

OUT OF THE BOX



2010 LGPRO AGED & DISABILITY SERVICES AWARDS

INVITATION TO NOMINATE INFORMATION

Proudly Sponsored By: **mecwacare**



2010 LGPRO AGED & DISABILITY SERVICES AWARDS

WELCOME

Local Government professionals or teams who have made a significant contribution to Aged and Disability Services in Victoria are encouraged to nominate for the 2010 LGPro Aged & Disability Services Awards.

These prestigious awards recognise and celebrate excellence within Local Government in the following categories:

- Award for Enduring Individual Contribution
- Award for Outstanding Program or Project
 - Grant based (funded) program or project
 - Non grant based program or project
- Joint Fire Services Award
- Rising Star Award

The LGPro 2010 Aged & Disability Awards are proudly sponsored by:



ABOUT LGPRO

LGPro is the peak body for Local Government professionals in Victoria. We develop and deliver high quality professional development activities and services, facilitate positive communication between the sector and State and Federal Government, and represent the views of officers where this expert advice is required in the consultation process on legislation and policy and program development.

PURPOSE OF THESE AWARDS

This is the fourth consecutive year that LGPro has offered these awards. The purpose is to:

- Recognise the contribution of individuals and teams to Local Government Aged & Disability Services and/or their Council organisation.
- Advance innovation and leadership in the provision of Aged & Disability Services.
- Promote high standards in the design and delivery of programs and projects in the Victorian Aged & Disability Services sector.

SUBMISSION PROCESS AND ELIGIBILITY

Please read the criteria, eligibility and submission requirements for each award carefully and be aware that the requirements vary for each award category.



2010 LGPRO AGED & DISABILITY SERVICES AWARDS

CLOSING DATE AND SUBMISSION REQUIREMENTS

Submissions must be received in hard copy *and* electronic format by 2pm on Friday 23 July 2010. Nominations must be submitted in accordance with the following requirements:

- Four (4) copies of each nomination in hard copy (not bound) format to be forwarded to:

2010 LGPro Aged & Disability Services Awards
Local Government Professionals Inc.
PO Box 409
South Melbourne VIC 3205
- A copy of the fully completed nomination form must be included with your submission.
- Elaborate supplementary printed matter, videotapes or additional presentations are not required and are unlikely to be considered
- Email one (1) electronic copy of each nomination together with up to five (5) electronic photographs (jpg or tif format) relevant to the nominated project or individual to dianap@lgpro.com
- Clearly label electronic nominations with the category, individual or project name and the Council name *e.g. Rising Star Award, John Andrews, Tavish Shire Council.*

JUDGING

A panel appointed by LGPro will receive and judge all nominations for the Awards. The panel will comprise a Local Government Chief Executive Officer and an LGPro Board Member who has knowledge and experience within the Aged & Disability Services sector. The judging panel will be different for each Award category.

Each judge individually reviews all category submissions and allocates preferences based on the ability of the submission to meet the Award criteria. Final scores are reached through averaging and consensus in committee.

AWARDS PRESENTATION

LGPro will announce the 2010 award recipients at the LGPro Aged & Disability Services Awards Dinner at Rydges Bell City, 215 Bell Street, Preston on Thursday 26 August 2010. The Awards Dinner is held in conjunction with the LGPro Aged & Disability Services Seminar.



2010 LGPRO AGED & DISABILITY SERVICES AWARDS

WINNERS

Winning individuals and/or teams (*except for the Joint Fire Services and Rising Star Award winners*) will receive an Award in the form of a statuette presented at the Awards Dinner.

Award winning Council organisations (*except for the Joint Fire Services and Rising Star Award winners*) will receive a replica of the personal Award delivered after the Awards ceremony to the Council's Chief Executive Officer.

A summary article on all winning entries will feature in LGPro's PROfile magazine summer edition published in December 2010.

The Joint Fire Services Award winner will receive a certificate at the Awards Dinner and 200 Smoke Alarms delivered to the winning Council organisation.

The Rising Star Award winner will receive a certificate presented at the Awards Dinner. The Rising Star Award winner will also receive a complimentary registration with the LGPro Ignite Program – *a Learning Path for New or Aspiring Supervisors, Team Leaders, Coordinators in Local Government*. This Award prize is valued at \$3,470.



For further information about LGPro's Ignite Program, visit www.lgpro.com

This 2010 LGPro Aged and Disability Awards are proudly sponsored by:



FINALISTS

All Award finalists will receive a certificate presented at the Awards Dinner.

AWARDS ADMINISTRATION

Diana Pawluk
Local Government Professionals Inc
Suite 4, 27-33 Raglan Street (PO Box 409),
SOUTH MELBOURNE VIC 3205
Phone: 9686 3833
Fax: 9690 4217
Email: dianap@lgpro.com



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SUBMISSION CHECKLIST

Before forwarding your submission, check to ensure all required documents are attached. Please include this checklist with your completed nomination.

Have you read the:	✓	Invitation to nominate?
		Award criteria?
		Terms and conditions?
On the Award nomination form, have you:		Indicated the relevant award category?
		Indicated only ONE nomination per form?
		Completed all sections?
		Indicated if the Nominee is aware of the Nomination?
		(As the Nominator) signed the declaration on the nomination form?
		Ensured the Chief Executive Officer of the Council or the CEO's representative has signed the declaration on the nomination form?
With your submission, have you:		Clearly labelled your submission with the name of the category and your contact name, phone number and email address?
		Included four (4) copies of each nomination?
		Attached a copy of the nomination form to each copy?
		Attached the completed Written Material Consent Form?
		Attached completed Photo Consent Forms for all photographs submitted?
		NOT bound the copies? (it is preferred if the document is hole punched and either bulldog or paper clipped)
		Emailed a Word copy of the nomination to dianap@lgpro.com ?
		Emailed up to five (5) electronic photographs as separate jpeg files to dianap@lgpro.com ?
		Attached this completed Checklist?
		Kept a copy of your nomination form and submission for your records?

CONSENT FORMS

For a copy of the Written Material Consent Form and the Photo Consent Form to be completed with each nomination, visit: [www.lgpro.com/files/Permission to Copy.pdf](http://www.lgpro.com/files/Permission%20to%20Copy.pdf)



2010 LGPRO AGED & DISABILITY SERVICES AWARDS

ENDURING INDIVIDUAL CONTRIBUTION AWARD

About this Award **mecwacare**

The Enduring Individual Contribution Award recognises an outstanding contribution by a Local Government officer to the Aged and Disability Services sector, demonstrating enduring leadership, innovation and sustainable change.

In this instance, the term “enduring” relates to more than five (5) years work experience within Victorian Local Government Aged and Disability Services.

Award Criteria

1. Promotional summary of the Nominee (up to 100 words).

Provide a short paragraph or dot-point summary of the key attributes of the individual and the contribution(s) that the nomination is recognising. If successful, this summary will be read out at the Aged and Disability Services Awards ceremony.

2. Description of the Nominee and the contribution(s) being recognised (up to 1000 words).

Detail the contribution(s) made by the individual in the Local Government Aged and Disability sector. Describe how the contribution(s) demonstrates:

- Enduring leadership
- Innovation
- Sustainable change

Detail the impact on the sector achieved by the individual

Provide other general comments.

3. Provide details of the Nominee’s work history to date (up to 400 words).

For a copy of the nomination form for this Award, visit:

[www.lgpro.com/files/2010 A&D Awards - Enduring Individual Contribution Award Nomination Form.pdf](http://www.lgpro.com/files/2010%20A&D%20Awards%20-%20Enduring%20Individual%20Contribution%20Award%20Nomination%20Form.pdf)



2010 LGPRO AGED & DISABILITY SERVICES AWARDS

AWARD FOR OUTSTANDING PROGRAM OR PROJECT

About this Award **mecwacare**

The Award for Outstanding Program or Project recognises the development and implementation of a program or project which has achieved significant service improvement through an effective and innovative approach.

There are two awards in this category:

1. Grant based (funded) program or project
2. Non grant based program or project

Award Criteria

1. Promotional summary of the nominee (up to 100 words).

Provide a short paragraph or dot-point summary of the key attributes of the individual and the contribution(s) that the nomination is recognising. If successful, this summary will be read out at the Awards ceremony.

2. Description of the nominated program or project (up to 1000 words).

Description should clearly identify:

- Project/Program objectives.
- Project/Program outcomes – describe the result and how it relates to the project objectives.
- Please stipulate if and how the funding was achieved.
- Distinguishing features of the project/program which might address but not be limited to:
 - A significant service improvement.
 - The effective/innovative approach taken to deliver the project/program.
 - Unique features of the project.
 - External resources allocated to help achieve the outcomes.
 - Completion of the program/project, i.e. was it completed on time?
- Sustainability of the initiative, ie: can it be made available and used by the sector?
- Barriers overcome to achieve success.
- Benefits associated with the program /project. (Note: Benefits could be qualitative or quantitative i.e. financial, non financial, community, staff or sector related.)

3. Details of the contribution(s) made by the individual or team nominated (up to 400 words).

4. General comments you may wish to add (optional / up to 150 words).

5. Does this nomination also meet the criteria for the Joint Fire Services Award category?

Does the nomination represent an initiative developed and implemented to promote safety in client's homes, in particular fire safety?

If yes, do you also want to nominate this program/project for the Joint Fire Services Award? Yes No

For a copy of the nomination form for this Award, visit:

[www.lgpro.com/files/2010 A&D Awards - Outstanding Grant and non Grant Based Program or Project Nomination Form.pdf](http://www.lgpro.com/files/2010%20A&D%20Awards%20-%20Outstanding%20Grant%20and%20non%20Grant%20Based%20Program%20or%20Project%20Nomination%20Form.pdf)



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JOINT FIRE SERVICES AWARD

About this Award



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This Joint Fire Services Award recognises Aged and Disability providers who have developed and implemented initiatives to promote safety in clients' homes, in particular fire safety.

Award Criteria

1. Promotional summary of the Project / Program (up to 100 words).

A short paragraph or dot point summary of the key aspects of the fire related policy, procedure, program or project.

2. Description of the fire related policy, procedure, program or project (up to 1000 words).

Description should clearly identify:

- The policy/procedure/program/project objectives.
- How the improved fire safety outcome was achieved.
- How the policy, procedure, program or project improves fire safety for clients and/or workers.
- Sustainability.
- Barriers overcome to achieve the outcome.
- Any associated home safety benefits.

3. Any general comments you may wish to add (optional / up to 150 words)

Joint Fire Services will present a certificate of recognition to the Award winner and 200 free smoke alarms to the successful Council.

ONLY WORKING SMOKE ALARMS SAVE LIVES!

For a copy of the nomination form for this Award, visit:

[www.lgpro.com/files/2010 AD Awards - Joint Fire Services Nomination Form.pdf](http://www.lgpro.com/files/2010%20AD%20Awards%20-%20Joint%20Fire%20Services%20Nomination%20Form.pdf)



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RISING STAR AWARD

About this Award **mecwacare**

This Award recognises an individual with less than five (5) years experience working within the Aged and Disability Services (not necessarily Local Government) who has demonstrated initiative above and beyond the required parameters of their role.

Award Criteria

1. Promotional summary of the Nominee (up to 100 words).

A short paragraph or dot-point summary of the key attributes of the "Rising Star". If successful, this would be read out at the Aged & Disability Services Awards ceremony.

2. Description of the Nominee (up to 800 words).

Description should clearly identify:

- Achievement(s) and/or specific contribution(s) made by the individual.
- How the individual has demonstrated initiative "above and beyond the parameters of their role".
- Other general comments.

3. Provide details of the Nominee's work history to date (up to 400 words).

For a copy of the nomination form for this Award, visit:

[www.lgpro.com/files/2010 A&D Awards - Rising Star Award Nomination Form.pdf](http://www.lgpro.com/files/2010%20A&D%20Awards%20-%20Rising%20Star%20Award%20Nomination%20Form.pdf)



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AWARDS TERMS AND CONDITIONS

1. Entrants must sign the declaration on the nomination form as evidence that they accept LGPro's terms and conditions and that the information provided is true and correct.
2. Although nominations are accepted from both LGPro members and non-members, at least one (1) nominator must be an LGPro member.
3. Multiple Council submissions are permitted in either category, however a project/program cannot be submitted in both categories. Any project/program submitted under two categories will not be accepted.
4. LGPro may be interested in using written material from this nomination for the purpose of promoting the work of Local Government in Victoria. The nominator consents that any written material provided may be used for the purpose of promoting the work of Local Government in Victoria. The nominator must complete the Written Material Consent Form.
5. LGPro may be interested in using photographs provided by you for the purpose of promoting the LGPro Aged and Disability Services Seminar and the work of Local Government in Victoria. The nominator consents that any photographs you provide may be used by LGPro for this purpose. The nominator must complete the Photo Consent Form.
6. Individual members of the Awards judging panels are not eligible to enter the award categories they judge or sponsor.
7. The judging panel's decision on selecting awardees will be final and no correspondence will be entered into in relation to their decision.
8. Only the Award recipients and finalists will receive a certificate – named partners will not receive their own copy of the Award certificate.
9. Entrants may submit more than one entry. Each entry must be accompanied by its own completed nomination form.
10. Hard copy nominations and emailed copy nominations shall be clearly labelled with the name of the category, individual name or project name and Council name.
11. Four (4) copies of each nomination must be provided in hard copy format.
12. A copy of the completed Nomination Form must be attached to each copy of the Nomination.
13. Nominations must not be bound.
14. An electronic copy of each Nomination together with up to five (5) electronic photographs (jpg or tif format) relevant to the nominated project or individual must be forwarded to LGPro by the closing date.
15. The closing date for hard-copy and an emailed nomination is 2pm Friday 23 July 2010.



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FREQUENTLY ASKED QUESTIONS

Do I need to be an LGPro member to apply for an Award?

The LGPro Aged & Disability Services Awards are open to both LGPro members and non-members, however at least one (1) nominator must be an LGPro member.

How do the judges decide on the winners?

While they are impressed by good presentation, the judges are seeking substance over form. The judges use the criteria for each award to make a decision about that award.

How is the judging process adjudicated?

There are two judges for each category. Each panel will be made up of a judge who is a Chief Executive Officer of a Council, and another who has experience within the Aged and Disability sector. In the event of a tied decision, LGPro will assist the adjudication process.

Can I see the entries?

Following the Awards ceremony, all nominations will be available from the LGPro website.

What is the closing date for nominations?

Submissions must be received by 2pm on Friday 23 July 2010.

When are the Awards announced?

The Awards will be announced at an event to be held at the Rydges Bell City, 215 Bell Street, Preston on Thursday 26 August in conjunction with the LGPro Aged and Disability Services Seminar.

The 2010 LGPro Aged & Disability Awards are proudly sponsored by:

mecwacare

Who do I contact for further information?

Contact the LGPro office on (03) 9686 3833 or email info@lgpro.com