

LOCAL GOVERNMENT
LGPRO
PROFESSIONALS
THE LEADING VOICE

2012 Awards for Excellence

Invitation to Nominate

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About the Awards

The LGPro Awards for Excellence serve an important role in promoting and celebrating the outstanding work being undertaken and delivered by individuals and teams working in Local Government in Victoria.

There are eight Award categories and LGPro forms a panel to judge each category. Members of the judging panels are selected for their technical and specialist skills, knowledge and experience related to that particular category. The judging panel's decision is final and no correspondence will be entered into in relation to their decision.

The Awards will be presented at the 2012 LGPro Annual Conference Dinner to be held on Thursday 23 February, 2012 at Melbourne Convention and Exhibition Centre.

Winners in each category, whether they are an individual or in a team, will receive a statuette, and the Council they represent will receive a replica of the statuette. The Young Achiever Award will include honorary LGPro Membership for a 12-month period.

For further information regarding the Awards please contact Diana Pawluk or Sally Flannery Ph: (03) 9686 3833 or email dianap@lgpro.com or sallyf@lgpro.com

Closing Date for Applications

12noon, on Friday 21 October, 2011

Award Categories

The LGPro Awards for Excellence comprise the following eight categories:

- Innovative Management Initiative
- Service Delivery Initiative
- Special Projects Initiative
- Community Partnerships Initiative
- Community Assets & Infrastructure Initiative in two categories
 - Projects \$1 million and under
 - Projects over \$1 million
- Sustainability Initiative
- Young Achiever

How to nominate

For each nomination we require:

- At least one of the two nominators to be an LGPro member
- Individuals nominated must be members or fellows. However, this does not apply to the Young Achiever category.
- In the case of team nominations, at least one team member must be a member or fellow

Councils may nominate more than one project. Multiple nominations from a Council are permitted in all categories, provided that the same project/initiative is not entered in more than one category. Any project/initiative nominated in more than one category will not be accepted.

Any one project/initiative may be nominated only once and not in subsequent years. For example, if the planning phase of a project is nominated one year, it cannot be nominated in the subsequent year. However, the next phase of the project, such as the implementation, can be nominated in the subsequent year.

Nominations are accepted from Special Interest Groups in the same way as they are accepted from Councils.

Before submitting your nomination form, please ensure that you have completed the Submission Checklist on P17. This checklist must be included with your nomination.

Category 1 – Innovative Management Initiative

Overview

Initiatives that demonstrate new ways of leading, facilitating, administering, controlling or ensuring a particular outcome is achieved and that make positive changes to the management of organisations, processes, practices or projects.

Judging criteria

- Transferability
- Leadership demonstrated
- Achievements of project versus its intention
- What makes the initiative different/special
- Evaluation of the effectiveness of the initiative

Category 2 – Service Delivery Initiative

Overview

Initiatives that demonstrate best practice (outstanding action), or the pursuit of excellence, in the delivery of a service/s to the community or a specified target market that is able to be continued on an ongoing basis.

Judging criteria

- Demonstrated delivery
- Uniqueness or defining features
- Cost benefit
- Outcomes in terms of benefits
- What makes the initiative effective
- Measurable outcomes
- Effectiveness for specific client/target group(s)

Category 3 – Special Projects Initiative

Overview

Initiatives that are exceptional and one-off. They must assist the community and be over and above Council's day to day activities.

Judging criteria

- Demonstrated delivery
- Measurable outcomes
- Cost benefit
- What makes the initiative exceptional or special
- Effectiveness for specific client/target group(s)
- Outcomes in terms of benefits

Category 4 – Community Partnerships Initiative

Overview

Initiatives that demonstrate a commitment to working with and/or in the community to achieve positive outcomes.

Judging criteria

- Impact on broader sector
- Complexity of outcomes and number of partners involved
- Transferability
- Leadership demonstrated

Category 5 – Community Assets & Infrastructure Initiative

Overview

Initiatives that maximise benefits to the community and showcase partnerships in developing and managing community assets.

This section comprises two sub-categories:

1. Projects \$1 million and under that are a new, one-off activity of a capital nature; and
2. Projects over \$1 million that are a new, one-off activity of a capital nature.

Judging criteria

- Project outcomes
- Innovative features
- Cost benefits

Category 6 – Sustainability Initiative

Overview

Initiatives that demonstrate excellence in the delivery of environmentally sustainable processes or projects. These are projects which provide a new way of ensuring programs, projects and developments meet the needs of the present, without compromising future generations.

Judging criteria

- Complexity of funding
- Size of project
- Measurable sustainability outcomes
- Cost benefits of the initiative

Category 7 – Young Achiever

Overview

Nominations for this category must relate to “recognisable achievements” in the Local Government sector. People being nominated must be up to 30 years of age and working in Local Government. They must have achieved outstanding results. Nominations will be accepted from both LGPro Members and Non-Members. The person putting forward the nomination must be an LGPro member.

Judging criteria

- Level of achievement
- Specific contribution
- Leadership qualities
- Level of commitment shown to driving change

Information required for Categories 1-6

1. Summary of the Project

A short paragraph, or dot-point, summary of the key aspects of the project which would be read out at the Annual Conference Dinner as winners make their way to the stage. **(Maximum 100 words)**

2. Description of how this project has met the judging criteria for the category you are nominating for (the criteria is outlined under each Award Category). **(Maximum 1000 words)**

Identify:

- Project objectives.
- Project outcomes – describing the result/s it has achieved and how it relates to project objectives.
- Distinguishing features of the project which might address but not be limited to:
 - Capacity for establishing and maintaining partnerships;
 - Sustainability of the initiative;
 - Establishment/encouragement of cross-functional working relationships/arrangements; and
 - Innovative features of the project.
- How the project has achieved excellence.
- How it has positively impacted on the local community.
- Barriers that have been overcome to achieve success.
- Costs associated with the project. These should be inclusive of actual expenses, staff hours and this should be articulated along with the benefits to the community which can be both quantitative (e.g. number of people receiving a service) and qualitative.

3. Your opinion regarding the specific contribution made by the individual/team you are nominating. **(300-400 words)**

4. Any general comments you wish to add. **(300-400 words)**

Information required for Category 7 – Young Achiever Award

1. Promotional Summary of the Nominee

A short paragraph, or dot-point, summary of the key attributes of the Young Achiever which would be read out at the Annual Conference Dinner as the winner makes his/her way to the stage. **(Maximum 100 words)**

2. Description of the Nominee including:

- Their achievements;
- Specific contributions;
- Their leadership qualities;
- How they have driven change; and
- General comments.

(1600–1800 words)

3. Age and Work History

- Age at 31 December 2011 (nominee must be 30 or under at this date)
- Work history to date

(400–600 words)

NOTE: This form must be completed and attached to the front of the information being submitted to support each nomination.

PLEASE INDICATE CATEGORY

Cover for Nomination Form

NAMES OF INDIVIDUALS/TEAM NOMINATED FOR AWARD:

	Individual or team member names	Position title	LGPro Member (please tick)	
			Yes	No
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

(In the case of a team nomination, at least one member of the team must be a Member or Fellow of LGPro. The name of the LGPro Member or Fellow must be clearly identified in the space provided above)

IS THE NOMINEE AWARE OF THE NOMINATION? YES / NO (please circle)

NAME OF THE TEAM TO BE ENGRAVED ON THE STATUETTE

Where there are more than three people nominated for an award, a team name will be engraved on the winner's statuette instead of the individual names. Please nominate the team name in the space allocated in the table below and ensure that it is not more than 40 characters.

Team name:	
Name of project:	
Organisation/Council/SIG:	
Postal address and postcode:	
Courier address (if different to above):	
Contact's name:	
Contact's position title:	
Contact's telephone:	
Contact's facsimile:	
Contact's email:	

	Nominator and position	Signature	LGPro Member (please tick)	
			Yes	No
1.				
2.				

(One nominator must be the Chief Executive of the Council where the award nominee/s is employed or contracted)

CATEGORY: (Please tick one box only)

1. Innovative Management Initiative	<input type="checkbox"/>
2. Service Delivery Initiative	<input type="checkbox"/>
3. Special Projects Initiative	<input type="checkbox"/>
4. Community Partnerships Initiative	<input type="checkbox"/>
5. Community Assets & Infrastructure Initiative 5.1 – Projects \$1 million and under 5.2 – Projects over \$1 million	<input type="checkbox"/> \$1m and under <input type="checkbox"/> Over \$1m
6. Sustainability Initiative	<input type="checkbox"/>
7. Young Achiever	<input type="checkbox"/>

2012 LGPro Awards For Excellence Publication

Each year LGPro produces an Awards for Excellence publication (hard copy and electronic) featuring all of the winners and finalists of the Awards.

The publication is a valuable way of formally documenting all of these projects and promoting the tremendous working being done across the Local Government sector. The publication is extremely popular both within the sector and beyond, and is used by LGPro, Councils and State Government departments to promote the outstanding achievements of Local Government in Victoria.

All Awards for Excellence nominations must include the information outlined in the following pages that is required for the Awards for Excellence publication. Please complete the Publication Cover Page form and read the guidelines that contain detailed information on what is required.

This information is required by Friday 21 October 2011 at the same time as you submit your Award nomination.

LGPro thanks you for your participation in providing us with information for this publication which will provide a lasting and tangible memory of the 2012 LGPro Awards for Excellence.

Publication Cover Page

NAMES OF PEOPLE/TEAM NOMINATED FOR AWARD:

	Individual or team member names	Position title
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Name of Project: _____

Organisation/Council: _____

Name of person submitting story: _____

Position Title: _____

Telephone: _____

Facsimile: _____

Email: _____

CATEGORY: (Please tick one box only)

1. Innovative Management Initiative	<input type="checkbox"/>
2. Service Delivery Initiative	<input type="checkbox"/>
3. Special Projects Initiative	<input type="checkbox"/>
4. Community Partnerships Initiative	<input type="checkbox"/>
5. Community Assets & Infrastructure Initiative 5.1 – Projects \$1 million and under 5.2 – Projects over \$1 million	<input type="checkbox"/> \$1m and under <input type="checkbox"/> Over \$1m
6. Sustainability Initiative	<input type="checkbox"/>
7. Young Achiever	<input type="checkbox"/>

Publication Guidelines for Categories 1-6

Introduction

The introduction should act as an informative, yet concise overview of the project.

Paragraph 1

The first paragraph should detail the project outlining its objectives and outcomes.

This is where relevant quotes from the specific individual can be introduced to bring a humanistic quality to the story. This is also the appropriate time to highlight individuals or team members involved in the project.

Paragraph 2

Innovative features of the project can be included in this paragraph with relevant information of the uniqueness of the project and attributing information to highlight the project's success.

Paragraph 3

This paragraph can include the barriers and obstacles overcome to achieve success. Anecdotes and examples can be used. For example, outline barriers such as funding constraints, lack of corporate support, language barriers.

Paragraph 4

This paragraph should describe the project's sustainability using examples. It should also include how the project itself, or its ideals and principles, could be utilised by other Councils.

Conclusion

The conclusion is an opportunity to give a summary of the project and provide reasons why it deserves recognition.

Please keep the publication information as a separate document and do not attach it to the Awards for Excellence nomination. Please complete the cover page and attach it to the Publication nomination. Please refer to the guidelines attached when providing the information for publication. It should be written in the style of an article/story and **must not exceed 600 words**. The story word count is limited to 550 words maximum if bullet points are used. Contributions exceeding the word limit may be returned to the submitter for editing.

It is entirely up to the discretion of nominees how much emphasis is placed on sections, but we encourage you to ensure that your contribution is well balanced.

Quotes by individuals/officers/executives and CEO's are encouraged to strengthen the story.

At least four good quality photographs **MUST** be provided with your Awards for Excellence nomination for use in the publication. It is important that all photos are of good quality and resolution (each photo should be around 1MB). Please provide names and titles of people in each photograph submitted and a brief explanation of photo (i.e. what the photo is about). **Please note that these photos are to be emailed as separate jpg files.**

Consent for use of your story and photos is required.

DUE DATE: All LGPro Awards for Excellence nominations, including information for the Awards for Excellence publication, must be received by Friday 21 October 2011.

Publication Guidelines for Category 7 – Young Achiever

Introduction

The introduction should act as an informative overview of the nominee, their age, qualifications, work history and achievements.

Paragraph 1

The first paragraph should detail the nominee's current role and the scope of their role.

Paragraph 2

The second paragraph should include the nominee's demonstrated achievements whilst working at the Council.

Paragraph 3

This paragraph should describe how the nominee is regarded by their colleagues and the community, and the impact they have made.

Conclusion

The conclusion is an opportunity to summarise the nominee's achievements and reasons why she/he deserves recognition.

Please keep the publication information as a separate document and do not attach it to the Awards for Excellence nomination. Please complete the cover page and attach it to the Publication nomination. Please refer to the guidelines attached when providing the information for publication. It should be written in the style of an article/story and **must not exceed 600 words**. The story word count is limited to 550 words maximum if bullet points are used. Contributions exceeding the word limit may be returned to the submitter for editing.

It is entirely up to the discretion of nominees how much emphasis is placed on sections, but we encourage you to ensure that your contribution is well balanced.

Quotes by individuals/officers/executives/CEO's are encouraged to strengthen the story.

Between 3-5 good quality photographs **MUST** be provided with your Awards for Excellence nomination for use in the publication. It is important that all photos are of good quality and resolution (each photo should be around 1MB). Please provide names and titles of people in each photograph submitted and a brief explanation of photo (i.e. what the photo is about). **Please note that these photos are to be emailed as separate jpg files.**

Consent for use of your story and photos is required.

DUE DATE: All LGPro Awards for Excellence nominations, including information for the publication, must be received by Friday 21 October 2011.

Written Material Consent Form

2012 LGPro Awards For Excellence

LGPro and/or the Department of Planning and Community Development may be interested in using written material from this nomination for the purpose of promoting the work of Local Government in Victoria. The written material you provide may be used by LGPro or the Department of Planning and Community Development for this purpose.

This consent form covers your involvement in the nomination. The written material may be used by LGPro or the Department of Planning and Community Development in publications, brochures and on internet sites to promote a range of initiatives and whole of government projects or programs. Please read this form carefully before signing it.

1. Your Details

Name of Person:	
Position Title:	
Council:	
Project Name:	
Project Category:	
Address and Postcode:	
Daytime Phone Number:	
Email:	

2. Provision of Consent to use Written Material

- a. I give my consent to LGPro and the Department of Planning and Community Development (and any person authorised by LGPro and the Department of Planning and Community Development) to publish written material from this nomination as may be determined, without acknowledgement of myself and without my entitlement to any remuneration or compensation now or in the future.
- b. I agree that the information and quotes as presented in this nomination are correct and provide permission for the written material to be published by LGPro or the Department of Planning and Community Development and included on the LGPro website.

3. Authorisation

I give permission for this written material to be used in the existing context for the purpose of promoting the work of Local Government in Victoria. I hereby agree to the terms and understand the conditions set out above.

Signature: _____ Date: ____ / ____ / ____

Graphics Consent Form

2012 LGPro Awards For Excellence

LGPro and/or the Department of Planning and Community Development may be interested in using graphics (defined as photographs, graphs, diagrams and pictorial representations) provided by you for the purpose of promoting the LGPro Awards for Excellence and the work of Local Government in Victoria. Any graphics provided by you may be used by LGPro and/or the Department of Planning and Community Development for this purpose.

This consent form covers your involvement in the graphics provided. The graphics may be used by LGPro and/or the Department of Planning and Community Development for promotional purposes. Please read this form carefully before signing it.

1. Your Details

Name of Person:	
Position Title:	
Council:	
Project Name:	
Project Category:	
Address and Postcode:	
Daytime Phone Number:	
Email:	

2. Provision of Consent to use Graphics

- a. I give my consent to LGPro and/or the Department of Planning and Community Development (and any person authorised by LGPro and/or the Department of Planning and Community Development) to copy or reproduce these graphics (defined above, and whether by photo, film or other electronic or printed media), as LGPro or the Department of Planning and Community Development may determine, without acknowledgement of myself and without my entitlement to any remuneration or compensation now or in the future.
- b. I acknowledge that the graphics are for use by LGPro and the Department of Planning and Community Development in the promotion of the LGPro Awards for Excellence.

3. Authorisation

I give permission for the graphics in this material to be used in the existing context for the purpose of promoting the work of Local Government in Victoria. I hereby agree to the terms and understand the conditions set out above.

Signature: _____ Date: ____ / ____ / ____

Nomination Checklist

Award nominations must be submitted in accordance with the following:

Hard Copies Seven (7) copies of each Nomination in hard copy (NOT BOUND) format to be forwarded to:

Postal Address:	Courier Address:
2012 LGPro Awards for Excellence	2012 LGPro Awards for Excellence
LGPro	Suite 4
PO Box 409	27-33 Raglan Street
South Melbourne Vic 3205	South Melbourne Vic 3205

Please note that a fully completed Nomination Form (see page 8) must be attached to each copy of the Nomination. The nomination cannot be accepted unless all details are completed.

Electronic Copy One (1) electronic copy of each Nomination together with 3-5 high quality electronic photographs (preferably in jpg format, and each should be around 1MB in resolution) relevant to the nominated project to be forwarded to **sallyf@lgpro.com**

Electronic nominations to be clearly labelled with the Award Category, Council name and Project Name e.g. Special Project Category, Greater Shepparton, The Advanced Library.

Photographs You may submit 3-5 good quality photos as separate individual files (preferably in jpg format and each should be around 1MB in resolution).

Your photos must be named as per the example:

Nomination Category: 4

Nomination Title: The Advanced Library, Project of Greater Shepparton

Photo number: 01, 02, etc

File Name Example: Nominated category + initials of nomination title + first 4 letters of Council name + photo number = 4 TALP Shep 01.jpg

Electronic photos must be clearly labelled with Award Category, Council Name, Project Name and photo number and names of people in photos e.g. Sustainability Category, City of Tavish, Water Project Photo 1, front row from left: Joe Smith. Names of people featured in photos (from left to right, back row to front row) to be clearly labelled.

Please note that elaborate supplementary printed matter, videotapes or additional presentations are not required, and are unlikely to be considered by the judging panel.

Submission Checklist

**Closing Date for Applications
12noon, Friday 21 October 2011**

Before forwarding your submission, please check that you have attached all required documents. Please include this checklist with your completed nomination.

Tick the boxes

Have you read	
2012 Invitation to Nominate	<input type="checkbox"/>
On the Nomination Form have you	
Indicated the relevant Award Category	<input type="checkbox"/>
Indicated ONLY ONE nomination per form	<input type="checkbox"/>
Completed all sections	<input type="checkbox"/>
Indicated if the Nominee is aware of the Nomination	<input type="checkbox"/>
As the Nominator, have you signed the declaration on the nomination form (only the hard copy requires the sign off)	<input type="checkbox"/>
Is one Nominator a Member or Fellow of LGPro	<input type="checkbox"/>
Has the Chief Executive of the Council or the CEO's representative signed the declaration on the Nomination Form	<input type="checkbox"/>
In the case of a team nomination, at least one member of the team is a Member or Fellow of LGPro.	<input type="checkbox"/>
With your submission have you	
Clearly labelled your submission with the name of the category and your contact details including contact name, position title, phone number and email address	<input type="checkbox"/>
Included seven (7) hard copies of each nomination	<input type="checkbox"/>
Attached a copy of the nomination form to each copy	<input type="checkbox"/>
Attached completed Written Material Consent Form	<input type="checkbox"/>
Attached completed Photo Consent Form	<input type="checkbox"/>
NOT bound the hardcopies (stapled top left of page, paperclipped or bulldog clipped and two hole punched is preferred)	<input type="checkbox"/>
Emailed a Word copy of the nomination to sallyf@lgpro.com (a word version & not pdf)	<input type="checkbox"/>
Emailed a Word copy of the publication summary to sallyf@lgpro.com (a word version & not pdf)	<input type="checkbox"/>
Emailed 3-5 correctly titled/named electronic photographs as individual jpeg files to sallyf@lgpro.com	<input type="checkbox"/>
Attached this completed Checklist	<input type="checkbox"/>

Please note that if your nomination does not comply with the above guidelines your nomination may be ineligible for judging

Please attach this Checklist to your application (and keep a copy for your records)

LGPRO 2012 ANNUAL CONFERENCE

THE FUTURE IS IN OUR HANDS?

22 - 24 FEBRUARY 2012

MELBOURNE CONVENTION & EXHIBITION CENTRE
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