

Nominate

On this page

[Nominations](#)

[Endorsement of nominations](#)

[Preparing a nomination](#)

Nominations

All nominations are submitted via the online portal.

Nominators will be required to create an account with their government email address in order to nominate. Applicants will receive an email confirmation on submission of the online nomination form.

Nominations opening soon.

Endorsement of nominations

It is the responsibility of the nominator to ensure that the information provided is correct.

Any nomination for the Premier's Awards must be endorsed by an Executive Director-level staff member or higher, from the nominating department/agency, before it is submitted via the online portal. Please ensure the time taken to seek this endorsement is factored into planning so the nomination deadline can be met.

The endorsement must be in writing (either a letter or email) and should be uploaded via the online portal at the time of nominating.

In the case of a cross-agency team, the nominator is expected to coordinate the nomination in liaison with the other team members' representative agencies and obtain an endorsement from the relevant Executive Director from the lead agency.

Preparing a nomination

Each department/agency has a nominated **Award Ambassador**. Ambassadors can assist with selecting the appropriate category and preparing nominations.

When preparing a team nomination, please ensure the following:

1. **Determine a name for the nomination.** This should be a succinct title that represents the work done (noting this title will be used if the nomination is selected as a finalist). Please avoid using the department/agency name in the title as this will be added by the Premier's Awards team and displayed on the website.
2. **Provide a brief and clear overview of the project or initiative.** It might be helpful to use the STAR method – Situation/Task/Action taken/Result.
3. **Explain the problem** that needed addressing or the opportunity for improvement that arose and how it was addressed.
4. **Detail the results** that were achieved including such metrics as:
 - evidence of tangible results, e.g. how many people were impacted
 - how the work improved systems, services or outcomes
 - how the project contributed to targets/goals
 - whether the project was completed on time and on budget.
5. **Outline how the project or initiative went above and beyond.** This could include details of:
 - how the team exceeded the expectations of their normal duties
 - how the work succeeded compared with past initiatives
 - whether the project or initiative is transferable or scalable, i.e. if it can be adapted for other organisations or projects.

When writing the nomination, please use plain English and avoid the use of technical jargon so those reviewing the materials can clearly understand the project/initiative. The online nomination portal accommodates up to 10 digital attachments to support the nomination. Hard copy materials are not accepted.

Attachments could include:

- photos and/or videos
- graphs, tables, diagrams
- collateral, e.g. PDF of flyers/posters, reports
- letters from referees
- links to websites.

Supporting material is encouraged but not essential. Please consider only providing material that tangibly supports the claims in the nomination. Quality is more important than quantity.