



# **LGMA Awards for Excellence 2024**

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

## **Nomination Guidelines**

## About the Awards

LGMA is the association for 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.

The awards are presented at the Awards for Excellence Celebratory Event on Thursday 23 May 2024 in Brisbane.

Each award category winner will receive a certificate and trophy along with recognition in the mid-year edition of the LGMA publication – *The Journal*. All nominations will be featured in the Awards Magazine which is released in advance of the award announcements. Additionally, each nomination will be celebrated on social media.

## 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 particular areas of local government activity. Instead, they are applicable to activities across the whole of local government.

### *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.

### *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/or awareness and in engendering behaviour change.

### ***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.

### ***Resourcefulness***

This award category recognises projects or initiatives undertaken by **Category 1 councils** (the LGMA website has a link for you to check 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 small councils.

### ***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' workforces while 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.

## **Nomination Conditions**

**Council subscribers** of LGMA are eligible to nominate projects for the *LGMA Awards for Excellence*.

All Nominations must be registered online via the LGMA website. An entry fee of **\$350.00** applies to each nomination with the exception of Category 1 Councils who nominate for the Excellence in Resourcefulness Award (each Category 1 Council has access to one complimentary nomination in this category).

Councils may submit numerous projects and multiple nominations are permitted in all categories. A project or initiative may be nominated in up to two 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 each of the category requirements.

A tax invoice will be issued once a nomination has been received online.

## Nomination Guidelines

**Nomination Guidelines - sections 1-5 should be no more than one page, or a maximum of 400 words, each. Section 6, your media release, should be 200 words and tailored for the general public.**

Examples have been included against some sections to act as a guide, noting that different projects will need differing descriptions but simple is best and it is critical that page limits are adhered to.

### **Section 1:**

**Introduction and Overview** - Nominations must provide an overview of the project/initiative outlining the key outcomes and achievements. The overview will be published in the Awards for Excellence publication so it should offer a standalone description and be tailored for a local government audience.

#### **Example: Sustainability**

*The LGMA Sustainability Initiative seeks to reduce LGMA's carbon footprint through careful waste management, considered use of resources and replacement of non-renewables where possible. LGMA has taken a broad approach to its environmental responsibilities, calculating the environmental impacts of its programmes not just through the activities of the organisation itself, but by assessing the costs attributed to other participants and attendees.*

*LGMA has shifted programme delivery from central locations to remote and regionally based councils reducing travel and transport impacts. While this has led to a small increase in LGMA's own carbon footprint, the overall carbon footprint of the programmes is significantly reduced through an overall reduction in travel related impacts. At the same time, LGMA introduced a process of waste reduction, which includes partnering with recycle and upcycle facilities and heat capture from waste.*

*Through this programme, LGMA seeks to lead the way in environmentally responsible operations.*

## **Section 2:**

A **statement** outlining how the nomination meets the category requirement, i.e. how the project exemplifies Collaboration/Teamwork/Innovation etc.

Please refer to the Award Category section of the Nomination Guidelines, above.

### ***Example: Sustainability***

*This project will directly improve LGMA's performance in environmental sustainability; contributing to reduced emissions and improved environmental sustainability globally. Although a small step on a global scale, it demonstrates commitment to environmental sustainability and models a sustainable approach for the sector.*

*As a result, the efforts towards environmental sustainability will also enhance financial sustainability in the longer-term, although not necessarily in the short term as LGMA will bear some costs.*

*LGMA is the first association of its type to partner for waste to energy delivery of comingled waste.*

## **Section 3:**

A **description of the impact/outcome** including evidence of:

- The project/activity's impact on council and/or the community (i.e. why is this project significant);
- How the outcomes were measured; and
- Details of the project's ongoing status (if applicable).

### ***Example: Sustainability***

*LGMA's sustainability initiative has led to a reduction of CO2 and other greenhouse gas emissions in the order of 67% per annum. The bulk of this has resulted from participants not travelling via air or long distances via road, to attend programmes.*

*Use of consumables has also reduced through a number of activities and this has created savings of \$4,300 per annum in the business. Overall waste creation has reduced by 32% and of the remaining 68%, 86% is now recycled, upcycled or used in energy generation.*

*Over 5 years, LGMA will have reduced its emissions by 265 tonnes at current rates. LGMA has calculated emissions and savings using the UN CarbonNeutral™ calculator.*

#### **Section 4:**

A **statement regarding the possible transferability of the initiative** for use in other areas or councils and comment on why this project/initiative stands out from other initiatives across the state (including to what extent it is unique).

**Note: This section is not required for the Above and Beyond Category**

#### **Example: Sustainability**

*The activities undertaken by LGMA can be adopted in local government, although local governments will have scope to undertake sustainability measures on a much larger scale and not necessarily the same ones as adopted by LGMA. LGMA has documented the methods of calculating emissions, process for assessing opportunities and the analysis of feasible objectives and targets and can make this documentation available to other councils for application. LGMA's activities represent best practice for organisations of its size as it is the only association in Queensland to have taken these steps.*

#### **Section 5:**

**Supporting information** - submissions may include references from people affected by the project or other evidence of outcomes including media articles, community newsletters etc.

**Photos:** please include 3-5 high resolution photographs. Preferably these are to be included in your single submission document. *(If this is not possible, they should be named Council name\_Project title\_Category\_Photo. Numbering should be applied where more than one document is included i.e. Part 2 of 3)*

#### **Section 6:**

**Social Media Release** - please include a promotional media release. This should be **200 words and tailored for the general public** rather than an informed local government audience.

Your media release will be posted to the LGMA socials (Facebook and LinkedIn) in the lead up to the Awards. Please prepare the media release in third person (i.e. do not refer to 'we' or 'our' and instead reference Council or the xx community)

#### **Example: Sustainability**

*As pressure mounts to slow the rate of climate change and reduce the ever-increasing volume of waste going into land fill or, even worse, ending up in our oceans, one organisation has taken a stand, leading the way for larger operators to follow.*

*LGMA has introduced a sustainability initiative which will reduce its carbon footprint by 256 tonnes over five years, reduce waste to landfill by 89% with more savings to come. This is through changing the business delivery model to reduce the significant impacts of air travel, road travel, postage and general office consumables. Partnering with recycling and energy to waste producers has ensured that what waste is created, is recycled or regenerated.*

*A simple initiative, LGMA's sustainability initiative is a model for small businesses Australia-wide.*

## **Section 7:**

### **Nominations must include:**

- Four hard copies of your submission (including sections 1-6 above). An original copy of your submission as provided to LGMA is passed on to each of the Award Judges. This avoids any transfer risk.
- A USB containing a full copy of your submission (named as: Council name\_Project title\_Category). A single file is preferred with any photos included in the file and not presented separately.

**Nominations must be received in full by 3.00pm on Wednesday 17 April 2024.**

Awards for Excellence  
LGMA  
Level 7, Quay Central  
95 North Quay  
BRISBANE QLD 4000

### *Printing:*

If you are worried about the post arriving on time, please contact one of the printers listed below to print (councils' expense) and deliver your 4 copies to LGMA directly.

[Worldwide Printing](#) - 07 3236 0544

[Snap Printing](#) - Email: [sales@snapqueen.com.au](mailto:sales@snapqueen.com.au)

## **Publication and promotion**

LGMA will publish the introduction/overview in the Awards for Excellence magazine distributed to all councils and key stakeholders in May 2024.

LGMA will post the media release to its social pages (LinkedIn and Facebook).

By nominating for an award, you give permission for LGMA to publish information about your nomination as outlined above and to adjust the text to better suit the audience and to accommodate space/word limits, if deemed necessary and appropriate by LGMA.

Where appropriate, LGMA will include one of the photos you have submitted for inclusion. Please do not submit photos that you do not have permission to publish. Where no suitable photos are available, LGMA may illustrate the post with a generic image on topic (for example, a picture of a tap for a water and sewerage initiative).

## **Judging**

An independent judging panel will assess all entries. Each category will be judged on its merits. 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 entered 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, and no correspondence will be entered into regarding entries. Finalists are not pre-announced. Each Award category winner will receive recognition in LGMA's publication, The Journal, as well as a certificate and trophy.

## Key Dates

<b>Nominations open</b>	Tuesday 3 October 2023
<b>Nominations close</b>	3.00pm Wednesday 17 April 2024 <i>At this time, LGMA must be in receipt of your online registration <u>and</u> your nomination pack including Sections 1-6. The pack sent to LGMA must include: <b>4 hard copies of the nomination; a USB containing: a full copy of your nomination, using the naming convention outlined in Section 7.</b> <b>Please note, no extension of time will be granted to individual councils.</b></i>
<b>Judging period</b>	22 April – 10 May 2024
<b>Winners announced</b>	At the LGMA Awards for Excellence Gala event, on Thursday 23 May 2024 at the State Library of Queensland.

*All nominating councils are encouraged to participate in the Awards Gala event on Thursday 23 May 2024 when the winners and finalists will be announced.*

*Please note that finalists are not released in advance.*

## For further information/assistance

T: 07 3174 5006 / E: [admin@lqmaql.org.au](mailto:admin@lqmaql.org.au)

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