

## Nomination Form Instructions

The Hepburn Shire Council recognises the leadership and achievements of women from all walks of life through the Hepburn Shire International Women's Day Heather Mutimer Women's Honour Roll which was launched on International Women's Day in 2005.

Each year - as part of the week of International Women's Day - up to five names are added to the Roll. Posthumous nominations can also be submitted. The full list of Honour Roll inductees can be viewed on the Hepburn Shire Council website [www.hepburnshire.com.au](http://www.hepburnshire.com.au).

## Who can be nominated?

The Honour Roll is open to women from any field of endeavour. Organisations are not eligible to be nominated. Nominees should:

- Identify as a woman
- Have lived, worked or volunteered in the Hepburn Shire.
- Be able to demonstrate the benefit of their activities (paid or unpaid) either through the organisation they serve or have served, or directly to the community.

## Nomination Categories

Nominations can be submitted under one or more of the following categories:

- Trailblazer: an inspiring role model who effectively leads the way for women starting out in a field that is traditionally male-dominated and has significant barriers for women
- Local champion: a dedicated member of their community who has used their skills and expertise in a voluntary or professional capacity
- Change agent: a woman who has made an enduring commitment in their field of expertise, interest or endeavour that has brought about significant and lasting change
- Emerging leader: a young woman redefining leadership in their career, field or passion
- Leading through disaster: a woman has led their organisation or community in disaster preparedness and response at a grassroots, state or global level.

Please tick the most appropriate category or categories below:

Trailblazer	
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Local champion	
Change agent	
Emerging leader	
Leading through disaster	

## Preparing a nomination

Your nomination should include:

- A fully completed nominator details form (question 5).
- Assurance that, should the nomination be successful, it would be accepted ie. Get permission from your nominee (question 2).
- A response to all relevant selection criteria questions outlined in this form (question 6 to 10 of this form).
- Up to four testimonials from others about the nominee (refer to point 11 on this form).
- It is important that you address as many sections of this nomination form as possible. This is a competitive Honour Roll as only a maximum of five names are added each year. The assessment panel need to be able to clearly understand and evaluate your submission.

## Selection criteria

Each eligible nominee will be assessed against the following considerations as relevant:

- Advancing women's status, interests and gender equity;
- Leadership qualities and sharing of individual skills and knowledge;
- Expanding the lives of individual women and their families;
- Creating long term sustainable change;
- Contributing creative, unique or innovative ideas or initiatives;
- Overcoming difficulties or challenges.

### 1. NOMINEE'S DETAILS

Title:	Family name:	
Given names:		
Preferred name:		
Postal address:		
Township:		Postcode:
Phone:	Mobile:	
Email:		
Date of birth:	Place of birth:	
Is the nominee deceased?      NO – go to 2 & 5      YES – go to 3, 4 & 5		
Has the nominee, lived, worked or volunteered in the Hepburn Shire? YES - please proceed with nomination      NO – This nominee is not eligible		

### 2. NOMINEE'S AGREEMENT

For the Heather Mutimer International Women's Day Honour Roll Committee to be able to accept the nomination, the nominee's agreement and signature should be provided.

I have gained permission from my nominee to proceed with this application, should it be successful, my nominee would accept being placed on the Heather Mutimer Honour Roll. My nominee has agreed for her information to be provided.

Signed by nominee:

If the nominee is under 18 years, please provide consent from a parental guardian:

Signed by parental guardian:

### 3. POSTHUMOUS AWARDS

If the nominee is deceased please provide next of kin details.

Nominee's date of death:	
Next of kin name:	
Relationship to nominee:	
Postal address:	
Township:	Postcode:
Phone:	Mobile:

### 4. NEXT OF KIN ACCEPTANCE (POSTHUMOUS ONLY)

*I am willing to accept the nomination on behalf of the above nominee.  
The nominee \* lived or worked in the Shire of Hepburn (\*delete that which is not applicable).*

**Next of kin's signature of acceptance:**

Click or tap here to enter text.

**Date:** Click or tap to enter a date.

### 5. NOMINATOR

Title:	Family name:
Given names:	
Nomination organisation (if applicable):	
Postal address:	
Suburb:	Postcode:
Phone:	
Email:	
Signature: Click or tap here to enter text.	
Date: Click or tap to enter a date.	

## Selection Criteria

**6. Please provide examples of how the nominee has advanced women's status, interests and/or gender equality (400-500 word limit)**

*Examples of this could include:*

- *Inspiring role model who breaks new ground and lays a foundation for women starting out in a traditionally male dominated field.*
- *Women who challenge traditional gender stereotypes, attitudes and norms.*

**7. Has the nominee demonstrated leadership qualities and/or shared her individual skills and knowledge: (400-500 word limit)**

*Examples of this could include:*

- *Community heroes who have made an outstanding contribution (voluntary activities or professional) to the Hepburn Shire community, whose accomplishments make them a strong role model for women.*
- *Women who have excelled professionally or academically using their skills and knowledge, whose accomplishments empower confidence and inspire other women.*

**8. Has the nominee enhanced the lives of individual women and their families, please provide examples: (400-500 word limit)**

*Examples of this could include:*

- *Women who have had a significant impact in improving lives of other women and their families.*
- *Helping those less fortunate, providing professional or educational opportunities for other women.*

**9. Please describe how the nominee has overcome difficulties or challenges through their personal achievements or projects: (400-500 word limit)**

*(There is no time to be shy or modest about the nominee – give them the recognition they deserve, tell us about their story, the challenges they have overcome and their achievements.)*

**10. Has the nominee contributed creative, unique, sustainable or innovative ideas or initiatives? (400-500 word limit)**

*Examples of this could include:*

- Celebrating women, who create an impact, innovate and make a difference with a unique idea.
- Women who position themselves as an innovative leader through the achievements that come from creative ideas and initiatives.

**11. Please attach testimonials (minimum 1 and maximum 4) from others about the nominee.**

**Lodging your nomination**

Mail to:

Hepburn Shire Heather Mutimer Women's Honour Roll  
PO Box 21  
Daylesford VIC 3460

Email: [shire@hepburn.vic.gov.au](mailto:shire@hepburn.vic.gov.au)

*Nominations close at 2pm on Thursday 27 October 2022*

*Please note that late entries or appeals will not be accepted.*