize valued up to \$500
- Exclusive use of winning title in your communications
- Recognition in local media, social media and any other form of internal communication

Categories in the 2018 Pilbara Community Services Excellence Awards are:

Organisation categories

- Most outstanding small organisation
- Most outstanding medium organisation
- Most outstanding large organisation
- Aboriginal Organisation/Corporation – Outstanding Commitment to Best Practice
- Outstanding Demonstration of Innovation in Practice
- Outstanding Demonstration of Social Enterprise
- Best Pilbara Organisation
- People's Choice Awards

Individual categories:

- Outstanding Demonstration of Leadership
- Outstanding Demonstration of Leadership – Young Person
- Volunteer of the Year

Eligibility criteria for each Award Category is outlined in the attached document. You may enter more than one category if eligible.

How to enter

1. Determine if you are eligible to enter the Pilbara Community Services Excellence Awards
2. Complete the nomination form below for the chosen Award Category.
3. Address the selection criteria for the chosen Category in 750 words or less.
4. Include additional supporting information up to 10MB in size.
5. Read and accept the Declaration.
6. Attach a copy of your Certificate of Incorporation (if applicable).
7. Ensure the nomination form is approved by the Chairperson/President or authorised delegate of the organisation you are nominating or the individual you are nominating.
8. Complete and submit the nomination form no later than COB Friday 28th September 2018. The form should be emailed to pilbara4purpose@gmail.com
9. Ensure you complete a separate nomination form for each category you wish to nominate for.

Come along to the Gala Dinner/Awards night on Friday 2nd November 2018 at the Dampier Community Hall to hear the winners of each category announced. A Save the Date flyer will be circulated shortly.

IMPORTANT DATES TO REMEMBER	
Submissions open	Monday 10 th September
Submissions close	Friday 28 th September, 5pm
Gala Dinner/Awards Evening	Friday 2 nd November

Any questions

Contact Karen on pilbara4purpose@gmail.com or call 0456382351

Eligibility Criteria

To be eligible to nominate for the 2018 Pilbara Community Services Excellence Awards your organisation must meet the following criteria:

- ❖ Be a Pilbara based, not for profit Incorporated association or registered Aboriginal corporation
- ❖ Have been in operation for at least 12 months before entering your local awards.
- ❖ Meet the Judging Criteria (below) for your nominated category.

Award Category	Judging Criteria
Organisation Categories	
Most Outstanding Small Organisation	The organisation must employ fewer than 5 full time or equivalent staff members at the time of the application
Most Outstanding Medium Organisation	The organisation must employ between 6 and 15 full time or equivalent staff members at the time of the application
Most Outstanding Large Organisation <i>Sponsored by Rio Tinto</i>	The organisation must employ more than 15 full time or equivalent staff members at the time of the application
Aboriginal Organisation/Corporation – Outstanding Commitment to Best Practice <i>Sponsored by Rural Health West</i>	The organisation must be a registered Aboriginal Corporation or Aboriginal controlled community organisation.
Outstanding Demonstration of Innovation in Practice <i>Sponsored by Anglicare</i>	This award will be given to the organisation that has demonstrated innovation in practice resulting in positive outcomes for local communities
Outstanding Demonstration of Social Enterprise	This award will be given to the organisation operating a successful social enterprise that is socially innovative and delivers social outcomes
Best Pilbara Organisation <i>Sponsored by Royhill</i>	The winners of the Best Community Organisation category from 2018 LGA and local CCI awards will be eligible for this award
Individual Categories	
Outstanding Demonstration of Leadership <i>Sponsored by WA Primary Health Alliance</i>	This award is open to any individual over the age of 25 years who has demonstrated excellent leadership qualities and skills that have led to an improvement in the lives of local people or communities
Outstanding Demonstration of Leadership – Young Person <i>Sponsored by Panaceum Group</i>	This award is open to any young person between the ages of 15 and 25 years who has demonstrated excellent leadership qualities and skills that have led to an improvement in the lives of local people or communities
Volunteer of the Year <i>Sponsored by Mission Australia</i>	This award is open to any unpaid volunteer who has made an outstanding contribution and has positively impacted the lives of others and their community
People's Choice Awards <i>Sponsored by WACOSS</i>	This award will be given to the organisation with the most public votes. The organisation must have completed a submission for any of the organisation categories above to be eligible

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NOMINATION FORM

A. Nominator's Details

Complete this section if you are nominating an organisation or individual outside your own organisation or workplace.

Nominator Name	
Organisation (if applicable)	
Phone contact	
Email	
Website (if applicable)	
Signed:	Date:

B. Nominating an Organisation

Organisation Name	
Program or service (if applicable)	
Address	
Contact name	
Position title	
Phone contact	
Email	
Website (if applicable)	
ABN	
Date organisation established	
Number of paid staff or volunteers in organisation	
Is this a self-nomination?	YES <input type="checkbox"/> NO <input type="checkbox"/> (If no, please complete section A above)

C. Nominating an Individual

Individual's Name	
Program or service (if applicable)	
Address	
Position title	
Phone contact	
Email	
Is this a self-nomination?	YES <input type="checkbox"/> NO <input type="checkbox"/> (If no, please complete section A above)

D. Select an Award Category for your Nomination

Please tick the relevant Award Category you wish to nominate for. You can nominate for more than one category but you must complete a separate nomination application for each category. (People's Choice Award is an exception as this does not need a separate application).

Organisational Categories

- ☐ Category 1 – Most Outstanding Small Organisation
- ☐ Category 2 – Most Outstanding Medium Organisation
- ☐ Category 3 – Most Outstanding Large Organisation
- ☐ Category 4 – Aboriginal Organisation/Corporation – Outstanding Commitment to Best Practice
- ☐ Category 5 – Outstanding Demonstration of Innovation in Practice
- ☐ Category 6 – Outstanding Demonstration of Social Enterprise
- ☐ Category 7 – Best Pilbara Organisation
- ☐ Category 8 – People's Choice Awards

Individual Categories

- ☐ Category 9 – Outstanding Demonstration of Leadership
- ☐ Category 10 – Outstanding Demonstration of Leadership – Young Person
- ☐ Category 11 – Volunteer of the Year

NOTE: Please be sure to tick the box for People's Choice Award if you wish to be in the running. If you select to be included in the People's Choice Award category all nominees will be made public for voting.

E. Referee

Please provide contact details of a referee or advocate who is able to make a direct comment on the contribution or service of the individual or organisation nominated.

Referee's name	
Phone contact	
Email	
Website (if applicable)	

F. Selection Criteria

Please write up to 750 words addressing the selection criteria for the specific Award category you are nominating for, explaining why the organisation or the individual is deserving of the Award. See selection criteria for each Award category at the end of this document.

G. Required Documentation

In addition to the addressed selection criteria, you are requested to provide up to two high resolution images relating to the community service organisation, or individual, that can be used for promotional purposes. Please also provide a copy of your certificate of incorporation.

H. Additional Documentation

You can submit additional supporting documentation, such as testimonials, photos, etc. up to 10MB in size.

I. Declaration

Please tick the below to confirm that you accept this declaration:

Organisational categories

- ☐ I certify that all information and statements concerning this nomination are true and correct
- ☐ This application has been approved by the Chairperson, President or authorised delegate of the organisation
- ☐ I acknowledge that my information will be added to the P4P mailing list for the purpose of the Awards
- ☐ I understand that all nomination materials and information remains the property of P4P
- ☐ I agree that award judges reserve the right to request additional information to support the nomination if required

Individual categories

- ☐ I certify that all information and statements concerning this nomination are true and correct
- ☐ I acknowledge that my information will be added to the P4P mailing list for the purpose of the Awards
- ☐ I understand that all nomination materials and information remains the property of P4P
- ☐ I agree that award judges reserve the right to request additional information to support the nomination if required

Organisational or individual categories – self nomination

- ☐ I understand that by submitting this form I give my permission to participate in media interviews and photo opportunities and allow the use of my nomination information and any photos to be used in marketing materials. I acknowledge that it is my responsibility to contact P4P in writing should I wish to withdraw my permission.

Signed: _____

Date: _____

SELECTION CRITERIA FOR EACH AWARD CATEGORY

Category 1-3 – Most Outstanding Small/Medium/Large Organisation

Please describe how the organisation has made a difference to the community through the programs and services it delivers. As part of the criteria you will need to address:

- Brief history of the organisation and summary of current services/programs
- How your services/programs have met a need and made a positive difference to the community
- Barriers/difficulties faced and how these have been overcome
- Outstanding positive outcomes achieved
- What makes your organisation stand out above the rest? What has your organisation done differently to other organisations to deliver positive change and impact in the community?

Category 4 – Aboriginal Organisation/Corporation – Outstanding Commitment to Best Practice

Please describe how the Aboriginal community-controlled organisation/corporation has made a difference to the community through its commitment to best practice. As part of the criteria you will need to address:

- How your services/programs have met a need and made a positive difference to the community
- Barriers/difficulties faced and how these have been overcome
- Demonstration of commitment to best practice
- Positive outcomes achieved
- What makes your organisation stand out above the rest? What has your organisation done differently to other organisations to deliver positive change and impact in the community?

Category 5 – Outstanding Demonstration of Innovation in Practice

Please describe how the organisation has made a difference to the community through its innovative or creative approach. As part of the criteria you will need to address:

- The level of innovation or creativity in practice
- How this innovation or creativity in practice has met a need or promoted change
- Barriers/difficulties faced and how these have been overcome
- Positive outcomes achieved
- What makes your organisation stand out above the rest? What has your organisation done differently to other organisations to deliver positive change and impact in the community through its innovative approach?

Category 6 – Outstanding Demonstration of Social Enterprise

Please describe how the organisation has made a difference to the community through social enterprise. As part of the criteria you will need to address:

- The level of social innovation in designing your social enterprise
- How the community was central in the design, delivery and outcome of the social enterprise
- How the social enterprise meets a need and has made a positive difference to the community and to the organisation
- Barriers/difficulties faced and how these have been overcome
- The social outcomes achieved

Category 7 – Best Pilbara Organisation

The winners of the Best Community Organisation Category for each of the 2018 LGA and local CCI awards across the Pilbara are eligible for this Award.

Please describe how the organisation has made a difference to the community through the programs and services it delivers. As part of the criteria you will need to address:

- Brief history of the organisation and summary of current services/programs
- How your services/programs have met a need and made a positive difference to the community
- Barriers/difficulties faced and how these have been overcome
- Outstanding positive outcomes achieved
- What makes your organisation stand out above the rest? What has your organisation done differently to other organisations to deliver positive change and impact in the community?

Category 8 – Outstanding Demonstration of Leadership

Please describe how the individual has made a difference to the community through his/her leadership. As part of the criteria you will need to address:

- Specific leadership qualities the individual has displayed
- Demonstration of ability of the individual to lead, empower and collaborate with others to achieve positive outcomes in the community
- Demonstration of ability to inspire a culture of achievement
- The significant improvement in lives of people and community that has resulted from the individual's leadership
- The legacy that the individual's leadership will leave in the organisation and the community

Category 9 – Outstanding Demonstration of Leadership – Young Person

Please describe how the individual has made a difference to the community through his/her leadership. As part of the criteria you will need to address:

- Specific leadership qualities the individual has displayed
- Demonstration of ability of the individual to lead, empower and collaborate with others to achieve positive outcomes in the community
- Demonstration of ability to inspire a culture of achievement
- The significant improvement in lives of people and community that has resulted from the individual's leadership
- The legacy that the individual's leadership will leave in the organisation and the community

Category 10 – Volunteer of the Year

Please describe how the individual has made an outstanding contribution to the community and positively impacted the lives of others and their community. As part of the criteria you will need to address:

- The volunteer's exceptional achievements
- Impact the volunteer has had, and the benefits they have provided, both to the organisation and their local community that is above and beyond what is expected of them
- Difficulties/obstacles overcome by the volunteer as part of their achievement
- Level of commitment, dedication and professionalism demonstrated by the volunteer
- Length of service of the volunteer

Category 11 – People's Choice Awards

This award is open to all nominees. If you wish to nominate for this award please make sure you also tick this category in Section D of the form.