

Tasmanian Honour Roll of Women 2025 NOMINATION FORM

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INTRODUCTION

* indicates a required field

Introductory Guidelines

The *Tasmanian Honour Roll of Women* recognises and celebrates Tasmanian women and women's organisations that have made a significant contribution locally, nationally or internationally.

The Honour Roll encourages people in the community to discover more about the contributions and achievements of Tasmanian women and women's organisations throughout the State. It preserves their stories as historical records, to ensure they are not forgotten in the passage of time, and can inspire future generations.

The Honour Roll includes women from all occupations and fields of endeavour including community service, humanitarian pursuits, business, science and technology, the arts, sport, education, medicine and the environment.

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Nominations for the **2025** Induction open at 9:00am on **31 March 2024**, and close at midnight on **30 September 2024**.

Late nominations will not be accepted.

The Honour Roll GUIDELINES are published on the www.women.tas.gov.au website, but can also be found [here](#).

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We encourage nominations of women and organisations representing diverse communities, including Aboriginal women, women from culturally and linguistically diverse backgrounds and those from the LGBTIQA+ community.

Declaration

Please confirm you have read and understood the *Tasmanian Honour Roll of Women* GUIDELINES.

Confirmation of understanding: *

- ☐ Yes, I confirm I have read and understood the GUIDELINES.
- ☐ No, I have not read and/ or I do not understand the GUIDELINES.

Who can be nominated?

Women and women's organisations that have made a significant contribution at a local, national or international level in their field of endeavour can be nominated.

Inductees can be recognised for a range of contributions, such as grassroots community work; helping vulnerable people; world-class work in cutting-edge fields; or business success.

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Nominations for women's organisations should be for the over-arching body, not subsidiary branches of organisations. Nominations for women's organisations that are no longer operating can also be accepted.

The Honour Roll welcomes nominations for women and women's organisations across a range of areas of excellence, as listed in the GUIDELINES.

Further details are listed in the NOMINATION section of this form, and in the Honour Roll GUIDELINES.

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There are no age restrictions for individual nominees. Posthumous nominations are accepted. You can nominate an **INDIVIDUAL** to the Honour Roll if they:

- identify as a woman;
- have made a significant contribution at a local, state or national level; and
- were born in Tasmania, have spent a considerable part of their life in Tasmania, or have made a significant contribution to Tasmania.

You can nominate an **ORGANISATION** to the Honour Roll if:

- they have made a significant contribution to the Tasmanian womens sector at a local, state or national level; and
- their core business outputs are Tasmanian focused.

How do I make a nomination?

Nominations are to be made using this (*SmartyGrants*) form.

Anyone can nominate a woman or women's organisation for the Honour Roll. You cannot nominate yourself.

You can nominate more than one person/organisation, but a separate nomination form is required for each nomination.

The nominator must be familiar with the nominee and be able to discuss their achievements in detail.

What should I include in my nomination?

Nominators are strongly encouraged to provide sufficient information to enable an independent Community Panel to make a considered assessment.

The nomination form allows **up to 800 words** for you to describe your nominee's achievements. It is important to complete all relevant sections of the nomination form, be concise and provide relevant information relating to the following criteria:

- Contribution to the Tasmanian community
- An inspirational role model for Tasmanian women (how has the nominee been an inspirational role model)
- Personal, community, academic and/or professional achievements
- Achievements in advancing social justice (supporting the advancement of human rights and equality)
- Contribution in their relevant field

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- Contribution to the development of regional communities
- Degree of difficulty of the achievement
- Voluntary activity.

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IMPORTANT TO NOTE:

All nominations are assessed by a panel of community representatives, and a nomination does not necessarily mean that it will be successful.

Serving MP's/Vice-Regal office holders cannot be considered while still serving.

Performance of business-as-usual duties or role is not necessarily sufficient or a necessary criterion to be nominated.

NOMINATION

* indicates a required field

Who are you nominating?

Provide a response in the following fields. Those marked with an asterisk () are required.*

Name of the INDIVIDUAL or ORGANISATION being nominated: *

Type of nomination: *

- | | |
|---|--|
| <input type="radio"/> INDIVIDUAL | <input type="radio"/> ORGANISATION |
| <input type="radio"/> INDIVIDUAL who has died (posthumous nomination) | <input type="radio"/> ORGANISATION that no longer operates (disbanded) |

There are no age restrictions for individual nominees. Posthumous nominations are accepted. You can nominate an **INDIVIDUAL** to the Honour Roll if they:

- identify as a woman;
- have made a significant contribution at a local, state or national level; and
- were born in Tasmania, have spent a considerable part of their life in Tasmania, or have made a significant contribution to Tasmania.

You can nominate an **ORGANISATION** to the Honour Roll if:

- they have made a significant contribution to the Tasmanian womens sector at a local, state or national level; and
- their core business outputs are Tasmanian focused.

Does the INDIVIDUAL or ORGANISATION you wish to nominate meet the above eligibility requirements? *

- ☐ Yes
☐ No

YOUR details

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Please provide your contact details to enable the *Tasmanian Honour Roll of Women* to seek further information from you if required.

Fields marked with an asterisk () are required.*

Title (Ms, Mrs, Mr, Dr):

Given Name/s: *

Family Name: *

Phone Number: *

Must be an Australian phone number.

Alternative Phone Number:

Must be an Australian phone number.

Email Address: *

Must be an email address.

Postal Address: *

Position (Job Title):

Organisation/ Business Name:

INDIVIDUAL nominee details

In the following fields, please provide details about the INDIVIDUAL you wish to nominate.

Those marked with an asterisk () are required.*

Title (Ms, Mrs, Mr, Dr): *

Given Name/s: *

Including

Family Name: *

Phone Number: *

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Must be an Australian phone number.

Alternative Phone Number:

Must be an Australian phone number.

Email Address: *

Must be an email address.

Postal Address:

IF KNOWN.

Place of Birth (Town / Suburb / State / Country):

IF KNOWN.

Date of Birth:

Must be a date.

IF KNOWN.

Current Occupation:

IF KNOWN. If not currently employed, please list 'unemployed', 'voluntary role' or 'retired'.

Position (Job Title):

IF KNOWN.

Organisation/ Business Name:

IF KNOWN.

Is this a posthumous nomination? *

- ☐ Yes
☐ No

INDIVIDUAL posthumous nomination

Provide a response in the following fields. Those marked with an asterisk () are required.*

Please select one of the following: *

- ☐ I am a relative/descendent and I give permission for the nomination on behalf of the family.

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- ☐ I am not a relative/descendant but have permission from the family for the nomination.
- ☐ I am not a relative/descendant and do not know if the relatives/descendants approve the nomination.

Date of death (if known):

Must be a date.

IMPORTANT TO NOTE: Posthumous nominations are accepted, however, permission to nominate must be sought from the senior next-of-kin for recently deceased nominees to avoid distress to family.

ORGANISATION nominee details

In the following fields, please provide details about the ORGANISATION you wish to nominate. Those marked with an asterisk () are required.*

Name of the Organisation: ***Date the Organisation was established:**

Must be a date.

IF KNOWN.

Short description of the purpose of the Organisation: ***Organisation's website: *****Is the Organisation still operational? ***

- ☐ Yes
- ☐ No

Date the Organisation was disbanded (if applicable):

Must be a date.

IF KNOWN.

Are you the appropriate contact person for the Organisation (if the organisation is still operational)?

- ☐ Yes
- ☐ No

ORGANISATION contact details (operational)

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In the following fields, please provide details for the most appropriate contact person within the ORGANISATION you wish to nominate. Those marked with an asterisk () are required.*

Title (Ms, Mrs, Mr, Dr): *

Given Name/s: *

Family Name:

Phone Number: *

Must be an Australian phone number.

Alternative Phone Number:

Must be an Australian phone number.

Email Address: *

Must be an email address.

Postal Address:

IF KNOWN.

Position (Job Title):

IF KNOWN.

Why do you think the nominee should be inducted on the Honour Roll?

The purpose of this section is to understand the contribution made by the nominee.

The application should be more comprehensive than a biography, such as would appear in the published *Tasmanian Honour Roll of Women*. The Community Panel will primarily use the information provided in this section to make its decision.

Selection of new members will be guided by the following **criteria**:

- Contribution to the Tasmanian community
- An inspirational role model for Tasmanian women (how has the nominee been an inspirational role model)
- Personal, community, academic and/or professional achievements
- Achievements in advancing social justice (supporting the advancement of human rights and equality)

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- Contribution in their relevant field
- Contribution to the development of regional communities
- Degree of difficulty of the achievement
- Voluntary activity.

Contributions can be at any level, whether local (grassroots), state, national or international.

Please do not assume that the Community Panel will know about the nominee. A strong application will explain the contribution and demonstrate it through examples.

Provide your response here: *

Word count:

Must be no more than 800 words.

Tips for your nomination:

- Respond to the above criteria.
- Provide a summary of your nominee's background.
- Outline why you think they should be inducted onto the Honour Roll.
- Describe how their actions have contributed to the advancement of women in Tasmania.
- Include examples of what they have done, and how they have led, supported, influenced, and/or mentored others.
- Describe clearly how their actions have made a positive impact in their chosen field, passion, or area of interest.

Supporting Material

Nominators can upload up to **five** (5) documents as supporting material, which could include:

- Media or newsletter articles.
- Letters of support.
- References from someone who can substantiate your application and endorse the nomination. They may have had the opportunity to work with the nominee or witness their accomplishments first-hand.
- Links to relevant websites.
- Details of previous honours or awards.

File/s upload: *

Attach a file:

A maximum of 5 files may be attached.

Area of excellence

Please select up to **TWO** categories that best match the nominee's area(s) of excellence.

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Category selection: *

- | | | |
|--|---|--|
| <input type="checkbox"/> Aboriginal and Torres Strait Islander affairs | <input type="checkbox"/> Engineering | <input type="checkbox"/> Police |
| <input type="checkbox"/> Agriculture and/ or primary industries | <input type="checkbox"/> Emergency services | <input type="checkbox"/> Prevention of domestic/ family violence |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Environment | <input type="checkbox"/> Science, technology, mathematics and/ or research |
| <input type="checkbox"/> Arts and/ or media | <input type="checkbox"/> Government, public services and/ or politics | <input type="checkbox"/> Sport and recreation |
| <input type="checkbox"/> Business | <input type="checkbox"/> Health | <input type="checkbox"/> Tourism |
| <input type="checkbox"/> Childcare | <input type="checkbox"/> Human rights, justice and/ or corrections | <input type="checkbox"/> Veterans |
| <input type="checkbox"/> Community, advocacy and/ or inclusion | <input type="checkbox"/> Industry | <input type="checkbox"/> Volunteering |
| <input type="checkbox"/> Cultural heritage | <input type="checkbox"/> Literature | <input type="checkbox"/> Workplace relations |
| <input type="checkbox"/> Defence | <input type="checkbox"/> Medicine | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Education and/ or training | <input type="checkbox"/> Multicultural affairs | |

No more than 2 choices may be selected.

IMPORTANT INFORMATION

Closing Date

Nominations for the 2025 Honour Roll close at **midnight 30 September 2024**.

Late nominations will not be accepted.

Nominations **must** be made via this form (SmartyGrants).

What happens next?

Once your nomination is received it will be processed by Departmental representatives who may be in touch with you as the Nominator, to clarify details, as necessary. *We will only contact Nominees with the express permission of the Nominator.*

The Honor Roll has been granted an exemption from the [Personal Information Protection Act 2024](#) to allow for the collection of information as part of the nomination process.

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Nomination Assessment Process

All nominations will be assessed by a Community Panel, which has been appointed through an Expressions of Interest process managed by the Department.

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Nominations will be assessed by the panel on the following criteria:

- 1.The personal, academic, professional and community achievements of the nominee and the contribution made to their community, field of work or endeavour.
- 2.How the nominee has demonstrated collaboration beyond their field and/or their influence beyond their direct role.

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3. How the achievements of the nominee have generated or will generate long-term benefits for the local, state or national community.

4. Nature and length of involvement or actions in their chosen field.

Following the assessment process the Panel will make recommendations to the Departmental delegate for a final decision on successful inductees to the 2025 Tasmanian Honour Roll of Women.

Successful nominations

If your nomination is successful, we will engage with you in late 2024 to prepare for the induction.

If the Nominee is selected to be inducted onto the Honour Roll, the department will contact them directly, to ask if they wish to proceed with the induction.

For those selected for inclusion on the Honour Roll, the information provided in the nomination will be used to develop a biography suitable for publication. As part of this process, each inductee or their representative will be asked to confirm the accuracy of the biography. This biography and photograph, will be featured on the [Tasmanian Honour Roll of Women website](#) and in a commemorative folder.

Nominees will be publicly announced at the Induction luncheon to be held in Launceston in March 2025.

Photographs

We publish a photograph alongside every inductee on the Tasmanian Honour Roll of Women. This can be a photograph of a person, or something that represents the individual or organisation (for example a statue). We no longer require a photograph with the nomination form, but will request a relevant photograph for each successful inductee.

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. For more information, go to [Tasmanian Government Personal Information Protection \(www.tas.gov.au\)](http://www.tas.gov.au).

Please note by submitting this application form you:

- are agreeing to allow the Department of Premier and Cabinet to share your information for the purposes of assessing your nomination, and
- acknowledge that some information in relation to this nomination such, as the recipient name and any other details the department may consider appropriate, will be made public as part of a fair and transparent process when inducting members in to the Tasmanian Honour Roll of Women.

Contact

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To find out more about the Honour Roll, including previous inductees, visit the *Tasmanian Honour Roll of Women* website at www.women.tas.gov.au, email honourroll@dpac.tas.gov.au or call 1800 009 501.

CERTIFICATION AND FEEDBACK

* indicates a required field

Certification

I certify that to the best of my knowledge the statements made within this nomination form are true and correct.

I agree *

☐ Yes

☐ No

Date *

Must be a date

Nominator feedback

You are at the end of the nomination process.

Before you review your nomination and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

☐ Very Easy

☐ Easy

☐ Neutral

☐ Difficult

☐ Very Difficult

How many minutes in total did it take you to complete this nomination? *

Must be a number.

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the nomination process/ form that you think we need to consider:

INELIGIBLE NOMINATION

Your nomination is ineligible

Your response to the 'confirmation of eligibility' question indicates that the INDIVIDUAL or ORGANISATION you wish to nominate for the *Tasmanian Honour Roll of Women* is not eligible.

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Should you wish to discuss the eligibility for this program please **contact** us on **1800 009 501**.

Thank you for taking the time to review and consider a nomination.