

Community Milestone Recognition Nomination



ABN 95399253048
Telephone 1300 790 919
Postal PO Box 2292 Yeppoon 4703
Enquiries www.livingstone.qld.gov.au

***Privacy Notice:** Livingstone Shire Council is collecting your personal information on this form for the purpose of assessing and administering community milestone recognition, and for related communications and events. Council may contact referees and organisations to verify information. Personal information will be handled in accordance with the Information Privacy Act 2009 (Qld) and relevant Council policies. Where consent is provided, Council may publish the nominee's name, milestone details and images on Council communication channels. If you do not provide consent, Council will not publish this information. Personal information will be securely stored and may be retained in accordance with the Public Records Act 2002 (Qld). For privacy queries or to request access to or amendment of your information, contact Council.*

Purpose

Use this form to nominate a person who has achieved a significant milestone in their professional career, sporting club, or community group commitment in Livingstone Shire. Examples include long service, retirement, life membership, or a major achievement.

Nominee Details			
Full Name			
Preferred Name (if different)			
Postal Address			
Phone		Mobile	
Email Address			
Date of Birth (optional, if relevant to milestone)			
Organisation / Club / Workplace (related to the milestone)			
Position / Role			
Is the Nominee a resident of Livingstone Shire?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Milestone Category				
Professional career milestone				
Sporting club milestone				
Community group milestone				
Other significant achievement				
Brief description of milestone (example, retirement from the teaching profession after 30 years of service)				
Total years of service				
Start year		End year		Milestone date (or expected date)

Name(s) of relevant organisation(s) / club(s)	
Key roles held	
Awards, life memberships or honours previously received (if any)	

Supporting Information

Citation (150 to 300 words recommended. Examples of impact: Community benefit, leadership, mentoring, innovation, inclusivity, cultural or social outcomes, significant achievements, service above and beyond.)

Attachments

- Letter(s) of support
- Service record or verification letter
- Photo of nominee suitable for publication
- Other (please specify)

Referee or supporting contact

Full Name			
Position / relationship			
Organisation			
Phone		Mobile	
Email Address			

Nominator Details

Full Name			
Organisation / Club			
Position / Role			
Postal Address			
Phone		Mobile	
Email Address			

Declaration by nominator

- I declare that to the best of my knowledge the information provided is true and correct.
- I understand Council may contact referees and relevant organisations to verify details.
- I consent to being contacted about this nomination.

Signature

Name

Signature

Date

If submitting online, tick to agree:

I agree to the declaration above.

Consent for publication and promotion

To support recognition activities, please indicate consent for Council to publish the nominee's name, milestone details, and photograph on Council channels such as website, social media, newsletters, media releases, and civic event materials.

Nominee consent

- I am the nominee and I consent to publication as described.
- I am not the nominee. I will provide written consent from the nominee or next of kin.
- Consent not granted.

If consent is not currently available

I request Council to contact the nominee directly to obtain consent using the contact details provided.

Recognition requested

Select the type of recognition you are seeking. Note that Council will determine the most appropriate recognition based on available programs and policies.

- Mayoral letter of congratulations
- Certificate of recognition
- Social media acknowledgement
- Civic reception or presentation opportunity
- Inclusion in Council newsletter or website
- Other (please specify)

Preferred timing (DD/MM/YYYY and details)

Accessibility and cultural considerations

Accessibility needs for any recognition event or presentation

Cultural considerations or protocols to be observed

Pronunciation guidance for names and titles	
--	--

Submission

Submit this form and any attachments by:

- Email: civicevents@livingstone.qld.gov.au
- Post: Livingstone Shire Council, PO Box 2292, Yeppoon QLD 4703
- In person: Customer Service Centres (Yeppoon or Emu Park)