Guide to preparing your online nomination entry

Team Categories

Team award categories

There are six team award categories to showcase the sector's progress towards delivering on Government commitments and acknowledge the very best performances across the sector.

- World class education and training

- Highest quality healthcare

- Connecting communities

- Building a resilient economy

- Excellence in service delivery

- Driving public sector diversity

Team award eligibility

Who is eligible?

- Public sector departments and agencies

- Partnerships between a department or agency and an organisation from outside the sector e.g. local government, private sector, not-for-profit, academic.

Who can nominate?

- Public sector departments, agencies or their partner organisations.

How to enter your nomination

Create a log-in via the Premier's Awards online portal, where you are required to submit an nomination for the Premier's Awards. This template can assist you in putting together a nomination. A detailed guide to using the online nomination portal can be obtained from your Awards Ambassador.

Preparing your nomination

- Explain the problem that needed addressing or the opportunity that arose to improve things.

- Explain how the problem or opportunity was identified, and how the initiative to improve things came about.

- Include the starting point (baseline) used by the team to measure success, as well as any recognised benchmarks.

- Include clear, tangible evidence of improvements that followed from the work being nominated (such as progress against KPIs). Ideally this will be in the form of evaluation data rather than anecdotal evidence.

- If you are including attachments, refer to them in the nomination as it might not be instantlyobvious where they fit into the story. If you can't fit cross referencing in the main nomination text due to word count restrictions, attach a list of what all the attachments are and how they support the nomination. List the relevant document sections or web pages you want to highlight, to assist judges to quickly and easily access relevant supporting material or content.

- Include details of how the team went above and beyond their normal role to ensure a successful outcome.

- Use numbers or characters as bullet points where appropriate or start new lines or paragraphs to focus on the requirements of the criteria.

- Avoid using technical jargon, those reviewing the nomination may not be experts in your field. Provide a glossary for the judging panel members if using acronyms or abbreviations.

Criteria

The nomination will be evaluated against the following three criteria:

Criteria	Weighting
Innovation and Outstanding Delivery - Initiative shown by the team in identifying the potential for improvement to systems or service provision to the people of NSW. - Evidence of innovation in responding to a problem, opportunity, or new policy, and in the delivery of the project. - Commitment to public sector values, leadership, collaboration, excellent customer focus, stakeholder engagement - Perseverance and dedication throughout project to ensure success - Was the project completed on time and within budget?	**40%**
Benefits and Results - How well did the work improve systems, services or outcomes for the people of NSW? - How did the project or initiative contribute to targets/goals? Evidence of tangible results, showing your benchmarks and improvements (percentages and numbers). - Is the project or initiative transferable or scalable, could it be adapted for other types of projects or organisations? For smaller projects or initiatives where the impact/reach might be smaller or targeted, transferability and scalability will weigh in when these initiatives are being compared against larger projects with a broader impact/reach.	**40%**
Above and Beyond - Did the team go above and beyond their normal duties? - Does the work succeed where others have failed? - Is the project or initiative transferable or scalable, could it be adapted for other types of projects or organisations? Or, has the work been extended or applied in other areas of or outside of the organisation?	**20%**

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* Where you see this symbol, a response to this question is compulsory.

1. Details

Entrant

Cluster*

Department/Agency*

Category*

Entry/Nomination name*

(Please choose a short, succinct title that represents the work done. These titles will be used in the ceremony booklet if your nomination becomes a finalist)

If you are a local council, NGO or private company nominating, please select the NSW Public Sector department or agency you are submitting your nomination through, and then enter the name of your council or organisation under "Organisation/agency".

Organisation and contact details

Department/Agency

Office location (suburb)

Contact person

Contact number

Email address

For team award nominations, please complete the following if a partnership was involved:

Partnership*

Service type*

Other service type (if applicable)

Organisation type*

Names of partner organisation(s)*

2.Responses to nomination questions for Teams

In making their assessment of team nominations, the panel will consider the entire nomination against the criteria noted above.

Overview of the project or initiative*

Briefly describe the project or initiative using the STAR method – include the situation/background, task required, action taken, and result/outcome.

(Word limit: 150 words)

What was the problem, challenge or opportunity?*

This could include details of:

- the team's initiative in identifying the potential for improvement to systems or services to the public

- what caused the team to act and their initial response.

(Word limit: 200 words)

How was the problem or challenge solved, or how was the opportunity optimised?*

This could include details of:

- innovation in responding to a problem, opportunity, or new policy, and in the delivery of the project

- what was outstanding or remarkable about the delivery of the work

- Commitment to public sector values, leadership, collaboration, excellent customer focus, stakeholder engagement

- perseverance and dedication throughout project to ensure success.

(Word limit: 200 words)

What results were achieved?*

This could include details of:

- whether the project or initiative is transferable or scalable, and if it could be adapted for other types of projects or organisations

- how many people the project or initiative impacts – for example, an individual, diversity group or wider population of NSW

- how the work improved systems, services or outcomes for the people of NSW

- how the project or initiative contributed to targets and goals (either project, organisational or government specific)

- evaluation and evidence of tangible results, showing benchmarks and improvements (percentages and numbers)

- whether the project was completed on time and within budget – please provide specific details.

(Word limit: 200 words)

How does the nomination go above and beyond?*

This could include details of:

- how the team went above and beyond their normal duties
- if the work succeeded where others have failed
- whether the project or initiative is transferable or scalable and could be adapted for other types of projects or organisations, or if the work has been extended or applied in other areas of or outside the organisation.

(Word limit: 200 words)

3. Attachments

The online awards system will allow nominees to add attachments and to add links or videos. The maximum number of attachments or links is ten per entry, with a maximum file size of 5MB, and up to 10MB in total.

You may attach photos, graphs, tables, diagrams, videos, links and other supporting documentation with the nomination. These should be clearly referenced in the nomination text or listed in a separate attachment with descriptions of how each one supports the nomination.

Ensure attachments are relevant to the nomination and their purpose is clear to the judges. Physical examples of project or promotional collateral and materials will not be accepted. However, you may attach photos of these if they are crucial supports for the nomination.

Please remember to attach all supporting documentation in your email when sending this nomination form.

Add a links or videos

The link can be to a website, or to a video, e.g. YouTube or Vimeo URL. You can also add any extra information about the URL.

4. Contributors - Team/Partners (Team nominations only)

Each contributor should be a new entry which provides the name and email addresses of the NSW Government employee's that contributed to this team award and should be recognised as a contributor (this can include names of people in other government departments/agencies that contributed).

Please format your list as follows:
Name - Email address

One person per line.

5. Referees

Please supply the names and contact details of two referees or impacted stakeholders that are happy to be contacted for more information about the nominated project during our quality assurance and judging periods.

Referee 1

Name*

Position title and connection to the nominee*

Email address*

Phone number*

Referee 2

Name*

Position title and connection to the nominee*

Email address*

Phone number*

6. Final steps

Please use the following checklist for your nomination and let us know a few other final details.

Have you checked and confirmed that:

The nomination has evidence such as metrics or evaluation data to show its positive impacts, improvements and any progress to the Governments Priorities? Is the evidence included or attached?*

Have all parties (e.g. other government departments, NGOs, private companies) within the nomination been consulted and agree with the nomination and its content?*

If the nomination is for a project, is it complete? This does not apply to ongoing work being nominated.

If the nomination is for a pilot, is there evidence of the pilot's positive impact, or that it is being expanded or taken on as a regular service?

How did you find out about this award?*

Other

Completing your nomination application

Please remember to save this completed form and attach all supporting documentation in your email when sending your nomination.