The LGMA Queensland Awards for Excellence recognising outstanding achievement in Queensland local government.

Nomination Guidelines
About the Awards
Local Government Managers Australia (LGMA) is an association of managers and aspiring managers in local government. LGMA is committed to the development and improvement of local government management in Queensland. We are also committed to maintaining high professional and ethical standards throughout the profession ensuring that our members are at the forefront of innovation and change.

Our guiding principle is to lead, represent and support Queensland local government officers in their roles and be a key participant in the management and enhancement of local government in Queensland through advocacy and lobbying; professional and personal development; networking and information exchange and research and policy development.

Council subscribers of LGMA Queensland may nominate projects for the Awards for Excellence.

The awards are presented at the Awards for Excellence Gala Dinner in Brisbane on Thursday 28 May 2020.

Each award category winner will receive a certificate and trophy along with recognition in the Awards magazine.

Award Categories
The categories are designed to be flexible – recognising that local government is at the forefront of innovation and operates in a rapidly changing environment. Categories are not intended to be limited to, or represent, particular areas of local government activity, and are applicable to activities across the whole of local government.

**Collaboration**

This project or initiative involved genuine collaboration with multiple parties (internal and external to council) in order to implement more effective service delivery models for the benefit of the organisations and the community. This may have been through an informal agreement or a more formal legal structure.

**Community Shaping**

This project or initiative has influenced community behaviour and practice. It has educated and informed community opinion leading to sustainable, positive changes in the community. There is clear evidence of its success in enhancing community wellbeing, understanding and awareness and in engendering behaviour change.

**‘Doing more with Less’**

This award category recognises projects or initiatives of Category 1 councils that showcase the philosophy of ‘doing more with less’. Lateral thinking, creativity, increased productivity and simplicity are the drivers of this successful project or initiative that is an aspirational model for other smaller councils.
Innovation

This project or initiative has adopted a new and different approach, leading to improved (or new) service delivery and/or performance. This initiative is cutting-edge and has probably not been seen in Queensland councils before, certainly not in this format.

Sustainability

This project or initiative has enhanced the long-term sustainability of council and/or the community. It may be through more sustainable use of human, financial and other resources or it may be related to environmental sustainability.

Teamwork

This team is an internal council team or a team involving multiple areas of council. The manner in which it has utilised resources, collaborated and communicated proves the adage that the whole is greater than the sum of its parts. It has contributed, in a measurable way, to enhanced service delivery within or external to council.

Workplace Wellbeing

Workplace health and wellbeing programmes have real potential to positively influence the health of councils' workforce whilst making good business sense through increasing employee engagement and team cohesiveness and leading to reduced absenteeism and increased productivity in the long-term. This project or initiative demonstrates evidence of fostering healthy workplace policies and supportive environments that promote healthy lifestyles that enhance positive social conditions.

Above and Beyond

This individual has gone ‘above and beyond’ their stated duties to deliver added service to their community or council. This will be work for which they have not received additional remuneration and is most likely self-generated, showing genuine initiative for the benefit of the organisation and, ultimately, its customers.

Nomination Fee

A nomination form must be completed and submitted with each submission. An entry fee of **$250** is applicable to each nomination. A tax invoice will be issued upon receipt of the nomination.

Conditions of Nomination:

- **Council subscribers** of LGMA Queensland may nominate projects for the LGMA Queensland Awards for Excellence.
- They may submit numerous projects.
- Multiple nominations are permitted in all categories.
- A project or initiative may be nominated in up to two (2) categories and each will be treated as a separate nomination.
- If nominating a project in more than one category, nominators should ensure the nomination is tailored to address the category requirements.
How to Nominate

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Complete the Award Nomination Form available at <a href="https://www.lgmaqld.org.au/page-18177">https://www.lgmaqld.org.au/page-18177</a></td>
</tr>
<tr>
<td><strong>NOTE</strong></td>
<td>Sections 2-8 are no more than one page 350-400 words each</td>
</tr>
</tbody>
</table>
| 2 | Introduction and Overview  
Nominations must provide an overview of the project/initiative outlining the key outcomes and achievements  
Note: the purpose of the introduction/overview is for inclusion in the Awards publication so it should offer a standalone description. |
| 3 | A statement outlining how the nomination meets the category requirement.  
Please refer to the Award Category section of this document |
| 4 | A description of the impact/outcome including evidence of:  
   a) Its impact on council and or the community  
   b) How the outcomes were measured  
   c) Details of its ongoing status |
| 5 | A statement regarding the possible transferability of the initiative for use in other areas or councils |
| 6 | Explanation of why this project/initiative stands out from other initiative across the state (including to what extent it is unique) |
| 7 | Submissions may include references from people affected by the project or other evidence of outcomes including: Media articles, community newsletters etc. |
| 8 | Media release  
Please include a media release regarding the project/initiative. This should be targeted for State release as opposed to local release and focus on the outcomes of the respective customer/s. |
| 9 | Nominations must include:  
   a) Four (4) hard copies of your submission (including sections 1-8 as outlined above) – A copy of the original documents you provide are passed on to each of the judging panel members  
   b) One electronic copy provided on a USB – the preference is for a single collated document named as:  
      Council Name_Project title_Category  
      If in multiple parts, please indicate parts 1-8  
   c) 3-5 high resolution photographs x 4 copies |
| 10 | Delivery details:  
**Nominations must be received in full by 5.00pm on Wed 8 April 2020**  
Administration Officer – Awards for Excellence  
LGMA Queensland  
Level 7, Quay Central, 95 North Quay  
Brisbane Q 4000 |
Awards Judging
An independent judging panel will assess all entries.

Each category will be judged on its merits. In assessing nominations, the judges will consider the environment in which the project has been initiated.

As a result, the biggest and most financially significant projects will not automatically be assessed as more meritorious than smaller, lower impact initiatives. Rather, a relative assessment will be made regarding which projects have done the best in the context of what resources they have available and the environment in which they operate.

Although a project may be submitted into two categories, each project is only eligible to win a single category. If a project is deemed the winner in a category, it will not be considered in the subsequent category.

The judges’ decision is final. Please note no correspondence will be entered into regarding entries.

National Awards
Winners of the Innovation and Collaboration categories will be automatically entered in the LGMA equivalent National Awards relating to these categories.

Key Dates

<table>
<thead>
<tr>
<th></th>
<th>Mon 2 December 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominations open</td>
<td></td>
</tr>
<tr>
<td>Nominations close</td>
<td>Wed 8 April 2020</td>
</tr>
<tr>
<td>Judging period</td>
<td>20-30 April 2020</td>
</tr>
<tr>
<td>Winners announced</td>
<td>At the LGMA Queensland Awards for Excellence Gala Dinner on Thursday 28 May 2020 in Brisbane</td>
</tr>
</tbody>
</table>

For further information/assistance
T: 07 3174 5006
E: admin@lgmaqld.org.au

LGMA Queensland
Level 7, Quay Central
95 North Quay
Brisbane Q 4000