

# Guide to preparing your online nomination entry

## Anthea Kerr Award

**The Anthea Kerr Award is awarded in honour of Anthea Kerr, who passed away suddenly at 38 years of age. At the time of Anthea's death, she was an Assistant Director General at the Department of Finance and Services, a role which was the culmination of an outstanding career of over 16 years in the NSW public sector. Anthea was a wonderful mentor and a great supporter of the Young Professionals Network.**

The award is to recognise future public sector leaders who are under 35 years of age and will be awarded to a maximum of two individuals each year. It will be awarded to people who exhibit in their work a deep commitment to public sector values and identified leadership potential – attributes that Anthea exemplified throughout her working life. The winner(s) of the Anthea Kerr Award will receive an individually customised professional development program to assist them in accelerating their career.

### Eligibility for Awards

The Anthea Kerr Award, is an individual award category for current public service employees under the age of 35 as of 1 July 2023 will be eligible for nomination and awards.

## How to enter your nomination

Create a log-in via the [Premier's Awards online portal](#), where you are required to submit an nomination for the [Premier's Awards](#). This template can assist you in putting together a nomination. A detailed guide to using the online nomination portal can be obtained from your [Awards Ambassador](#).

## Completing the nomination

Use numbers or characters as bullet points where appropriate or start new lines or paragraphs to focus on the requirements of the criteria. Speak to your [Awards Ambassador](#) for more information on how to nominate.

Avoid using jargon and provide a glossary if using acronyms or abbreviations for the judging panel members.

\*Where you see this symbol, a response to this question is compulsory.

## 1. Details

Entrant

.....

Cluster\*

.....

Department/Agency\*

.....

Nomination name\*

## 2. Nominator & Nominee details

### Nominee's details

Nominee's position title\*

.....

Nominee's email address\*

.....

Nominee's organisation/agency\*

.....

Office location (suburb)\*

.....

Employment status\*

.....

### Nominator's details

Nominator's name\*

.....

Nominator's organisation/agency

.....

Nominator's contact number\*

.....

Nominator's email address\*

### 3. Responses to Anthea Kerr Award nomination questions

#### **Summary of nomination\***

Briefly describe the individual that you are nominating for the Anthea Kerr Award and their deep commitment to the public sector values and leadership potential.

Note: if the nominee is shortlisted as a finalist, this text will be used in the nomination summary and on the Premier's Awards website.

(Word limit: 150 words)

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Nominators must complete the following three criteria. Each of the three criteria has equal weighting when scored by judges:

#### **Above and beyond\***

Briefly describe how the person went above and beyond their role or how they contributed to the success of a project or initiatives.

Consider: Collaboration, stewardship, mentoring, analytical thinking, integrating information from multiple sources.

(Word limit: 200 words)

### **Leadership\***

What leadership qualities or attributes does this person possess and how do they inspire direction and purpose in others?

Consider: Leadership, interpersonal skills, development of team or peers, leaders as role model, belonging and inclusion.

(Word limit: 200 words)

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### **Aspirations\***

What aspirations does this person have and what is the potential for their leadership skills to be applied to future roles or in other teams or agencies?

Consider: Mobility, adaptability, consistency.

(Word limit: 200 words)

## 4. Attachments

The online awards system will allow nominees to add attachments and to add links or videos. The maximum number of attachments or links is ten per entry, with a maximum file size of 5MB, and up to 10MB in total.

You may attach photos, graphs, tables, diagrams, videos, links and other supporting documentation with the nomination. These should be clearly referenced in the nomination text or listed in a separate attachment with descriptions of how each one supports the nomination.

Ensure attachments are relevant to the nomination and their purpose is clear to the judges. Physical examples of project or promotional collateral and materials will not be accepted. However, you may attach photos of these if they are crucial supports for the nomination.

Please remember to attach all supporting documentation in your email when sending this nomination form.

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### Add a links or videos

The link can be to a website, or to a video, e.g. YouTube or Vimeo URL. You can also add any extra information about the URL.

## 5. Referees

Please supply the names and contact details of two referees for the nominee (one of the referees can be the individual who supplied the written reference to the above three questions).

### Referee 1

Name\*

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Position title and connection to  
the nominee\*

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Email address\*

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### Referee 2

Name\*

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Position title and connection to  
the nominee\*

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Email address\*

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## 6. Final steps

The nominee is aged under 35 at 1 July 2023 AND is a NSW public sector employee, not a contractor\*

Does the nomination have evidence such as metrics or evaluation data to show the positive impacts of the work done by the individual, any improvements seen and any progress toward target and goals? Is the evidence included or attached?

How did you find out about this award?\*

Other

What recognition (if any) of being nominated is planned for this employee?

When nominating an individual, if you wish to remain anonymous to the nominee, please select.\*

☐ I wish to remain anonymous

☐ I wish to remain known.

### Completing your nomination application

Please remember to save this completed form and attach all supporting documentation in your email when sending your nomination.