



Phone. 02 9264 2000 **Fax.** 02 9264 5699

Postal. PO Box A233 SYDNEY SOUTH NSW 1235

Office. Level 2, 97 - 99 Bathurst Street SYDNEY NSW 2000

Web. www.ccansw.org.au

2019 RISING STAR AWARD

- **What is the Cemeteries and Crematoria Association of NSW (CCANSW) Rising Star Award**

The CCANSW Rising Star Award is an award acknowledging industry excellence, improvement, dedication and knowledge sharing. CCANSW provides sponsorship for a member's representative to attend work experience at another cemetery or crematoria in NSW (or Australia) and also to attend a CCANSW Conference.

- **What are the benefits of nominating for this award?**

The benefits of nominating for the award are exceptional. The person chosen to be the recipient of the sponsorship receives opportunities that may not have been presented to them before.

The recipient will be able to spend five days at another cemetery or crematoria provider (within NSW or Australia) learning the way in which that facility operates and functions. They will have an opportunity to learn or enhance their own skills as well as being able to pass on their knowledge and ideas to others. This facility/organisation will be chosen by the CCANSW Executive Committee and will be one that complements the knowledge of the recipient.

The recipient will also have the chance to attend a CCANSW Conference. This will allow the recipient to hear first hand the issues being dealt with by the industry and provide them with the opportunity to network and build new friendships and relationships, as well as pick up many new ideas.

- **What costs are covered by CCANSW?**

Work Experience: CCANSW will cover all reasonable transport costs and, if required, book and pay for any airfares. We will book and pay for your accommodation (room and breakfast only). Incidentals will be the responsibility of the recipient. We will also pay for reasonable expenses associated with lunch and dinner. Receipts for all expense claims must be submitted to the CCANSW Secretariat for reimbursement within one month of actual expense.

CCANSW Conference: CCANSW will cover all reasonable transport costs and, if required, book and pay for any airfares. We will book and pay for your accommodation (room and breakfast only). Incidentals will be the responsibility of the recipient. The recipient will be provided with a free Conference registration. Receipts for all expense claims must be submitted to the CCANSW Secretariat for reimbursement within one month of actual expense.

- **What costs are not covered by CCANSW?**

CCANSW will not provide spending money and any other costs not covered by CCANSW are to be borne by the recipient or their employer.

- **How do I become nominated?**
A nomination form will be circulated to all CCANSW members. It will be the responsibility of the member to nominate an employee who they think will benefit from the award. If you would like to be nominated then it is up to you to discuss the nomination with your manager/supervisor. Your employer will be required to complete and submit to CCANSW the nomination form which includes relevant membership details, the selection criteria and other questions.
- **Who can be nominated?**
Any CCANSW financial Full Member can nominate one of their employees. The nominee's place of work must complete at least 10 burials or 10 cremations per year and their primary type of work must be related to a cemetery and/or crematoria, the type of cemetery/crematory work can be either field or administration work.
- **How will I be notified of my success?**
Once all nomination forms have been submitted and the selection panel has made a decision, all nominees and the sponsorship winner will be notified. Once that notification takes place CCANSW will work with the recipient and their employer to implement the award.
- **What are the dates for nomination?**
Nominations will be accepted from **16 January 2019 to 22 March 2019**.

The selection panel will deliberate on all nominations and make a final decision.

- **Criteria**
The following selection criteria will apply when determining the successful recipient of the award. The applicant must:
 - Demonstrate a commitment to their position and their employer.
 - Be committed to participation in further development and willing to share job knowledge
 - Benefit from the award.
- **Who sits on the Selection Panel**
The selection panel will be the CCANSW Executive Committee. If needed, the CCANSW Executive Committee can co-opt additional members to sit on the selection panel.
- **Other relevant information**
It is extremely important that all nominees have the permission of their employer to nominate for the award and should they be successful have permission to attend a CCANSW conference and the work experience week.

For all nominations to be accepted the Nomination Form must be completed in full and the signature of the nominees employer must be provided in the relevant section.

CCANSW will select and confirm all transport and accommodation details.

The recipient will be required to speak about their experience at a CCANSW function and/or contribute in writing to a CCANSW publication.

CCANSW Executive Committee members are able to nominate staff members for the sponsorship. However, Executive Committee Members are not able to nominate as individuals, nor are they able to sit on the Selection Panel if a nomination from their organisation is being considered.

CCANSW will have the power to discontinue the sponsorship at anytime should they feel that the recipient performs in a manner not considered acceptable by the CCANSW Executive Committee.

The CCANSW Executive Committee, at its discretion, may withhold the award.



Phone. 02 9264 2000 Fax. 02 9264 5699
 Postal. PO Box A233 SYDNEY SOUTH NSW 1235
 Office. Level 2, 97 - 99 Bathurst Street SYDNEY NSW 2000
 Web. www.ccansw.org.au

2019 RISING STAR AWARD NOMINATION FORM

Name of Employer:

Nominator Details:

Name of Nominator:

Title of Nominator:

Nominator's Postal address:

P: M: E:

Names of the Cemeteries and/or Crematoria that your business controls:

.....

Number of burials annually: Number of cremations annually:

Nominee Details:

Name of Nominee:

Title of Nominee:

Nominees Postal Address:

P: M: E:

Name/s of Cemeteries/Crematoria that Nominee works in:

.....

Years worked in Cemeteries/Crematoria by Nominee:

Outline the different roles that the nominee performs within the Cemetery/ Crematoria:

.....

.....

.....

.....

This question is to be completed by the nominee:

I think I should be provided with the CCANSW "Rising Star Award" because:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Please complete and sign the following:

Nominator:

I, agree on behalf of their employer, that should my nominee be selected for the CCANSW Rising Star Award that their employer will allow that person to attend one week's (5 days) work experience in another area of NSW (or Australia), and to attend a CCANSW Conference. I understand that the time selected to attend these events will be a mutually agreeable time between the CCANSW, the work experience facility and the recipient's employer.

Signature of Nominator:

Date of Nomination:

Nominee:

I, agree should I be selected to receive the CCANSW Rising Star Award I will allow the CCANSW to use my image for promotional and publicity purposes. I agree to present and conduct myself in a manner that is acceptable during my work experience and attendance at the CCANSW Conference. I also agree that CCANSW Executive Committee selects the work experience venue.

Signature of Nominee:

Date: