



The Prime Minister's Prize for Australian History

2009 Nomination Guidelines

Nominations Close 5:00PM (AEDT) 9 October 2009

Information Line: (02) 6240 9047
Fax: (02) 6123 5856
Email: pmhistoryprize@deewr.gov.au
Website: www.deewr.gov.au/pmhistoryprize

Prime Minister's Prize for Australian History
Secretariat
Department of Education, Employment and
Workplace Relations
Location Code C16MT3
GPO Box 9880
CANBERRA ACT 2601



PART 1: Introduction and Overview

1.1. Introduction

1.1.1. The Prime Minister's Prize for Australian History is the nation's pre-eminent award for excellence in Australian history.

1.1.2. The Prime Minister's Prize for Australian History is awarded annually for an outstanding publication or body of work that contributes significantly to an understanding of Australian history.

1.2 Overview

1.2.1 The Prime Minister's Prize for Australian History comprises an embossed gold medallion and a tax free grant of \$100,000 and may be awarded to an individual or a group, if the achievement is a collaborative or team effort. Should a group, or more than one individual, be awarded the Prize, each member of the group or each Prize winner will receive an equal portion of the Prize. Please note that where the Prize winner is a public sector organisation (such as an arm of the Australian Defence Force or a state or territory government department), the grant will not be paid.

1.2.2 Eligible nominated works can include a published book, a documentary for radio or television, CD-ROM, DVD or other form of multimedia. The nomination could include a series of these works. Nominations must have been first published, produced or broadcast between 1 January 2008 and 30 June 2009.

1.2.3 The subject of works submitted could include, but is not limited to:

- historical events;
- historical figures (including biographies); and
- work covering a particular subject.

1.2.4 Nominees must be Australian citizens or permanent residents and must also meet the requirements outlined in these Guidelines.

1.3 Definitions

1.3.1 In these Guidelines:

- a) "Application Form" refers to the Prime Minister's Prize for Australian History Application Form;
- b) "Committee" or "Committee's" refers to the Prime Minister's Prize for Australian History Advisory Committee;



- c) “Finalist” refers to those included on the final shortlist recommended by the Advisory Committee to the Prime Minister for consideration;
- d) “Guidelines” refers to these guidelines, the Prime Minister’s Prize for Australian History Nomination Guidelines;
- e) “Nomination” refers to work or body of work submitted to the Secretariat for consideration by the Advisory Committee;
- f) “Nominator” refers to the person nominating a Nominee;
- g) “Nominee” means the author of the work or body of work nominated for the Prime Minister’s Prize for Australian History;
- h) “Prize” refers to this, the Prime Minister’s Prize for Australian History;
- i) “Recipient” refers to someone who is awarded the Prime Minister’s Prize for Australian History;
- j) “Secretariat” refers to the Prime Minister’s Prize for Australian History Secretariat within the Department of Education, Employment and Workplace Relations;
- k) “The Department” or “Departmental” refers to the Australian Government’s Department of Education, Employment and Workplace Relations (DEEWR).

1.4 Closing Date for Nominations

- 1.4.1 The closing date for nominations to the Secretariat at the details provided in Section 1.5 is **5.00 pm, 9 October 2009 (AEDT)**.
- 1.4.2 Nominations must be accompanied by the supporting documentation outlined in Section 2.3. Nominations not received by the closing date may not be considered. Nominations will not be accepted at any other time unless proof of exceptional circumstances is supplied in writing and approved by the Secretariat.

1.5 Secretariat Contact Details

- 1.5.1 Nominations should be sent to:

Secretariat
Prime Minister’s Prize for Australian History
Department of Education, Employment and Workplace Relations
Location Code C16MT3
GPO Box 9880
CANBERRA ACT 2601



PART 2: Nomination Process

2.1 Guidelines for Nominators

- 2.1.1 Nominations are sought from individuals who have personal knowledge of the nominated work or body of work and who can offer expert or informed opinions about its worth as a significant contribution to an understanding of Australian history. Self-nominations will be considered.
- 2.1.2 People who nominate others can do so only if they have obtained the nominee's consent in writing before lodging the nomination and provide a copy of the nominee's consent with the nomination documents.
- 2.1.3 The "Nominee" is the author of the work or body of work nominated for the Prime Minister's Prize for Australian History.
- 2.1.4 Eligibility for the Prime Minister's Prize for Australian History is limited to Australian citizens or those who hold permanent resident status in Australia, and documentary evidence to support this is required (see Section 2.4). If the Nominee is a group or organisation, all members of the group must be Australian citizens or permanent residents.
- 2.1.5 A work shall be eligible for the Prime Minister's Prize for Australian History even if it is nominated or short listed for, or is selected as a winner of, other awards and prizes. However, works cannot win both the Prime Minister's Prize for History and a Prime Minister's Literary Award.

2.2 Conditions of Entry

- 2.2.1 Seven copies of each nomination, accompanied by a completed Application Form must be submitted in writing to the Secretariat by the closing date (see Section 1.4).
- 2.2.2 All works nominated for the Prize must:
- a) Have been first published, produced or broadcast between 1 January 2008 and 30 June 2009. Works which have not yet been published, produced or broadcast within this time frame will not be eligible for the Prize;
 - b) Be first editions, revised editions of previously published works are ineligible;
 - c) Be published, produced or broadcast by Australian citizen/s, and/or, Permanent Resident/s;
 - d) Be submitted to the Secretariat by the closing date of nominations (see Section 1.4);
 - e) Be submitted with complete and accurate supporting documentation (see Section 2.3), including the Application Form; and



- f) Be in the English language (a work written in a language other than English can be nominated if the English translation is published, produced or broadcast within the eligible period).

2.2.3 Submitted copies of works shall not be returned to the entrant.

2.3 Supporting Documentation

2.3.1 Each nomination for the Prize must be accompanied by supporting documentation as set out below. Supporting documentation must be provided in hardcopy, unbound and unstapled to the Secretariat by the closing date for nominations (see Section 1.4). Only one copy of supporting documentation for each nomination is required.

2.3.2 The required supporting documentation is as follows:

- a) A correctly completed and signed copy of the Application Form;
- b) Documentary evidence of Australian citizenship or permanent resident status (e.g. a photocopy of birth certificate or passport). These must be “true copies”, certified as such on the relevant pages indicating citizenship or permanent residency, by a person authorised to do so (see Section 2.4.1);

2.4 Proof of Citizenship of Nominees

2.4.1 The Department does not require that original citizenship or permanent residency documents be provided with the nomination. “True copies”, certified as such on the relevant pages indicating citizenship or permanent residency, by a person authorised to do so, are sufficient. Persons authorised to certify true copies include Justices of the Peace, public servants with 5 or more years of continuous service, teachers employed on a full-time basis at a school or tertiary institution, dentists, medical practitioners, pharmacists, police officers, magistrates, barristers, solicitors, civil marriage celebrants, and Ministers of religion registered under Division 1 of Part IV of the *Marriage Act 1961*.

2.4.2 Certified copies of documents confirming Australian citizenship and/or permanent residency must be signed and dated with the full name and occupation of the person authorised to do so (as defined in 2.4.1).

2.5 Provision of false or misleading information

2.5.1 The Australian Government Department of Education, Employment and Workplace Relations administers the Prime Minister’s Prize for Australian History. Giving false or misleading information to the Australian Government is a serious offence under the Commonwealth Criminal Code. If any nomination contains information that is misleading, it will be excluded from further consideration for the Prize.



2.6 Applicant's responsibility

- 2.6.1 Nominators are responsible for ensuring that they have examined these Guidelines and have satisfied themselves that the information they have provided is complete and accurate.
- 2.6.2 Nominations should be submitted with the Application Form. By completing the Application Form, the nominator and the nominee/s agree to be bound by these Guidelines.
- 2.6.3 Nominators should be aware that nominations not received by the closing date may not be considered. Nominations will not be accepted at any other time unless proof of exceptional circumstances is supplied in writing and approved by the Secretariat. Nominations cannot be revised by the nominator or nominee after they have been submitted to the Secretariat.
- 2.6.4 Nominators and nominees are responsible for all costs incurred in the preparation and submission of nominations and in respect of any discussions, negotiations, enquiries or any work undertaken by them after the nomination has been submitted.

2.7 Confidentiality

- 2.7.1 Subject to these Guidelines, the Department gives no undertaking to keep confidential any information provided in the nomination unless that information is clearly identified as information that the Nominator or Nominee considers should be treated as confidential, including reasons for the request to treat such information as confidential.
- 2.7.2 The Department reserves the right to accept or refuse a request to treat information as confidential. The Department will use the criteria as set out in the Australian National Audit Office's Report Number 38 / 2000 (*The Use of Confidentiality Provisions in Government Contracts*) as a guide when determining whether to accept a claim for confidentiality.
- 2.7.3 The report can be viewed at Publications/Audit Reports on the ANAO website (www.anao.gov.au).
- 2.7.4 Material created by the Commonwealth through the awards process, such as media statements, interviews, videos and photographs may be used or disclosed by the Department in the promotion of Australian history or Australian history education programmes.
- 2.7.5 The Department's obligations to keep information confidential will not be breached if information:
- a) is disclosed by Us to the responsible Minister;
 - b) is disclosed by Us, in response to a request by a House or a Committee of the Parliament of the Commonwealth of Australia;



- c) is authorised or required by law to be disclosed; or
- d) is in the public domain otherwise than due to a breach of this clause.

2.8 Uses of Nomination Materials

2.8.1 All information and material provided from Nominators and Nominees is accepted on the understanding that such information and material may only be used or disclosed:

- a) in the process of determining the recommended recipient of the Prime Minister's Prize for Australian History;
- b) for the purposes of informing Federal Members of Parliament and the public about award outcomes (Federal Members of Parliament are persons to whom such information is usually disclosed);
- c) in any Governmental or Departmental publicity concerning the Prime Minister's Prize for Australian History; and
- d) in any Governmental or Departmental publicity concerning the promotion of Australian history and Australian history education.

2.8.2 The Department may check the information provided with information in its databases and publicly available databases to check probity.



PART 3: Assessment Process

3.1 Eligibility

- 3.1.1 All nominations submitted to the Secretariat will be assessed as to whether they are eligible for the Prize. In order to be eligible, nominations must meet all the requirements outlined in Part 2 of these Guidelines. Ineligible works will not be considered by the Advisory Committee.
- 3.1.2 The Secretariat's decision upon the eligibility of a nomination shall be final.

3.2 Criterion

- 3.2.1 Each eligible nomination will be assessed as to whether it constitutes “an outstanding work or body of work that contributes significantly to an understanding of Australian history”.

3.3 Nominations of a Group of Works

- 3.3.1 Nominations submitted as a series or group of works must all have been first published, produced or broadcast between 1 January 2008 and 30 June 2009. All parts of the group nomination must be considered by the Prime Minister's Prize for Australian History Advisory Committee as of equal merit for the group of works to be short-listed.

3.4 Advisory Committee

- 3.4.1 The Prime Minister's Prize for Australian History Advisory Committee is appointed annually to recommend a shortlist of nominated works to the Prime Minister.
- 3.4.2 Advisory Committee members are selected for their knowledge of Australian history, and their expertise in this field. The names of those appointed to the Advisory Committee will be announced and posted on the Prime Minister's Prize for Australian History website (www.deewr.gov.au/pmhistoryprize). Each Advisory Committee member, including any replacement member (see below) is required to sign a Conflict of Interest Declaration and a Deed of Confidentiality.
- 3.4.3 If, for any reason, a member of the Prime Minister's Prize for Australian History Advisory Committee is unable to perform his or her duties on the Committee, a replacement may be appointed. Any information about the appointment of a replacement member to the Advisory Committee may be posted on the Prime Minister's Prize for Australian History website at the Department's discretion.
- 3.4.4 The Advisory Committee will consider all eligible nominations. The Committee reserves the right to seek comments from any person or body they consider likely to have information that will assist them in assessing the nomination.



- 3.4.5 When the assessment process has been completed, the finalists will be privately notified and invited to a presentation event. A summary of their works will also be posted on the Prime Minister's Prize for Australian History website (www.deewr.gov.au/pmhistoryprize). Unsuccessful nominees will not be advised personally of the results.
- 3.4.6 The Prime Minister will make the final decision on the awarding of the Prime Minister's Prize for Australian History, taking into account the Advisory Committee's deliberations.
- 3.4.7 The decisions of the Prime Minister and the Advisory Committee are final and no discussion or correspondence will be entered into concerning these decisions.
- 3.5 The *Privacy Act 1988***
- 3.5.1 The Department, its contractors and agents are bound, in administering the Prime Minister's Prize for Australian History, by the provisions of the *Privacy Act 1988*, which prevents personal information from being disclosed without appropriate consent, unless the disclosure is required or authorised by law. Section 14 of the Privacy Act contains the Information Privacy Principles (IPPs) which prescribe the rules for handling personal information.
- 3.5.2 The Department, Advisory Committee and any subcommittees must abide by the IPPs and the Privacy Act when handling personal information collected or created for the purposes of administering the Prime Minister's Prize for Australian History. In brief, the Department, the selection committee and any subcommittees must ensure that:
- a) personal information is collected in accordance with IPPs 1-3;
 - b) suitable storage arrangements, including appropriate filing procedures are in place;
 - c) suitable security arrangements exist for all records containing personal information;
 - d) access to a person's own personal information held by the record-keeper is made available to the person at no charge (unless the record-keeper is required or authorised by law to refuse to provide access to the person);
 - e) records are accurate, up-to-date, complete and not misleading;
 - f) where a person requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment are noted on record;
 - g) the personal information is only to be used for the purposes for which it was collected, and for other purposes where expressly allowed by IPP 10; and
 - h) personal information is only disclosed in accordance with IPP 11.
- 3.5.3 Any use or disclosure of this information and material by the Department, its contractors and agents will be in accordance with the *Privacy Act 1988*.



- 3.5.4 The Nominee understands that once information has been made available to the general public the Department has no control over how the information will be disseminated.

3.6 Privacy Complaints

- 3.6.1 Complaints about possible unauthorised use of disclosure of information, personal or otherwise, should be referred to the Privacy Contact Officer of the Administrative Law Branch in the Legal, Investigations and Procurement Group of the Department of Education, Employment and Workplace Relations.
- 3.6.2 Privacy complaints can be made directly to the Federal Privacy Commissioner. However, the Federal Privacy Commissioner prefers that the Department be given an opportunity to deal with the complaint in the first instance.

3.7 Freedom of information

- 3.7.1 All documents created or held by the Department with respect to the Prime Minister's Prize for Australian History are subject to *the Freedom of Information Act 1982* ("FOI Act"). The FOI Act provides a general right of access to documents in the possession of the Department, subject to certain exceptions and exemptions necessary for the protection of the essential public interests and the private and business affairs of those of whom the information is collected.
- 3.7.2 All FOI requests must be referred to:

The FOI Coordinator
Administrative Law Branch
Legal, Investigations and Procurement Group
Department of Education, Employment and Workplace Relations
GPO Box 9880
CANBERRA ACT 2601

Decisions regarding requests for access will be made by the Department's authorised FOI decision-maker in accordance with the requirements of the FOI Act.

3.8 Disclaimer

- 3.8.1 The Department reserves the right, in its absolute discretion, not to accept incomplete or late nominations.
- 3.8.2 The Department will not accept responsibility for any misunderstanding arising from the failure by a Nominator or Referee to comply with the requirements set out in these Guidelines, or arising from any ambiguity, discrepancy, inconsistency, error or omission contained in a nomination for the Prime Minister's Prize for Australian History.



- 3.8.3 The Prime Minister and/or the Prime Minister's Prize for Australian History Advisory Committee reserves the right not to recommend an award of a particular Prize in any year if they consider that the nominated works are not of sufficient merit.
- 3.8.4 All decisions taken and recommendations made by the Prime Minister's Prize for Australian History Advisory Committee shall be binding and final, and no correspondence will be entered into between the Nominee and/or the Nominator with the Committee on any matter. No contractual or other legal relationship shall be assumed between the Committee, its members or the Commonwealth and any person nominated for the Prime Minister's Prize for Australian History.



PART 4: The Prize

4.1 Prize money

- 4.1.1 Winners of the Prime Minister's Prize for Australian History will be awarded a tax free and unencumbered grant of \$100,000. Should the Prize be awarded to more than one recipient, the Prize grant will be divided equally between recipients.

4.2 Medallion

- 4.2.1 Winners of the Prime Minister's Prize for Australian History will also be presented with an embossed gold medallion.

4.3 Promoting the Prize

- 4.3.1 The Australian Government expects that the recipient of the Prime Minister's Prize for Australian History will from time to time assist in publicly promoting Australian history and the teaching of Australian history. For this reason recipients should be prepared to undertake a small number of local public engagements in the year following their award. Costs such as travel and accommodation may be covered at Government expense (to the limit of Government standard rates) in the event these are not covered by event organisers; however, any request to meet such costs will be considered in terms of value-for-money offered by the event in question.
- 4.3.2 It is hoped that the award of a prize for Australian history will have benefit in terms of recognition of the award recipient, including through invitations to speak at specialist or public forums. Where such invitations eventuate, the recipient is requested to inform the Prime Minister's Prize for Australian History Secretariat within the Department of Education, Employment and Workplace Relations, and advise the Secretariat whether the invitation was accepted, for a period of two years from when the Prize is awarded. In cases of acceptance, the Prize recipient is requested to send any press clips of any media coverage generated by the event to the Secretariat.
- 4.3.3 The cash grant which is part of the Prime Minister's Prize for Australian History is awarded in recognition of achievement and is provided on an unencumbered basis. Recipients are free to use the grant for whatever purpose they choose. In the event that a recipient decides to use the grant beneficially for others (for example through the creation of a scholarship), he/she is requested to advise the Secretariat of this decision. As noted above, in the event that the winner of the Prize is a public sector organisation the cash grant will not be paid.