



THE CBCA BOOK OF THE YEAR AWARDS POLICY

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| Policy Name: The CBCA Book of the Year Awards | Number: PL-007-05 |
| Version Date: 5 th March 2018 | Number of Pages: 29 |
| Summary of Policy: This policy contains: The Children’s Book Council of Australia guidelines for implementing the Book of the Year Awards | |
| Persons Affected: <input type="checkbox"/> Executive Officer and other Staff /Employees of the Board <input type="checkbox"/> CBCA State and Territory Branch Members seconded to the Board’s Committees and Sub-Committees <input type="checkbox"/> CBCA Judges of the Book of the Year Awards <input type="checkbox"/> CBCA National Board Directors | |
| Supercedes Policy Number: PL-007-04 dated 8 May 2017 PL-007-03 dated 8 March 2017. PL-007-02 dated 6 March 2016. PL-007-01 dated 26 October 2015. Previously this policy was part of the Awards Handbook, last updated in 2014 | |
| Relevant Forms: See Awards Procedures and Templates Judge Nomination Form Judge Deed of Engagement CBCA Book of the Year Award Entry Form | |
| Approved At the CBCA National Board meeting of: 5 March 2018 | |
| (Signature)(Date):..... | |

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1. POLICY INTENT

This policy incorporates all rules and regulations that relate to the CBCA Book of the Year Awards. It includes the framework for implementing the CBCA Book of the Year Awards. It should be read in conjunction with the Awards Procedures and Templates.

2. BACKGROUND

Since 1945 the Children's Book Council of Australia (CBCA) has grown from a small Sydney-based group to a national organisation which exerts a profound influence on children's books. The advocacy role played by the CBCA promotes the literary experience for children and assures the scope and vitality of books for children. The annual CBCA Book of the Year Awards affirm the quality of some of Australia's most creative people and provide a boost to their capacity to devote time to their craft. Throughout the life of the Awards, a number of valued sponsors assisted with funding the monetary prizes. However, in the financial climate of the 1990s it became increasingly difficult to attract sponsorship.

In its golden anniversary year the CBCA 1995 Annual General Meeting in Brisbane adopted a proposal to establish an Awards Foundation (AF). Margaret Hamilton (former National President) and June Smith (former National Vice-President), who presented the proposal, were appointed managers of the CBCA Awards Foundation and heads of the National CBCA Awards Foundation Committee. This national committee was made up of representatives from all Branches of the CBCA and reported to the National Council. The one million dollar goal of this committee was realised in 2006. The future and independence of the Awards are now secure but diligent financial management and growth of the capital investment with further donations are vital, to ensure their ongoing viability.

Prizes for the CBCA Book of the Year Awards are funded from the interest earned by the investments of the CBCA Awards Foundation. None of the principal is used for any purpose other than investment to earn the highest return. The Committee of Responsible Persons, in consultation with the CBCA National Board decides how the available interest will be divided amongst recipients of the CBCA Book of the Year Awards.

In 2017 it was agreed that the Crichton Award, previously administered by the Victorian Branch would be incorporated into the National CBCA Book of the Year Awards. In 1985 Mr Wallace Raymond Crichton left a legacy to The Children's Book Council of Australia (Victorian Branch). The Branch decided to establish an award to recognise and encourage new talent in the field of Australian children's book illustration. It was first awarded in 1988 and each year's winner receives a certificate and a monetary reward.

3. REVIEW

This policy is endorsed by the CBCA National Board and is reviewed each year by the CBCA Awards Committee to ensure that approved amendments are

incorporated. The Awards Procedures and Templates are produced and reviewed annually by the Awards Committee to ensure that they align with this policy. The policy is to be uploaded to the CBCA website at the beginning of each year and sections of the website are to be updated to reflect any changes in policy.

4. RESPONSIBILITIES AND IMPLEMENTATION

The Awards Committee of the CBCA National Board will determine matters that arise and are not covered here.

The Awards Committee is responsible for all questions of eligibility, conflicts of interest, interpretations of rules and difficulties experienced by or with judges. Their decisions will be reported to the CBCA National Board on a regular basis.

Changes to the Awards structure and policy shall be approved by the National Board for implementation in the following year's Awards. Any changes to the Awards Policy should be submitted to the Awards Committee who may recommend changes to the Board and ratification at the AGM.

Other CBCA Awards, including Branch Awards are included in a secondary policy – CBCA Other Awards.

5. AIMS AND OBJECTIVES

Established with the first awards in 1946, the annual CBCA Book of the Year Awards aim to:

- promote quality literature for young Australians;
- support and encourage a wide range of Australian writers and illustrators of children's books and;
- celebrate contributions to Australian children's literature.

6. CATEGORIES

The Children's Book Council of Australia Awards are for books with an implied readership under the age of eighteen.

There are six categories in the CBCA Book of the Year Awards:

a. CBCA Book of the Year: Older Readers.

Entries in this category should be for books for young people aged between 13 and 18 years (secondary school level). Readers require a degree of maturity to appreciate the themes and scope of emotional involvement. Books in this category may be fiction, drama, illustrated text, poetry or graphic novels.

b. CBCA Book of the Year: Younger Readers.

Entries in this category should be books published for children in the age range from 7 to 12 years (primary school level). Books in the category may be fiction, drama, graphic novels, illustrated text or poetry.

c. CBCA Book of the Year: Early Childhood.

Entries in this category should be books suitable in content and style for pre and beginning readers for children in the age range 0 to 6 years (pre-school and infants level). This include works of fiction, poetry, wordless, board and concept books.

The illustrations reflect all the text on the page and often do not add extra meaning to the storyline.

d. CBCA Picture Book of the Year.

Entries in this category should be books of the genre **in which the text and illustrations achieve artistic and literary unity** and the story, theme or concept is enhanced and unified through the illustrations. A picture book can be written and illustrated by a sole creator or a collaborative effort between two or more creators. The text and illustrations work cohesively. **The illustrations are an integral part of, or extend the meaning on the page.** The age range for this category is 0 to 18 years

e. The Eve Pownall Award.

Entries in this category should be books with the **prime purpose of documenting factual material**. Consideration should be given to imaginative presentation, interpretation and variation of style. This includes works of non-fiction, autobiographies and biographies. This does not include activity books, text books or procedural texts. The age range for this category is 0 to 18 years.

f. Crichton Award.

Entries in this category are for books where **the illustrator is emerging or new to the field of children's book illustration**. The entry must be the illustrator's first illustrated book published by a trade publisher where illustrations form a significant part of the book's narrative or information content. The age range for this category is 0 to 18 years.

See also Appendix 1 for further clarification of categories.

A book may be entered in more than one category, each category entered incurs the entry fee and needs to be accompanied by 5 copies of the book. An entered book will be judged only in the nominated category against the particular category criteria.

If judges or the Awards Committee feel that an entry has been placed in the wrong category and is considered a worthy inclusion in a different category from that which it is entered, then the Awards Committee will contact the publisher and discuss possible movement and provision of additional 3 copies of books for the new category. If they decline to change categories, the book will only be considered against the criteria of the entered.

7. AWARD JUDGING CRITERIA

Entered books are assessed primarily for literary qualities of the text, editing and book production;

- outstanding literary merit, including cohesiveness in significant literary elements;
- language chosen for its appropriateness to the theme and style of the work with proper regard to the aesthetic qualities of language; and
- originality in the treatment of literary elements as they apply to the form of the work.

Consideration is given to the quality of illustrations, book design, editing and quality of production

See also Appendix 2 for further detail of criteria.

8. ELIGIBILITY CRITERIA

Only publications that meet both the criteria for books and the criteria for creators will be accepted.

Payment of the entry fee must be received to be eligible.

Decisions by the Awards Committee regarding eligibility are final and no correspondence will be entered into. Books and entry fees will not be returned if an entry is deemed ineligible.

8.1 Eligibility Criteria for Books

8.1.1 Books must be **published in Australia** between 1 January and 31 December of the year of entry with a valid ISBN.

8.1.2 Books must be available for purchase by the general public in Australia via an Australian distributor.

8.1.3 Books must be written in the English language or if bilingual texts, one language must be English.

8.1.4 Books entered must meet at least one of the following five criteria to be eligible:

- a. Not previously published;
- b. New picture book version of previously published text;
- c. Retelling of traditional materials;
- d. Anthology or collection, of which the greater part of the work has not previously been published in a single volume;
- e. Substantially revised edition. (Publishers to provide extent of revisions.)

8.1.5 These awards are only for books in the printed format, as distinct from digital and audio visual formats.

8.1.6 Only entries for readers up to eighteen years will be eligible.

Additional Details

Any entries with accompanying non-book materials will be judged solely on the merits of the book component.

Text books, activity books, joke books or catalogues will not be eligible for entry.

Books written as part of a series or published in serial form will be judged as separate entities which must be able to 'stand alone' as a complete work in their own right. Each must have an independent structure and not be reliant on other parts of the series.

Books entered as a boxed set with an ISBN for the set will be judged as a whole and attract one entry fee.

Books in manuscript form are not eligible for these awards.

8.2 Eligibility Criteria for Creators

The term 'creator' includes authors, retellers, editors of anthologies, and illustrators whose illustrations in any medium form a substantial part of the book. If there are two or more major creators, publishers must provide information on the eligibility of each one.

A creator must be:

- a. An Australian citizen no matter where resident or
- b. A person resident in Australia for at least two years prior to 31 December in the year of publication or
- c. A person who holds permanent residency status for Australia.

If a creator is not an Australian citizen, eligibility will cease at the time she/he ceases to be resident in Australia.

Books by a deceased creator are eligible for entry only if the creator has died in the year of publication.

If a joint creator, in the judges' opinion, has not made a significant contribution to the book, they will not be eligible for an Award. Only creators who meet the criteria will be eligible, however this does not preclude the other creator/s receiving the Award.

An illustrator can only enter the Crichton Award category once.

8.3 Acceptance of Entry

Entry to the Book of the Year comprises three components: the entry form, payment of entry fee and the required number of copies of the books. Books will not be eligible for entry without a completed entry form and payment of entry fee.

The CBCA reserves the right to review the entry fee annually. . **The basis of the fee is to cover the administration costs of the Awards.**

Eligibility of the book and creator/s will be confirmed by the Awards Committee. Entries deemed ineligible for the Awards will not be returned nor the fee refunded.

Entry to the Awards is open between **1 March and 30 November** for books published from 1 January to 31 December.

All entries will be acknowledged and receipted.

While all reasonable care will be taken, no responsibility will be accepted for loss or damage of submitted entries.

Copies of Books entered

The books will be distributed to the appropriate category judges and the Awards Committee. Judges are entitled to keep their copies to be used for judges' presentations.

The Shortlisted books are kept at the CBCA National Office for storage and remaining copies are given to designated recipients. Submitted copies of books whether deemed eligible or not, shall become the property of the CBCA and shall not be returned to the entrant.

Entry Form

The information contained in the entry form will be entered and maintained on a secure database. For further information regarding keeping of personal information please refer to the CBCA Privacy Policy.

9. JUDGES

9.1 Responsibilities and Duties of Judges

9.1.1 Reading Requirements

Judges will be required to read all books entered in their category during the judging period. Books will be sent to judges monthly and judges will have four weeks to respond with comments and voting.

9.1.2 Reporting Requirements

Judges will be required to write a brief report, vote on and discuss each book in an on-line forum.

Each judge in a category will be asked to write a first draft critique on a rotational basis throughout the reporting period on selected books.

The Awards Committee will be responsible for editing draft critiques for accuracy prior to the list being handed over to the merchandise editors.

Each judge will be asked to contribute to the Judges' Report.

Each judge on a rotational basis will be required to contribute to a monthly Judges' Report for the CBCA Branches and the CBCA community.

9.1.3 Category Panel Meetings

Judges should be available for teleconferences, Skype meetings or other such meetings as determined by their panel to facilitate discussion, reflection and reporting on entries. During these panel meetings the Notable, Short List, Honour and Winner books will be discussed and recommended.

Teleconferences will be held during the judging period to review the books that are being considered for Notables. They are convened at the request of judges or at such time as 10 or more entries are considered to require further review and discussion.

Voting on the Notable and Short Lists voting and will occur via on-line forums and teleconferencing with the majority of the panel agreeing.

See appendix 3 for further description of the judging process

9.1.4 All Judges Meeting and Announcements

A face to face meeting, may be convened for all judges. During this conference the Honour and Winner books will be confirmed.

Judges will be asked to participate in the making of the on-line judges' presentation through video recording of the judges' report on the Short List books. Judges will be invited to attend the CBCA Notables and Short List Announcements and the CBCA BOTYA Announcement, or other such events as deemed appropriate and affordable by the Board.

The CBCA will cover the costs related to the accommodation, flights and meals for judges to attend the Judges' Conference. Attendance at other events will be at the judge's expense. Priority to attend events will be given to local judges to minimise costs where possible.

9.1.5 Judges' Presentations

Judges are expected to speak at a range of functions on the Notable and Shortlisted books for their local CBCA Branch, which will issue invitations accordingly.

Judges will be asked to participate in the making of a video and workshop presentation on the Short List titles for distribution to CBCA members via an on-line platform.

9.1.6 Confidentiality

All judging deliberation **MUST** remain strictly confidential. Apart from the official judges' report which is published to coincide with the Awards announcement, all individual reports are destroyed.

All reports and/or announcements in relation to the Awards will be distributed by the CBCA National Office under the direction of the Awards Committee. Maintaining strict confidentiality is vital. The National Board, Branches and relevant stake holders are informed of the Winner, Honour, Shortlisted and Notable books at designated times.

This is the sole responsibility of the National Office to distribute to ensure embargoed times are not breached.

Branches requests for information should be directed to the National Office **Judges must not give out any information regarding the Awards, entries, prize winners, personal or other comments relating to individual books or categories.**

9.1.7 Deed of Agreement

Upon selection each judge will be asked to sign a Deed of Agreement, acknowledging any conflict of interest, the time commitment, reporting requirements and confirming their commitment to confidentiality.

See appendix 5 for the draft Deed of Agreement

9.2 Eligibility for serving as a Judge

All judges must be current individual members of a Branch of The Children's Book Council of Australia and have the right to work with children as determined by regulations in their State or Territory.

9.2.1 Conflict of Interest

It is important for perceptions of fairness in the Awards that judges have no conflict of interest in the outcome of the Awards during their term of office. Candidates should carefully consider CBCA's conflict of interest policy before seeking nomination and must include with their nomination documents a completed Conflict

of Interest declaration form. If appointed, a judge's obligations to consider and disclose actual and potential conflicts of interest is ongoing.
See appendix 4 for the nomination form and declaration

9.2.2 Vested Interest

A person with a vested interest in the Awards may not be a judge. For the purposes of these Awards a vested interest is taken to be any financial gain obtained from or other financial association with the actual publication process of a *current* entry in the Awards. This may exclude publishers and their employees and may also exclude authors, illustrators, editors and others whose works would be entered in the Awards during their term of office.

9.2.3 Associations with an Entry

A judge who has a non-financial association with a current entry (such as mentoring the author or editorial role) or a financial association that is subsequent to the publication of a current entry (such as a paid review, a bookselling position or preparing readers' notes) must declare that association to the other judges and National Board through the Awards Committee.

Should the Awards Committee consider a judge's association with a current entry is sufficient to influence a public perception of bias in the judging of the Awards, they will decide to what extent the judge should continue with judging in relation to that entry.

9.3 Appointment of Judges

Nominations and applications will open 31 October every year.

Nominations will close 30 November each year.

Judge appointments will be announced by 31 December each year.

See appendix 4 for the nomination form and declaration

The Awards Committee will appoint the judges and report to the National Board at the next meeting of the Board following the appointment of the Judges.

The Awards Committee reserves the right not to appoint, from the applications received, and reserves the right to appoint by invitation. Unsuccessful applicants may reapply in subsequent years.

The judges' biographies will be published on the CBCA national website with a photo. The information regarding the current judges is updated in August, after the Awards have been announced.

9.3.1 Selection of judges

No judge may serve on two panels at the same time, but serving on one panel does not preclude a judge from subsequently serving on another panel at a later date.

No judge can concurrently serve on any other Australian children's literature awards, with the exception of working on the State or Territory Premier or Chief Minister Reading Challenge selection panel.

The selection process will consider the balance of locations, experience and qualifications. Consideration will be made of the most appropriate category, balance of gender and age and balance of previous and new judges.

Judges will be selected using the following criteria:

- Recognised standing and qualifications in the field of children's literature.
- Wide and recent knowledge of children's literature, especially Australian.
- Understanding of illustration techniques, design, editing, printing & production processes.
- Ability to communicate assessment effectively, both verbally and in writing
- Awareness of and commitment to the time required.
- Ability to work within given deadlines.
- Good working knowledge of current technology including website blogging, video calls, Skype, etc

Consideration of the following criteria will also be considered by the Awards Committee in determining selecting judges:

- Fair representation of all States and Territories;
- Fair representation of backgrounds;
- Fair representation of gender and age

Resignation of a judge during term of office

If a judge resigns after 31 October, no replacement will be chosen and the remaining judges will use the reports and comments of the resigned judge when making their final considerations.

If a judge resigns prior to 31 October the Awards Committee will select a replacement from previous nominations, if possible. If no suitable candidate is available, the Awards Committee will call for nominations or invite possible candidates from the location of the resigned judge.

Books already issued to the resigned judge will be returned for use by the incoming replacement. Access to Awards information will be terminated.

10. NOTIFICATION OF AWARDS

Release of information concerning the Notables, Short List and Awards is the responsibility of the Awards Committee.

See [14.4 Presentation of Material](#) for details

Confidentiality of the Short List, **Award Winners and Honour Books** must be maintained until the National Board makes the official presentations.

See *timetable of announcements and release times Events Policy and Procedures*.

10.1 Notables

The list of Notable Australian Children's Books will be celebrated at the CBCA Night of the Notables on the **last Tuesday in February** and published on the CBCA website at 7pm that night.

Notables will be emailed in PDF format to Branches the day prior to the CBCA Night of the Notables.

10.2 Short List

The Short List will be released on the CBCA national website 12 noon ESDT, on the **last Tuesday in March**.

The list of Short List recipients will be sent under embargo to the media consultant and Merchandise Committee two weeks prior to the announcement to enable adequate time for printing and media notice. A strict embargo of information is required to be confirmed and notification to creators is not permitted.

Recipients will receive a congratulatory letter by the Board Chair after the official announcement. The letter will also ask recipients to complete a form of further information regarding themselves and their book for publicity purposes up to and including the CBCA Book of the Year Awards Announcement.

(This schedule is to ensure that there is no conflict with school holidays or the Bologna Book Fair, held the first week in April and that there is sufficient time for reprinting books).

10.3 Winner and Honour

The Winner and Honour recipients receive their Awards at a public function organised jointly by the National Board and a Branch on the **third Friday in August** at 12 noon. The Winner and Honour books are published on the CBCA website at 12 noon on the third Friday in August.

The embargoed Winner and Honour list is released to the media consultant, recipients and approved publishers six weeks before the official announcement. Six weeks prior to the announcement, recipients of Awards and Honour Books and their publishers will receive a letter of congratulation signed by the Board Chair and inviting them to the Awards presentation.

Certificates, monetary prizes and/or medallions will be presented to recipients and certificates to publishers at a ceremony which also announces the commencement of the CBCA Book Week. Those unable to attend will be mailed their certificate after the event.

10.4 Branch Applications to host Announcements and Awards Presentation

The Awards presentation and Announcements will be the responsibility of the National Board, in consultation with the Awards Committee according to the guidelines in 'Awards Procedures and Templates'.

Branches may submit an expression of interest to host Announcements and the Awards Presentation by 30 September via the National Office. The Board will consider the applications at its November Board Meeting and make announcements regarding the successful Branches in December. Criteria for each event can be found in Events Policy and Procedures

11. WINNERS, HONOUR BOOKS, SHORT LISTS AND NOTABLES

All categories have equal status.

11.1 Winners

Judges select one Winner for each category. If, in the opinion of the Judges, none of the entries reaches a sufficiently high standard, no award will be made.

11.2 Honour Books

Judges may select up to two Honour books in each category. They have the option of selecting only one or none, if in their opinion the standard has not been reached. No Honour Books are selected in the Crichton Category.

11.3 Short Lists

A Short List of up to six books may be selected in each category.

11.4 Notable Lists

A Notable List of an unlimited number of books may be selected in each category to highlight worthy publications.

12. PUBLICATIONS

All printed and electronic publications for the CBCA Book of the Year Awards must follow the *14.4 Presentation of Material* section of this policy.

12.1 The CBCA Book of the Year Awards Handbook (ISSN 1037-0668)

An electronic version of the publication will be made available, with restricted printing options, via the members only section of the CBCA website.

The electronic publication is the responsibility of the Awards Committee in collaboration with the Merchandise Committee (graphics and theme). It should include:

- annotations from the judges;
- biographies and comments from Shortlisted creators

and is to be released with Book Week merchandise.

Note: The CBCA Book of the Year Awards Handbook includes the list of Notable Books and the Short List, but does not identify Winners or Honour Books.

In 2018, this publication will no longer be available in hard copy. CBCA members will have free access to the publication via the members only section of the CBCA website.

12.2 Judges' Report (ISSN 1038-336)

The Judges' Report is the responsibility of the Awards Committee in collaboration with the National Office. It is produced for the media, publishers and others as a statement of quality Australian Children's Literature.

The report should include:

- the appropriate statistics from all entries, creators, publishers
- report from each panel on entries
- themes, trends

the publication must be approved by all judges prior to its release.

The full Judges' Report should be made available electronically to media as embargoed information six weeks prior to the Awards Announcement.

Printed copies should be made available to all others at the Awards Announcement and sent to:

- publishers of Shortlisted books,
- judges,

- the CBCA Board,
- the Awards Foundation Committee of Responsible Persons, and
- all Branches.

It may be made available for sale via the eStore after the Awards Announcement.

12.3 Other Organisations endorsed Publications

From time to time partnership arrangements with other organisations and companies may be entered into for collaboration of CBCA BOTYA promotion. Embargoed information may be shared with these organisations with a written contract signed by the Chair of CBCA and a senior representative of the other organisation. This information may be issued to accepted partners prior to release of announcements. Lists and entry information will be released via the National Office, once confirmed by the Awards Committee.

See section 12.4 Presentation of Material for further details

Copies of publications created through official partnerships should be made available for sale on CBCA eStore.

12.4 Legal Deposit

To comply with legal deposit legislation (Copyright Act 1968), The CBCA National Office is required to send all publications to The National and State libraries. All books should have dedicated ISSNs and relevant details must be printed in the publication.

In addition to Legal Deposit requirements, a complimentary copy of all publications should be sent by the National Office to: all CBCA Branches, National Board members, current judges, the CBCA national archivist, the National Centre for Australian Children's Literature (formerly the Lu Rees Archives). A copy must also be kept at the CBCA National Office.

13. PRIZES

Prizes will be presented to (in this order):

- Author of the CBCA Book of the Year: Older Readers and a further medallion to the illustrator if, in the opinion of the Judges, the illustrations add significantly to the text.
- Author of the CBCA Book of the Year: Younger Readers and a further medallion to the illustrator if, in the opinion of the Judges, the illustrations add significantly to the text.
- Author of the CBCA Book of the Year: Early Childhood and a further medallion to the illustrator if, in the opinion of the Judges, the illustrations add significantly to the text.
- Illustrator of the CBCA Picture Book of the Year, and a further medallion to the author of the text where the author is not the illustrator.
- Author of the Eve Pownall Award and a further medallion to the illustrator if, in the opinion of the Judges, the illustrations add significantly to the text.
- Illustrator of the CBCA Crichton New Illustrator of the Year, no Award is given to the author of Book.

13.1 Medallions

Will be presented only to the Winners of each category. No author/illustrator will receive more than one medallion for the same book.

Design

The medallions are produced by the Amor Badge Co., 5/87 Fitzroy Street, Marrickville NSW (sales@amor.com.au).

There is one design only. The award, author/illustrator and title are engraved on the back of the medal. Full and accurate details should be supplied to the manufacturer six to eight weeks prior to the Awards Announcement.

13.2 Award Certificates

These will be presented to authors, illustrators and publishers of Shortlisted, Honour and Winner books. The National CBCA Chair must sign all certificates prior to the presentation at the Awards ceremony in August.

13.3 Monetary Awards

The interest generated by the funds in the Children's Book Council of Australia **Awards Foundation provides the monetary awards**. Amounts will vary annually according to the interest generated by the Foundation's capital. The total prize money is divided equally to each category. In each category, except the Crichton Award, 60% of the money goes to the Winner and 20% to each Honour Book.

For the Crichton Award 50% of the category money goes to the debut illustrator only, no prize money is awarded to the author and the remaining 50% is returned to the Awards Foundation.

Where a book has more than one creator, the money is divided equally between them.

14. AWARDS ADMINISTRATION

14.1 Awards Funding

The Awards administration is supported by the entry fees and licence and sticker sales. This includes costs for the Awards Support Personnel, teleconferences, database management, judges' conferences, postage to judges and other such functions for the administration of the Awards. Where required these funds should also cover the event costs associated with CBCA Award Announcements.

Each year in accordance with the CBCA Finance Policy the Awards Committee should submit a budget for inclusion with the broader CBCA National Budget. All expenses and reimbursements to judges or Award Committee members to be accordance with the CBCA National Finance Policy.

All funding of the prize money, medallions and certificates is to be made by the CBCA Awards Foundation in accordance with their Deed of Trust and procedures.

14.2 Awards Email

The Awards email address will be maintained by the CBCA National Office and monitored by the Awards Committee with monthly reports to the committee of incoming and outgoing correspondence. All correspondence must be sent from this

email address. Any queries should be directed to the Awards Committee before a reply is given. Each year all emails will be archived.

14.3 Awards intranet site

The information contained on the intranet site is intended for the use of judges and Awards Committee and has restricted access. The site is maintained by the Awards Committee.

Each category has its own site for discussions and listing of entries. Judges are asked to comment on each book and discuss the reasons for their vote. At the end of each voting period the discussion is removed from the site and archived. There are sections for linking to the Awards Databases where entries, votes and comments are stored.

Judges are provided with a to-do list, templates and procedures which can be updated regularly for all. All draft annotations are recorded on the site. Information regarding deliveries, common questions and teleconferences can be accessed by all.

14.4 Presentation of Material

14.4.1 Consistency

Consistency in presentation of publications and stationery, etc. should be maintained.

The company's name is **The Children's Book Council of Australia**. The abbreviation is **CBCA**.

The Awards are known as the CBCA Book of the Year Awards. The abbreviation is **BOTYA**.

Book Week is officially known as **CBCA Book Week**.

The Night of the Notables is officially known as **CBCA Night of the Notables**.

14.4.2 Key words which should also be consistent:

Short List: two words using capital letters for each word

Shortlisted: one word, with a capital for the first letter

Notable: first letter capitalised

Winner award: first letter capitalised

Honour award: first letter capitalised

Awards: when referring to the CBCA Awards – capital for the first letter

14.4.3 Key abbreviations which should also be consistent:

EC – Early Childhood

EP – Eve Pownall Award

OR – Older Readers

YR – Younger Readers

PB – Picture Books

CR – Crichton Award

14.4.4 Guidelines for the Use of CBCA Logo

The logo used by The Children's Book Council of Australia is a registered trademark and therefore should appear on all publications for internal and external use. The CBCA has official guidelines for use that must be adhered to. Prior permission is required or a formal licence agreement should be entered into with the National Board. Material using the CBCA logo must clearly acknowledge the CBCA. The colour of the logo is Blue PMS 288, but it may be printed black or reversed out white on a dark background.

14.4.5 Acknowledgement of the CBCA Awards Foundation

In every document and publication, printed and electronic, relating to the Awards, there must be acknowledgement of Benefactors and Major Donors of the Children's Book Council of Australia Awards Foundation.

15. APPENDICES

Appendix 1 Further Category Terms

This is a supporting document for use by the judges and further reference of publishers. This contains a common language for judges and publishers.

GLOSSARY OF TERMINOLOGY

AUTOBIOGRAPHY Rather than being written by somebody else, an autobiography comes through the person's own pen, in their own words. These usually sit within the Eve Pownall category. First person recounts that are written in the form of an autobiographical novel or bildungsroman, fictional tale or pictorial recounts, but are still based on stories that closely mirror events from the author's real life, would sit within the relevant age category.

BIOGRAPHY A biography is an account or detailed description about the life of a person. It entails basic facts, such as childhood, education, career, relationships, family, and death. It could be in any format – novel, picture book or graphic novel. These usually sit within the Eve Pownall category.

BOARD BOOK is a term used for thick covered and paged books usually for pre-reading age and usually sits within Early Childhood, or Eve Pownall categories (the latter if information related).

CHARACTERISATION The techniques an author uses to create major and minor characters and how they relate to each other either directly or indirectly.

CIP REFERENCE This information will be used to help determine the category in which a book may be placed. It is usually used to determine the extent of the information for the Eve Pownall category.

CONVENTIONS OF WRITING Editing and use of spelling, grammar and punctuation.

DESIGN Quality of construction and production of binding, endpapers, printing, type, font size and style.

EDITING Consideration will be given to professionalism of editing with relation to typographic errors and poor sentence construction.

ENDPAPERS are the pages in a book that consist of a double-size sheet folded, with one half pasted against an inside cover and the other serving as the first free page. Thus, the front *endpapers* precede the title page and the text, whereas the back *endpapers* follow the text.

FACTION is a form of writing that treats real people or events as if they were fictional or uses them as an integral part of a fictional account. These sit within Younger Readers or Older Readers.

GENRE is a type of literature characterised by a specific form, content and style. There are five types of genres in literature: poetry, drama, fiction, non-fiction and prose.

GLOSSARY A list of terms in a specialised subject, field, or area of usage, with accompanying definitions. This may be at the back or front of a book, explaining or defining difficult or unusual words and expressions used in the text.

GRAPHIC NOVEL is a term that goes beyond fictional narrative – there are plenty of factual and autobiographical examples (these would sit within Eve Pownall). A fictional graphic novel, for the purpose of judging, should be a narrative told mainly through pictures but with the conventions of a comic book through framing and design. This format would fit in Early Childhood, Younger Reader, Older Reader, or Picture Book, where appropriate.

HISTORICAL FICTION narrates events that take place in the past and are characterised chiefly by an imaginative reconstruction of historical events and personages. These books are placed in Early Childhood, Younger Reader or Older Reader.

ILLUSTRATED TEXT is a term used for books where there is often a large amount of text on the page in relation to the illustration/s. The illustration/s reflects a small amount of the text, but not the entire text on the page. These books sit within the categories Eve Pownall, Older Reader and Younger Reader rather than Picture Book.

ILLUSTRATIONS The images used within the book considering medium, layout, style and relationship with text.

INDEX An alphabetical list of names, subjects and other information with reference to the pages on which they are mentioned.

LITERARY MERIT A term that describes the literary value of a novel in relation to the quality of writing and its suitability for the age of the intended readership.

MOOD Emotional quality or atmosphere of the work.

PLOT Clear indication of the problem and solution in the story, with a detailed description of events in rising action, a climax and final solution.

PROTAGONIST is the central character or leading figure.

READERS A book that has a limited vocabulary and is intended for a specific age group. It does not mean that the book automatically has no literary merit. The book should be judged as would any other in Early Childhood or Younger Reader category.

SETTING The description of time and place in a story and its effect on the storyline.

STANDALONES / SERIES Books written as part of a series or published in serial form. These will be judged as separate entities and must be able to stand alone as a complete work in their own right. Each must have an independent structure and not be reliant on other parts of the series.

STYLE OF WRITING The choice of words and sentences made by the author to reveal purpose and attitude.

VERSE NOVEL A term for a novel written in verse form, whether free-flowing or structured. This usually sits in Younger Reader or Older Reader but can be Early Childhood if the text is age appropriate.

Appendix 2 Additional Judging Criteria

This is a supporting document for use by the judges and as a further reference for publishers. This contains a common guide for judges and publishers in assessing submitted works in each category.

The Judges assess entries primarily for:

1. Literary merit – aesthetic value, standing the test of time, realistic characters, originality
2. Cohesiveness – language, theme, style
3. Appeal to the implied readership
4. Quality – illustrations, book design, production, editing

Books are judged on the balance and harmony of language style and presentation, graphic excellence, clarity, appropriateness and aesthetic appeal of illustrations, and the overall design of the book.

Early Childhood Category

In this category particular attention is given to the font size and style, rhythm and meter of the text. Clear design, layout and editing are also important.

Literary merit - Setting: The setting effectively contributes to storyline. The sense of place and time are very strong and maintained throughout the story.

Literary merit - Characterisation: There are strong main and minor characters and dialogue creates distinct characters. If there are introspective sections, then the narrative voice should match the dialogue voice of the character, depending on the point of view. The book engages readers who can identify with characters.

Literary merit - Plot: The plot development is very strong, keeping the reader transfixed with action, climax and a satisfying final solution.

Literary merit - Theme: Ideas are skilfully crafted, generated and selected to explore recognisable theme/s.

Age appropriate: Most appropriate for pre-reading early years through to beginning reader (0-5 years).

Conventions of writing: The editing is professional, with conventions of spelling and grammar upheld.

Style of writing: There is a sustained and consistent use of a range of precise and effective words and phrases. Sentence construction is used in a natural and creative manner to reveal purpose and attitude.

Mood: Creates and sets the atmosphere extremely well, fully engaging the reader.

Design: All elements are of the highest quality and combine to make an excellent production. End papers reflect the storyline. Fonts, style and size are highly appropriate for a targeted reader.

Illustrations: The quality of medium use is excellent for the age group. Illustration/s reflect/s the text on each page. The layout is excellent with a balance of space and text. It is recommended that the imprint page includes information about the medium used by the illustrator to create the illustrations.

Younger Readers Category

In this category particular attention is given to books that enhance the early independent reader's life experience, have considered language without repeated phraseology, well defined characters and are well edited.

Literary merit - Setting: The setting effectively contributes to the storyline. The sense of place and time are very strong and maintained throughout the story.

Literary merit - Characterisation: There are strong main and minor characters where dialogue creates distinct characters. There is a convincing dialogue introspective. The book fully engages the reader who can identify with characters.

Literary merit - Plot: The plot development is very strong, keeping the reader transfixed with action, climax and a satisfying final solution

Literary merit - Theme: Ideas are skilfully crafted, generated and selected to explore recognisable theme/s.

Age appropriate: Most appropriate for the targeted reader age group.

Conventions of writing: The editing is very professional with the conventions of spelling and grammar upheld.

Style of writing: There is a sustained and consistent use of a range of precise and effective words and phrases. The sentence construction is used in a natural and creative manner to reveal purpose and attitude.

Mood: Creates and sets the atmosphere extremely well, fully engaging the reader.

Design: All elements of the highest quality combine to make an excellent production. The end papers reflect the storyline. The fonts, style and size are highly appropriate for the targeted reader.

Illustrations: *(If applicable)* To be judged in the Younger Readers category the illustrations should be significant and reflect part or all of the text on the page. The quality of medium use is excellent for the age group, with the layout being an excellent balance of space and text.

Older Readers Category

In this category particular attention is given to books that enable the reader to reflect the transitional and chaotic nature of young adulthood. Production quality, good grammar and correct usage of words with sound editing are vital.

Contemporary language and speech patterns, character consistency and age of the characters, ensuring readers to form their own opinions in plausible young adult situations.

Literary merit - Setting: The setting effectively contributes to the storyline. The sense of place and time is very strong and maintained throughout the story.

Literary merit - Characterisation: There are strong main and minor characters where dialogue creates distinct characters. There is a convincing dialogue introspective. The book fully engages the reader who can identify with characters.

Literary merit - Plot: The plot development is very strong, keeping the reader transfixed with action, climax and a satisfying final solution.

Literary merit - Theme: Ideas are skilfully crafted, generated and selected to explore recognisable theme/s.

Age appropriate: Most appropriate for lower secondary to college years (13-18 years).

Conventions of writing: Editing is professional, with conventions of spelling and grammar upheld.

Style of writing: There is a sustained and consistent use of a range of precise and effective words and phrases. Sentence construction is used in a natural and creative manner to reveal purpose and attitude.

Mood: Creates and sets the atmosphere extremely well, engaging the reader fully.

Design: All elements of highest quality combine to make an excellent production. The end papers reflect the storyline. Fonts, style and size are highly appropriate for the targeted reader.

Illustrations: *If applicable.* To be judged in the Older Reader category the illustrations should be significant and reflect part or all of the text on the page. The quality of medium use is excellent for the age group with layout being an excellent balance of space and text.

Picture Book Category

In this category particular attention is given to books where the illustrations augment the text or solely tell the story showing a synergy between the author and illustrator. Ensuring appeal to a diverse range of children of all ages is highly considered.

Illustrators who have taken an existing piece of work and produced new illustrations that **enhance** that text can only be entered in this category (and Crichton Category if first time illustrator).

Consideration of artistic style and graphic excellence, effective use of media and technique, colour, line, shape and texture.

Design: All elements of the highest quality combine to make an excellent production. The end papers reflect the storyline. Fonts, style and size are highly appropriate for the targeted reader.

Illustrations: The quality of medium use is excellent for the intended audience. The illustrations are fully entwined with all the text on page and this enhances/augments the storyline. The layout is excellent with a balance of space and text. It is recommended that the imprint page includes information about the medium used by the illustrator to create the illustrations.

Literary merit - Setting: The setting effectively contributes and adds to the storyline. The sense of place and time are very strong and maintained throughout the story. This may be accomplished through text or illustrations or a combination of both.

Literary merit - Characterisation: There are strong main and minor characters where dialogue creates distinct characters. There is a convincing dialogue introspective. The book fully engages the reader who can identify with characters

Literary merit - Plot: The plot development is very strong keeping the reader transfixed with action, climax and a satisfying final solution.

Literary merit - Theme: Ideas are skilfully crafted, generated and selected to explore recognisable theme/s.

Age appropriate: Most appropriate for readers anywhere in the 0-18 years age group.

Conventions of writing: The editing is professional, with conventions of spelling and grammar upheld.

Style of writing: There is a sustained and consistent use of a range of precise and effective words and phrases. Sentence construction is used in a natural and creative manner to reveal purpose and attitude.

Mood: The book creates and sets the atmosphere extremely well, engaging the reader fully.

Eve Pownall Category

In this category particular attention is given to books where there is referencing of sources, books may include information guides such as a contents page, index, bibliography and glossary, which should enhance the book's usage.

Creators of information books need to demonstrate engaging writing, illustrations and book production that highlights accuracy with regard to the current state of knowledge.

Literary merit - subject matter: *The information is very accurate. The book may include a glossary, timeline, index, referencing or bibliography. The book keeps the reader transfixed with subject matter and may challenge the reader to explore the topic further.*

Literary merit - Setting: The setting effectively contributes to the storyline, reflecting the factual basis of book. The sense of place is accurate and very strongly maintained throughout the story.

Literary merit - Characterisation: There are strong main and minor characters. The dialogue creates distinct characters who relate to the topic. There is a convincing dialogue introspective. The book fully engages the reader who can identify with characters and subject matter

Conventions of writing: The editing is professional, with conventions of spelling and grammar upheld.

Style of writing: The choice of words and sentences made by the author reveal the book's purpose and attitude; the level of comprehension must be of a high level and suit a targeted audience.

Design - Illustrations: There is integration of text, graphics and illustrations to engage interest and enhance understanding; this must be of a high standard.

Design – Layout: There is a high quality of overall production (binding, end papers, printing).

Design - Font : All elements of size and style are appropriate to the subject matter and of the highest quality combining to make an excellent production

Crichton Category

Illustrators who have taken an existing piece of work and produced new illustrations that **enhance** that text can be entered in this category.

Consideration of artistic style and graphic excellence, effective use of media and technique, colour, line, shape and texture.

Design: All elements of the highest quality combine to make an excellent production. The end papers reflect the storyline. Fonts, style and size are highly appropriate for the targeted reader.

Illustrations: The quality of medium use is excellent for the intended audience. The illustrations are fully entwined with all the text on page and this enhances/augments the storyline. The layout is excellent with a balance of space and text. It is recommended that the imprint page includes information about the medium used by the illustrator to create the illustrations.

Mood: The book creates and sets the atmosphere extremely well, engaging the reader fully.

Appendix 3 Judging Process

This is a supporting document for use by the judges as a reference for the process of judging. The full procedures, templates and forms are maintained on the Awards Intranet site.

1. Packages of books are sent on a monthly basis from the National Office

2. Initial review of books against criteria (individual judges)

2.1 Reading

Commenting on Panel site – this is closed discussion amongst panel judges only

2.2 Voting

Initial vote of Yes, No, Maybe for Notables List – This needs to be done within 3 weeks of books being dispatched

3. Panel review of books (teleconference of panel judges – repeated throughout the year)

3.1 Teleconference to discuss books

Repeated throughout the process as each panel gets ten or more books requiring further consideration

3.2 Voting

Determination by the panel (2/3 majority) of books to be listed as Notable

3.3 Judge Book Critique

Allocated on rotation for books that are agreed to be Potential Notables – details of presentation are included as a template

4. Notable Voting

4.1 Final Teleconference (Mid-February)

Confirm the Notables List from list of Potential Notables

Confirm all books on Notable List meet criteria for category

5. Short List Voting

5.1 Notables List is posted to the Voting Application

Judges review the list and vote for their potential Short List titles

Results are collated and bottom 1/3 of list removed

Judges review the updated list and revote for their potential Short List titles

Results are collated and bottom 1/3 of list removed

Process is repeated weekly until a list of 8-10 is reached - Long Short List (LSL)

5.2 Teleconference

Determination by the panel with consensus to be reached of books to be listed as the Short List (maximum 6 books)

Confirm the Short List

5.3 Allocation of books to each judge for critique (2 per judge)

6. Winner and Honour Voting

6.1 Presentation of Short List Books

Judges present each Short List book to full panel of judges

6.2 Voting

Full panel of judges discuss each category

Cast a weighted vote for each category – if no clear result, bottom 2 titles removed and votes recast

Confirm the Honour and Winner books as voted

Appendix 4 Judge Nomination and Declaration
20xx Book of the Year Judge Nomination Form

Personal Details

Name:

Address:

.....

Email:

Phone: Mobile:

Branch Membership No: Branch:

Working with Vulnerable People / Children approved (copy attached)

Category Preference based on your qualifications and experience (1-Most, 5-Least):

Book of the Year for Older Readers (OR)

Book of the Year for Younger Readers (YR)

Book of the Year for Early Childhood (EC)

Picture Book of the Year (PB)

Eve Pownall Award for Information Books (EP)

Have you been a judge for the CBCA Book of Year Awards? YES/NO Year:
Have you been a judge for any other awards? YES/NO. If yes, please give details.

.....
.....

Conflict of Interest Declaration:

I declare that as a judge for the Children's Book Council of Australia I have the following conflict of interest/s:
..... (creator, editor or associated with entry in Awards)

I declare that as a judge I have a direct or indirect interest in/with:
..... (name of publisher, author, illustrator)

I declare that as a judge I have a paid or unpaid interest with:
..... (state reviewing for – newspaper, on-line, other)

Alternatively, I declare that:

I have no conflict of interest in relation to my duties but that I will lodge a new declaration in the event that I become aware of the conflict of interest during the course of my duties as a member of the judging panel.

Qualifications/Experience relating your nominated category:

(Please list any qualifications that relate to your application and their relevance to your nominated category).

Supporting Statement:

(No more than 1 A4 page)

Name:

Signature:

Date:

Appendix 5 Judge Deed of Agreement

Deed made the day of , 2018

Parties

1. **The Children’s Book Council of Australia Ltd ACN 009 580 956 of Level 2, State Library of Queensland, Stanley Place, South Brisbane in Queensland (CBCA)**
2. **[Insert judge’s name in full] of [insert judge’s home address] (Judge)**

Recitals

- A. The CBCA owns and administers the Awards.
- B. The CBCA wishes to appoint the Judge, and the Judge wishes to accept appointment, as a judge for the **[insert relevant year]** Awards subject to the terms of this deed.

Operative Part

1. Definitions

In this deed, unless the context requires otherwise:

Awards means the CBCA’s Book of the Year Awards; and

Categories means **[insert Awards category or categories that the Judge will judge]**;

IP means all protected rights (present or future) attaching to inventions, patents, designs, trademarks, brand names, logos, copyright, circuit layouts and confidential information created, discovered or coming into existence as a result of, for the purposes of, or in connection with the Appointment, the Awards or this deed (including without limitation all such rights developed by you in acting as a Judge and any such rights in the materials provided by us to you); and

Policy means the “CBCA Book of the Year Awards Policy – Judges” as published on the CBCA’s website from time to time.

2. Appointment

- 2.1 The CBCA appoints the Judge as a judge in respect of the Categories for the **[insert relevant year]** Awards, and the Judge accepts this appointment (**Appointment**), subject to the terms of this deed.
- 2.2 The Appointment is a voluntary role, and the Judge will receive no remuneration or compensation for it or for any work carried out or time spent by the Judge for or in relation to the Appointment and/or the Awards.

3. What the Judge must do

In carrying out their role as a judge, the Judge must:

- (a) comply with all elements of the Policy without any unreasonable delay. If there is any contradiction or dispute between the provisions of the policy and this deed, the contradiction or dispute will be resolved on the basis that the provisions of this deed take precedence;
- (b) comply with the CBCA’s conflict of interest policy as published on the CBCA’s website from time to time; and
- (c) provide to the CBCA as soon as possible the Judge’s biography

(comprising about 200 words) and a photograph (in digital form) of them.

4. Intellectual property

- 4.1 The Judge agrees and acknowledges that all IP will vest in and be owned by the CBCA on creation, and covenants to take all steps necessary to vest the IP in the CBCA.
- 4.2 The Judge irrevocably agrees and consents to the CBCA in its absolute discretion reproducing, publishing, copying and adapting (with due credit to the primary source):
 - (a) the IP (or any part or adaptation of it); and/or
 - (b) the Judge's biography and photograph,in any way the CBCA sees fit in any medium and in any context and with or without other text, data or images.

5. Removal and resignation

- 5.1 The CBCA may in its absolute discretion immediately terminate or suspend the Appointment and/or remove or suspend the Judge as a judge of the [insert relevant year] Awards or of any specific Category or Categories.
- 5.2 The Judge may resign as a judge or in respect of any Category by giving written notice to the CBCA.
- 5.3 On termination of the Appointment or this deed, or the removal/resignation of the Judge as a judge or in respect of any Category:
 - (a) the Judge must deliver up to the CBCA all the IP relating to the Appointment or Category as the case may be; and
 - (b) the confidentiality obligations on the Judge mentioned in the Policy and arising through clauses 3(a) and 6.3 of this deed, and the obligations arising through clause 6.2 of this deed, continue in perpetuity and survive the termination or removal/resignation as the case may be.

6. Miscellaneous

6.1 Counterparts

This deed may be executed in any number of counterparts and all of those counterparts taken together constitute one and the same instrument.

6.2 No disparagement

Except when compelled by law or to directors of the CBCA (which, for the avoidance of any doubt, does not include anyone representing CBCA state or territory entities), the Judge must not disparage or denigrate the CBCA, the Awards, any other judge or judges involved in the Awards, or the judging and Awards process or results of the Awards.

6.3 Confidentiality

In addition to complying with the confidentiality obligations in the Policy, the Judge must treat all aspects of the judging and awards process (including without limitation all written and oral communications in any form between judges, and/or Awards administrators, and/or the CBCA) as confidential. The final judges report represents the judges' consensus and the Judge must not express a view contrary to it.

Executed and delivered as a deed.

EXECUTED by **THE CHILDREN'S
BOOK COUNCIL OF
AUSTRALIA LTD** pursuant to
section 127(1) of the
Corporations Act 2001 by being
signed by:

Signature of Director

Signature of Director/Secretary

Print name in BLOCK LETTERS

Print name in BLOCK LETTERS

EXECUTED by **[insert Judge's name in
full]** in the presence of:

[Insert Judge's name in full]

Witness signature _____

Full name (print) _____

Witness occupation _____

Witness address _____