

## THE CBCA BOOK OF THE YEAR AWARDS POLICY

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<b>Summary of Policy:</b> This policy contains The Children's Book Council of Australia guidelines for implementing the Book of the Year Awards.	
<b>Persons Affected:</b> <ul style="list-style-type: none"> <li>• Executive Officer and other Staff /Employees of the Board</li> <li>• CBCA State and Territory Branch Members to the Board's Committees and Sub-Committees</li> <li>• CBCA Judges of the Book of the Year Awards</li> <li>• CBCA National Board Directors</li> </ul>	
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<b>Other Relevant Forms:</b> See Awards Procedures and Templates CBCA Book of the Year Award Entry Form	
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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 literature. 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, at the 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) 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 initial goal of the committee, raising one million dollars, was realised in 2006. The future and independence of the Awards are now secure.

The prizes for the CBCA Book of the Year Awards are funded from CBCA Awards Foundation investment earnings. None of the principal is used for any purpose other than investment in order to earn the highest return. The Committee of Responsible Persons, in consultation with the CBCA National Board, distributes the available funds amongst recipients of the CBCA Book of the Year Awards.

The CBCA Awards Foundation was established to raise money to fund prizes for the Children's Book of the Year Awards, in perpetuity.

The CBCA Awards Foundation permanently acknowledges Benefactors (\$20,000 & over) & Major Donors (\$5000 & over).

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. This award was established 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. The award will be known as the CBCA Award for New Illustrator from 2019.

## **3. REVIEW**

This policy is reviewed annually by the CBCA Awards Committee with approved amendments endorsed by the CBCA National Board. The Awards Procedures and Templates are reviewed annually by the Awards Committee to ensure alignment with the CBCA Book of the Year Awards 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 are reported to the CBCA National Board.

Changes to the Awards structure and Policy, as approved by the CBCA National Board, are implemented in the following year's Awards.

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 (lower to upper 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 infant 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. 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. CBCA Award for New Illustrator*

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 children's illustrated book published 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.

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 consider that a book has been entered in the wrong category and would qualify more suitably against the criteria in a different category, then the Awards Committee may in its sole discretion 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 original category entered.

## **7. AWARD JUDGING CRITERIA**

The Judges assess entries primarily for:

1. Literary merit – aesthetic qualities of language, standing the test of time, realistic characters
2. Cohesiveness – language, theme, style
3. Appeal to the implied readership
4. Quality – illustrations, book design, production, editing
5. Originality in the treatment of literary elements as they apply to the form of the work

### **Older Readers Category**

Entries in this category should be for books for young people aged between 13 and 18 years (secondary school level). Books in this category may be fiction, drama, illustrated text, poetry or graphic novels.

In this category particular attention is given to books that enable the reader to reflect on and gain insight into the nature of young adulthood and universal values. These books can be described as having complex characters, they examine the thoughts and motivations of teens/characters to develop inner stories and subtexts.

- *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 with the author matching the voices and style to each character perfectly. The book fully engages the reader who can identify with characters.
- *Literary merit - Plot:* The transitions of pace, mood, action and resolution are accomplished effectively. The writing is credible and appropriate in its use of cultural material. The writing extends the reader's experience and helps the reader understand more about themselves and their world.
- *Literary merit - Theme:* Ideas are worthwhile and skilfully crafted, generated and selected to explore recognisable theme/s or develop a fresh perspective.
- *Age appropriate:* Most appropriate for lower to upper secondary 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. Language appropriate to the theme and characters.
- *Mood:* Creates, develops, varies and sustains the mood successfully.
- *Design:* All elements of highest quality combine to make an excellent production. The endpapers 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 of or all of the text on the page. The quality of medium use is excellent for the age group with layout showing an excellent balance of space and text.

### **Younger Readers Category**

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.

- *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 with the author matching the voices and style to each character perfectly. The book fully engages the reader who can identify with characters.
- *Literary merit - Plot:* The transitions of pace, mood, action and resolution are accomplished effectively. The writing is credible and appropriate in its use of cultural material. The writing extends the reader's experience and helps the reader understand more about themselves and their world.
- *Literary merit - Theme:* Ideas are worthwhile and skilfully crafted, generated and selected to explore recognisable theme/s or develop a fresh perspective.
- *Age appropriate:* Most appropriate for lower to upper primary (7-12 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. Language appropriate to the theme and characters.
- *Mood:* Creates develops, varies and sustains the mood successfully.
- *Design:* All elements of the highest quality combine to make an excellent production. The endpapers 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 of 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.

### Early Childhood Category

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 infant level). This include works of fiction, poetry, wordless, board and concept books.

- *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 - Plot:* The transitions of pace, mood, action and resolution are accomplished effectively The writing is credible and appropriate in its use of cultural material. The writing extends the reader's experience and helps the reader understand more about themselves and their world.
- *Literary merit - Characterisation:* There are strong main and minor characters where dialogue creates distinct characters. There is a convincing dialogue introspective with the author matching the voices and style to each character perfectly. The book fully engages the reader who can identify with characters.
- *Literary merit - Theme:* Ideas are worthwhile and skilfully crafted, generated and selected to explore recognisable theme/s.
- *Age appropriate:* Most appropriate for pre-reading early years through to beginning reader (0-6 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. The language is imaginative, flows well and effectively uses rhythm. The story reads well aloud.
- *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. Endpapers reflect the storyline. Fonts, style and size are highly appropriate for this age group.
- *Illustrations:* The quality of medium use is excellent for the age group. Illustration/s reflect/s the quality of the text on each page. The layout is excellent with a balance of space and text. The book harmonises text and illustration. The artistic style, media and artistic elements of colour, line, shape and texture match to the written text or idea. It is recommended that the imprint page includes information about the medium used by the

illustrator to create the illustrations. The combination of illustration and the written text/idea between individual pages show a clear progression from beginning to end.

### Picture Book Category

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.

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.

- *Design*: All elements of the highest quality combine to make an excellent production. The endpapers reflect the storyline. Originality in presentation is considered.
- *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. Illustration/s reflect/s the quality of the text on each page. The layout of illustrations provides a balance of space and text. The imprint page includes information about the medium and technique used by the illustrator to create the illustrations. There a consistent quality of illustration throughout the book. The artistic style, media and artistic elements of colour, line, shape and texture match to the written text or idea.
- *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 with the author matching the voices and style to each character perfectly. The illustrations in the book also help to fully engage the reader who can identify with characters.
- *Literary merit - Plot*: The transitions of pace, mood, action and resolution are accomplished effectively. The writing and illustrations are credible and appropriate in the use of cultural material. The writing and illustrations extend the reader's experience and help the reader understand more about themselves and their world.
- *Literary merit - Theme*: Ideas are worthwhile and skilfully crafted, generated and selected to explore recognisable theme/s or develop a fresh perspective. The use of various media by the illustrator contribute to the aesthetic qualities of the book .
- *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. The typography (i.e. format, typeface, print size, spacing, novelty features etc.) is integral and not intrusive.
- *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. Language is appropriate to the theme and characters.
- *Mood*: The book creates, develops, varies and sustains the mood successfully, engaging the reader fully. The illustrator's work and colour palette augment the mood of the book.

### Eve Pownall Award Category

Entries in this category should be books with the **prime purpose of documenting**

**factual material.** 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.

- *Literary merit - subject matter:* The information presented shows accuracy of data and the current state of knowledge and demonstrates accurate research. The book may include a glossary, timeline, index, referencing or bibliography where appropriate. The book keeps the reader transfixed with subject matter and may challenge the reader to explore the topic further. Referencing is adequate and appropriate. The book rectifies historical distortions or omissions.
- *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 book.
- *Literary merit - Characterisation:* There are strong main and minor characters. The dialogue creates distinct authentic characters related 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. Tables, diagrams and graphs are clear.
- *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 and the topic being discussed.
- *Design - Illustrations:* There is integration of text, graphics and illustrations to engage interest and enhance understanding of the topic at a high standard. Illustrations are authentic and nonstereotypical.
- *Design - Layout:* There is a high quality of overall production (binding, end papers, printing). Consideration has been given to how the reader obtains the information from the page. Integration of text, graphics and illustrations engage interest and enhance understanding.
- *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.

### **CBCA Award for New Illustrator**

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 children's illustrated book published 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. Illustrators who have taken an existing piece of work and produced new illustrations that enhance that text can be entered in this category.

- *Design*: All elements of the highest quality combine to make an excellent production. The endpapers 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. Illustration/s reflect/s the quality of the text on each page. The layout of illustrations provides a balance of space and text. The imprint page includes information about the medium used by the illustrator to create the illustrations. There a consistent quality of illustration throughout the book. The artistic style, media and artistic elements of colour, line, shape and texture match to the written text or idea. The illustrations in the book also help to fully engage the reader who can identify with characters. The use of various media by the illustrator contribute to the aesthetic qualities of the book. Illustrations are credible and appropriate in the use of cultural material.
- *Age appropriate*: Most appropriate for readers anywhere in the 0-18 years age group.
- *Mood*: The illustrator creates, develops, varies and sustains the mood successfully, engaging the reader fully. The illustrator’s work and colour palette augment the mood of the book.

## 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, submission of the on-line entry form and receipt of books 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:

- Not previously published;
- New picture book version of previously published text;
- Retelling of traditional materials;
- Anthology or collection, of which the greater part of the work has not previously been published in a single volume;
- 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 18 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 make a substantial contribution to the book.

All creators, authors and illustrators, no matter how many, must be Australian citizens or have Australian residency status. If there are two or more major creators, information must be provided on the eligibility of each one.

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

An entry into the New Illustrator category must be the illustrator's first children's book. This category can be entered once only.

### **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 Convenor. 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 The Judging Panel Function Statement**

To select from the children's books published in Australia in the preceding year within the terms, definitions, and criteria governing the awards, the most distinguished contributions to Australian literature for children.

### **9.2 The Judging Panel**

The CBCA Book of the Year Judging Panel shall consist of fifteen (15) members.

Three judges shall comprise the panel for each category of the Awards, the exception being PB, which will also judge NI.

The judging panel comprises literary/visual literacy experts in children's literature, children's librarians or teacher librarians.

Judging panels are formed through application with merit-based processes applied.

The CBCA offers a tenure of two years for judges, with an optional one year roll over term made available on application.

### **9.3 Responsibilities and Duties of Judges**

#### **9.3.1 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.

#### **9.3.2 Reporting Requirements**

Judges will be required to write a brief report, vote on and discuss each book on-line and/or face to face.

On a rotational basis judges in each category submit a first draft critique on selected books.

The Awards Committee will be responsible for editing draft critiques for accuracy and criteria components.

Each judge submits a contribution to the Judges' Report.

#### **9.3.3 Category Panel Meetings**

Judges work with their panel and will be required to participate in teleconferences, online meetings and face-to-face meetings as determined by the Awards Convenor to facilitate discussion, reflection and reporting on entries. During these panel meetings the Notable, Shortlisted, Honour and Winner books will be discussed, recommended and selected.

Teleconferences are convened at the request of judges, Awards Convenor or at such time as a number of category entries require further review and discussion.

### 9.3.4 Judges' Meetings, Presentations and Announcements

Judges commit to:

- Attendance at all online and teleconferences designated by the Awards Convenor
- Attendance at the online discussions to confirm the Notable list.
- Attendance at a minimum of one face-to-face meeting, attended by all judges, to confirm the Honour and Winner books and Shortlist.
- Participation in all briefings.
- Work collaboratively with the panel to implement: promotional/educational content in relation to the Notable or Shortlisted books;
- Attendance, where possible, at the CBCA Shortlist Announcement and the CBCA Book of the Year Award Announcement, or other such events organised by CBCA Branches.

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 is to attend at local CBCA Branch events to minimise costs.

### 9.3.5 Confidentiality

All judges maintain confidentiality throughout the judging process. All deliberations remain confidential and individual judge reports are destroyed at the close of deliberations.

Any and all requests for information about the Awards should be directed to the National Office. **Judges are not authorised to provide information regarding the Awards, entries, prize winners, personal or other comments relating to individual books or categories.**

All reports and/or announcements with regard to the Awards are disseminated by the CBCA National Office in collaboration with the Awards Committee and Communications Committee.

### 9.3.7 Deed of Agreement

Successful applicants will be asked to sign a Deed of Agreement. This is forwarded to the National Office along with a brief biography for the CBCA website and a current photograph.

*See appendix 5 for the Deed of Agreement*

## 9.4 Eligibility for serving as a Judge

All judges must be a financial member of a Branch of The Children's Book Council of Australia (this can be individual or institutional membership) and have a current Working With Children Check (or Police Check) as determined by regulations in their State or Territory.

### 9.4.1 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*

#### 9.4.2 *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.

#### 9.4.3 *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 Conflict of Interest declaration.

Should the Awards Committee consider a judge's association with a current entry as sufficient to influence a public perception of bias in the judging of the Awards, they will refer to the CBCA Board the decision with regard to the judge continuing with their appointment.

### 9.5 Appointment of Judges

Applications open 1 October each year.

Applications close 30 November each year.

Judge appointments will be announced by 31 January of the following year.

*See appendix 4 for the nomination form and declaration*

The Awards Panel, comprising the Awards Committee and 2 CBCA Board directors, are responsible for the selection of judges. The appointment of judges is endorsed at the next National Board meeting following the selection process.

Unsuccessful applicants may reapply in subsequent years.

The appointed judges' biographies and images are published on the CBCA national website after the announcement of the Award winners in August and in the year of their judging tenure

#### 9.5.1 *Selection of judges*

No judge may serve on two panels simultaneously, with the exception of PB & NI panels.

No judge can concurrently serve on any other Australian children's literature awards.

The selection process will be according to the following criteria:

- High level skills in establishing sound, effective and collaborative working relationships.
- Highly developed ability to communicate effectively, both orally and in writing.
- Demonstrated ability to effectively prioritise and manage competing demands to meet deadlines.
- Demonstrated knowledge and understanding of the field of children's literature.
- Recognised qualifications in the field of children's literature.
- Awareness of illustration techniques and media, visual literacy, design, writing styles and editing as they relate to children's literature.
- Demonstrated successful experience in using evidence to provide written assessments of children's literature.
- Demonstrated commitment to promoting excellence in Australian children's literature.

### *Resignation of a judge during term of office*

Should a judge resign 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 applications, if possible. Should no suitable candidate be available, the Awards Committee will call for applications.

Books already issued to the resigning judge will be returned and access to Awards information terminated.

## **10. NOTIFICATION OF AWARDS**

Release of information related the Notables, Shortlist and Awards is the responsibility of the Awards Committee in conjunction with the National Office and Communications Committee.

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

### **10.1 Notables**

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

**The Notables will be emailed in PDF format to Branches the day prior to the CBCA event.**

### **10.2 Shortlist**

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

The list of Shortlisted recipients will be provided under embargo to the media consultant and Communications Committee **two weeks prior** to the announcement to enable adequate time for printing and media notice.

**The Branch holding the official function for this event will be given the list one week prior to the announcement under strict embargo.**

**All other Branches will receive the information the day before.**

Notification to creators is not permitted.

Recipients will receive a congratulatory letter from the Board Chair after the official announcement. The letter requests recipients provide information for publicity purposes up to and including the CBCA Book of the Year Awards Announcement.

### **10.3 Winner and Honour**

The Winner and Honour recipients receive their Awards at a public function on the **third Friday in August** at 12 noon. The list of Winner and Honour books are published on the CBCA website at 12 noon on the third Friday in August.

**The Branch holding the official function for this event will be given the list one week prior to the announcement under strict embargo.**

**All other Branches will receive the information the day before.**

The **embargoed** Winner and Honour list is released to the media consultant, and the Communications Committee, **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 via the National Office. The Board will consider the applications and make announcements regarding the successful Branches in December.

The CBCA Board will share costs with the host Branch up to a designated monetary value, which will be stated each year on the expression of interest form.

### 11. WINNERS, HONOUR BOOKS, SHORTLIST AND NOTABLES

All categories have equal status.

#### 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.

#### 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 CBCA Award for New Illustrator category.

#### Shortlist

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

#### Notables

A Notable list of 15-20 books will be selected in each category. No Notable books are selected in the CBCA Award for New Illustrator category.

### 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 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. It will include the Shortlist books and critiques. The report includes:

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

The publication must be a professional document, abiding by the CBCA publications standards, for electronic upload.

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

Electronic copies should be made available on the CBCA website to all other stakeholders after the Awards Announcement:

- publishers of Shortlisted books,
- judges,
- the CBCA Board,
- the Awards Foundation Committee of Responsible Persons,
- all Branches and
- the public domain.

## 12.2 Other Organisations Endorsed Publications

From time to time partnership arrangements with other organisations and companies may be entered into for collaboration of CBCA Book of the Year 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 organisations. 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 [14.4 Presentation of Material](#) for further details

## 12.3 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, members of the Awards Committee who are not board members, current judges, the CBCA national archivist, the National Centre for Australian Children's Literature. A copy must also be kept at the CBCA National Office.

## 13. PRIZES

Awards will be presented in 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 Award for New Illustrator, no Award is given to the author of Book.

### 13.1 Medallions

Medallions are presented to the Winners of each category. No author/illustrator will receive more than one medallion for a book.

#### 13.1.1 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 eight to ten weeks prior to the Awards Announcement.

### 13.2 Award Certificates

Certificates are 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

Monetary awards are provided through the funds in the Children's Book Council of Australia Awards Foundation. Amounts vary annually according to the available funds generated by the Foundation's capital. The total prize money is distributed equally across each category. In each category, except the CBCA Award for New Illustrator which is half the Picture Book Winner amount, 60% of the money goes to the Winner and 20% to each Honour Book.

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, 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.

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 are to be in 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 Administrator 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 Convenor before a reply is given. Each year all emails will be archived.

### 14.3 Awards closed site

The Awards closed site is maintained by the CBCA Awards Administrator, Convenor and IT manager. For security reasons and best practice access is restricted to the above people. The Awards Convenor monitors the judges' use of the site throughout the process.

### 14.4 Presentation of Material

#### 14.4.1 Consistency

Consistency in presentation of publications and stationery 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**.

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

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

#### 14.4.2 Key words which should also be consistent:

**Shortlist:** first letter capitalised on both words

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

**Notable:** first letter capitalised

**Winner:** first letter capitalised

**Honour:** 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

**NI** – CBCA Award for New Illustrator

#### 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 the top left hand side 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.

The CBCA uses Dax or Helvetica as the preferred fonts.

#### 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.

#### *14.4.6 Appendix Use*

When using appendices from this document, appropriate page numbering and footers should be added.

## APPENDICES

### Appendix 1 Glossary of Terminology

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

**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 and technique, 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 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 the Early Childhood or Younger Reader category.

**SETTING** The description of time and place in a story and its affect 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 Stages of the 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 restricted electronic site.

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

- 1.1 The Awards Convenor will notify judges when to expect a package.
- 1.2 Packages usually are sent the last full week of a month to allow for delivery time.

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

#### 2.1 Reading

Commenting on Panel site – this is closed discussion amongst panel judges only under the supervision of the Awards Convenor.

#### 2.2 Voting

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

### 3. Panel review of books (Phone/online conference of panel judges – repeated throughout the year)

#### 3.1 Phone/online conference to discuss books

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

#### 3.2 Voting

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

#### 3.3 Judge Book Critique

Allocated on rotation for books that are agreed to be Potential Notable.

Critiques need to be positive and address the criteria, taking into consideration all panelist's comments.

There is a one week turnaround for writing these critiques.

### 4. Notable confirmation

#### 4.1 Final Phone/online conference (by second week in January)

Confirm the Notable List from list of Potential Notables.

Confirm all books on Notable List meet criteria for category.

Notable List is then shortened to 10 for face-to-face discussions.

### 5. Determination of Shortlist, Honour and Winner

#### 5.1 Face-to-Face Conference to determine Shortlist, Honour and Winner

Determination by the panel with consensus to be reached of books to be listed as the Shortlist (maximum 6 books) in presence of all 15 panel judges.

Confirm the Shortlist as selected.

Confirm the Honour and Winner books as selected.

#### 5.2 Allocation of books to each judge for indepth critique (2 per judge)

#### 5.3 This process is repeated for each panel.



## 2022-23 Book of the Year Judge Application Cover page

### Personal Details

Name: .....

Address: .....

Email: .....

Phone: ..... Mobile: .....

Branch Membership No: ..... Branch: .....

Working with Children Clearance Certificate/Card approved (copy attached)

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

- Book of the Year: Older Readers (OR)
- Book of the Year: Younger Readers (YR)
- Book of the Year: Early Childhood (EC)
- Picture Book of the Year (PB) also CBCA Award for New Illustrator (NI)
- Eve Pownall Award (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.

.....



## 2022-23 Book of the Year Judge Conflict of Interest Declaration

To: National Chair, The Children's Book Council of Australia Board

I declare that as a Judge of The Children's Book Council of Australia:

I have a conflict of interest in the following matter: *(creator, editor or associated with entry in Awards)*

\_\_\_\_\_

I declare that I have a direct or indirect interest in the following advice or report that is to be considered at the following meeting:

*(State the subject of the advice/report and meeting details)*

\_\_\_\_\_

Further, I declare that the type of interest that has given rise to the conflict is either (place an X in the circle next to the interest/s):

- A direct interest *(See Definitions in Policy Statement)*
- An indirect interest due to a close association (eg. author, illustrator, publisher)
- An indirect interest due to a financial interest (eg. author, illustrator, publisher)
- An indirect interest because of conflicting duties (eg. reviewer)
- An indirect interest because of receipt of an applicable gift
- Other: *(Specify Nature of Interest)*

\_\_\_\_\_

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 Board or if/when a conflict of interest arises during consideration of Board matters.

Further, I declare that I have no conflict of interest that would breach the provisions of the Board's Code of Conduct.

Name: .....

Signature: ..... Date: .....



## 2022-23 Book of the Year Judge Conflict of Interest Declaration

Deed made the \_\_\_\_\_ day of \_\_\_\_\_, 2019

### 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 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 Category/ies 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.

#### **10. 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.

#### **11. 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: )

\_\_\_\_\_  
**[Judge's name in full and signature]**

Witness signature \_\_\_\_\_

Full name (print) \_\_\_\_\_

Witness occupation \_\_\_\_\_

Witness address \_\_\_\_\_



## The CBCA Book of the Year Awards

**Position Title:** CBCA Book of the Year Judge

**Period of Employment:** From 1/2/2022 to 25/8/2023

### Context of the Position:

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.

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.

The Children's Book Council of Australia receives in excess of 450 entries for the Book of the Year Awards. Volunteer judges demonstrate in-depth knowledge and expertise to select the very best of Australian children's literature.

### Role Description:

#### Summary of Key Responsibilities

##### Requirements

- Read and report on all books entered in each category for which the judge is responsible.
- Work with their panel to be available for teleconferences, online meetings and face to face meetings as determined to facilitate discussion, reflection and reporting on entries. During these panel meetings the Notable, Shortlisted, Honour and Winner books will be discussed, recommended and selected.
- Be responsible to the CBCA Board.

##### Reporting Requirements

- Provide reports and recommendations in line with the requirements as outlined in the CBCA Book of the Year Awards Policy.
- Provide a report on selected Notable and Shortlisted books as required.
- Submit a contribution to the Judges' Report.

##### Specific Requirements

- Attendance at a minimum of one face-to-face meeting, attended by all judges, to confirm the Honour and Winner books, the Shortlist and the Notables.
- Participate in all briefings.

- Work collaboratively with the panel to implement any promotional content in relation to the Notables or Shortlisted books; negotiable attendance at the CBCA Shortlist Announcement and the CBCA Book of the Year Award Announcement, or other such events, as deemed appropriate by the CBCA Board or Branches.
- Maintain confidentiality throughout the judging process.

## Person Specification:

Minimum requirements include:

- No vested interest in the Awards.
- Freedom from conflict of interest or association (including non-financial) with a current entry or Awards Committee member.
- Current membership (individual or institution) of a Branch of The Children's Book Council of Australia.
- Current Working With Children Check (or Police Check) as determined by regulations in their State or Territory.

## Selection Criteria:

Judges will be selected using the following criteria:

### Personal Skills and Abilities

- High level skills in establishing sound, effective and collaborative working relationships.
- Highly developed ability to communicate effectively, both orally and in writing.
- Demonstrated ability to effectively prioritise and manage competing demands to meet deadlines.

### Knowledge

- Demonstrated knowledge, and understanding of the field of children's literature.
- Recognised qualifications in the field of children's literature.
- Awareness of illustration techniques and media, visual literacy, design, writing styles and editing as they relate to children's literature.

### Experience

- Demonstrated successful experience in using evidence to provide written assessments of children's literature.
- Demonstrated commitment to promoting excellence in Australian children's literature.

## Application:

The length of the written application and CV should not exceed 1,500 words.

The application should include the names and contact details of two referees, a photocopy of a current Working with Children Clearance Certificate/Card and a signed Cover Page and Conflict of Interest Statement.

Applications should be emailed to: [admin@cbca.org.au](mailto:admin@cbca.org.au) by 30 November 2021.