

City of Mitcham Key to the City Guidelines and Nomination Form



Please note: The Order of Australia Nomination form is acknowledged as the basis of this nomination form.

Nominations are confidential and under no circumstances will the nominee be contacted directly by City of Mitcham staff for any information.

The nominee must be a current or former resident of the City of Mitcham.

You are not allowed to nominate a family member, relative or employer for an Award.

Two independent referee letters must accompany each nomination. The referee letters must verify the achievements of the nominee.

Elected Members or community will submit a nomination form to Council Administration who will compose a confidential report, to be presented to Chamber for consideration in the upcoming Council meeting relative to the submission date. All nominations will be considered in turn.

Successful Nominees will be recognised on a Key to the City Honours Board which is displayed in the Mayor's Parlour at City of Mitcham's Civic Centre, with the Mayor presenting the Award in Council Chambers pre Council meeting with recipients invited to celebrate at one of the four scheduled civic receptions held annually.

The granting of a Key to the City is a symbolic gesture with no formal entitlements.

Street Address:
131 Belair Road
Torrens Park SA 5062

Postal Address:
PO Box 21
Mitcham Shopping Centre
Torrens Park SA 5062

Phone: (08) 8372 8888
Fax: (08) 8372 8101
mitcham@mitchamcouncil.sa.gov.au
www.mitchamcouncil.sa.gov.au

City of Mitcham

Key to the City Nomination Form



Date of Nomination:	
INITIAL NOMINATOR CONTACT DETAILS	
Name	
Home Address	
Daytime Contact Number	
Email Address	
Relationship to the nominated person or group	
SECOND NOMINATOR CONTACT DETAILS	
Name	
Home Address	
Daytime Contact Number	
Email Address	
Relationship to the nominated person or group	
DETAILS ABOUT THE NOMINEE	
Please provide the following information if your nominee is an individual	
Name	
Date of Birth or Age Range	
Home Address	
Postal Address	
Position / Title (if any)	
Organisation (if any)	
Daytime Contact Number	
Email Address	
Period in which the nominee lived in the City of Mitcham	
Please provide the following information if your nominee is a group	
Full Name of Group / Organisation	
Address	
Contact Person	
Position / Title	
Daytime Contact Number	
Email Address	

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DETAILS ABOUT THE ACHIEVEMENTS YOU BELIEVE SHOULD BE ACKNOWLEDGED

Please provide complete answers to all the following questions describing in detail why and how your nominee (can either be an individual or group) has excelled and in what areas.

1. In what role(s) or area(s) has the nominee excelled?

2. How has the nominee demonstrated service worthy of recognition?

3. What are the specific outcomes of the nominee's contribution?

4. Has the nominee's contribution been recognised elsewhere (eg in the media, by other awards, professional / interest groups)? If yes, please list these.

5. What makes the nominee's effort more outstanding than other high achieving efforts?

6. How does the achievement you are highlighting relate to Council's strategic direction?

7. In summary, please provide a couple of sentences that explains why your nominee should be recognised with a Key to the City of Mitcham.

