Across the Queensland public service, there is a clear plan to confront and tackle the major challenges facing our State. In 2020, we have dealt with bushfires and droughts and our coronavirus (COVID-19) response continues, with a strong sense of purpose, focus and commitment.

The Premier’s Awards for Excellence is an opportunity to recognise and celebrate the initiatives, teams and individuals driving the meaningful change which keeps Queensland moving forward.

In 2020, the Awards will again align with Our Future State: Advancing Queensland’s Priorities, with categories focused on the six key priorities the Government is delivering for the people of Queensland, especially in relation to the response and recovery to COVID-19.

The hard working and dedicated members of the Queensland public service have united in 2020 to ensure that together we are working as a responsive government, creating jobs in a strong economy, keeping Queenslanders healthy and our communities safe, giving our children the best possible start in life and protecting our Great Barrier Reef.

These priorities represent what my Government stands for, emphasising our core values and what we have committed to deliver to the people of Queensland, regardless of the challenges we have faced in 2020.

Exemplary work across the public service to realise these values deserves to be recognised, particularly in these unprecedented times.

I strongly encourage you to nominate your initiatives, teams and individuals who are demonstrating excellence and working to create a safer, stronger and fairer Queensland.

ANNASTACIA PALASZCZUK MP
PREMIER OF QUEENSLAND
MINISTER FOR TRADE
Award categories

The Premier’s Awards for Excellence program recognises high performance and outstanding achievement across the Queensland public service.

The 2020 award guidelines align with Our Future State: Advancing Queensland’s Priorities, focussing on six key government priorities and objectives for the community.

Nominations should focus on the initiative’s or project’s role in the response and recovery to coronavirus (COVID-19).

Create jobs in a strong economy

*Proudly supported by Queensland Treasury Corporation*

Supporting Queensland economies and communities through creating jobs, increasing private sector investment and engaging young Queenslanders in education, training or work.

Give all our children a great start

*Proudly supported by The University of Queensland*

Taking action to give our children strong foundations to support positive health and wellbeing which will enable them to be productive members of society and equipped for the challenges of the future.

Keep Queenslanders healthy

*Proudly supported by QSuper*

Focusing on prevention and early intervention strategies that promote a healthy body and healthy mind to drive benefits to individuals, the health system and economy.

Keep communities safe

*Proudly supported by Holding Redlich*

Contributing towards breaking the cycle of crime and violence and working with communities to ensure families and individuals can enjoy their homes and neighbourhoods safely.

Protect the Great Barrier Reef

*Proudly supported by The University of Queensland*

Protecting the environmental, social and economic value of the Reef to cultivate this World Heritage icon for current and future generations.

Be a responsive government

*Proudly supported by Griffith Business School*

Be a responsive government, committed to excellence in customer service and service delivery.

In addition to the above categories, an overall **Premier’s Award for Excellence** will be awarded to a team or initiative who has shown exemplary leadership during the response and recovery to COVID-19.

Nominations are accepted for initiatives, teams and individuals and close on Friday 21 August 2020.

Initiatives, teams and individuals may only be nominated in **one** category across the Awards program.
CREATING THE MOST EMPLOYABLE GRADUATES IN THE STATE

OWNTHEUNKNOWN.COM.AU
Thank you for all that you do.

Your dedication in looking after Queenslanders’ wellbeing is inspiring.

You’re the reason why we do what we do. And have been since 1912.

Find out more
Award criteria

Nominations must address the following criteria and should be addressed directly in the allocated sections of the online nomination form, not in the supporting documentation or project description.

Focus where possible, should be on the team or initiative’s role in the response and recovery to COVID-19.

1. Outstanding delivery
Please demonstrate the following when addressing this criterion:

- initiative shown by the team or individual in identifying the potential for improvement to systems or service provision to the public
- evidence of innovation in responding to a challenge, opportunity or new policy, and in the delivery of the project, service or process
- commitment to public sector values; customers first, ideas into action, unleash potential, be courageous and empower people
- whether the project was completed on time and within budget
- diversity and inclusion—devised, implemented or expanded initiative to foster greater inclusion in the workplace
- how the team or initiative demonstrated outstanding delivery in response or recovery to COVID-19.

2. Outcomes and impact
Please provide evidence addressing project outcomes and impact when addressing this criterion:

- How did the work improve systems, services or outcomes for the people of Queensland?
- How did the project or initiative contribute to Our Future State: Advancing Queensland’s Priorities?
- Detail the impact that the project has had for the benefit of Queenslanders.
- Provide evidence of obstacles which were encountered and overcome.
- Provide evaluation and evidence of tangible results, showing your benchmarks and improvements (percentages, numbers and case studies).
- Provide evidence that the initiative or team contributed to the response and recovery to COVID-19.

3. Above and beyond
Please demonstrate the following when addressing this criterion:

- Did the team or individual go above and beyond their normal duties?
- Did the work succeed where others have failed?
- Has the work been extended or is it being applied in other areas of, or outside of your organisation?
Award timelines

Nominations open
Friday 17 July 2020

Nominations close
Friday 21 August 2020

Judging
September 2020

Recipients announced
December 2020

Award sponsors

Proudly supported by:

Queensland Treasury Corporation

The University of Queensland

QSuper

Holding Redlich

Griffith University
Griffith Business School
Queensland, Australia
How to nominate
These requirements for nominations should be read in conjunction with the conditions of entry.

Nominations must include:

1. **Completed online nomination form** *(required)*
The official nomination form must be completed online at [qld.gov.au/excellenceawards](http://qld.gov.au/excellenceawards) and be authorised by the Director-General or Chief Executive Officer responsible for the relevant initiative, individual or team.

Nominations provided in hard copy or by way of email, USB or cloud storage will not be accepted.

2. **Project description** *(required)*
The online nomination form must contain a brief overview (maximum 150 words) of the initiative, team or individual being nominated, including the purpose and outcomes. Please include the project type (pilot project, proof-of-concept or full implementation) as well as the project status (e.g. in planning, in progress, pilot complete, initiative under evaluation/review, initiative complete, initiative expanding).

Do not include any confidential information as the information may be made publicly available should the nomination be shortlisted. Should your nomination be shortlisted, this text may be subject to editing in awards promotion.

3. **Nomination contact** *(required)*
The online nomination form must contain the contact details of a person directly connected to the nominated individual, team or initiative. This person must be familiar with the nomination and have the authority to answer questions from the Awards Coordinator or the judging panel if required, and to certify the nomination complies with the conditions of entry. This person will be the primary liaison between the Awards Coordinator and nominee/s and, at the request of the Awards Coordinator, be responsible for progressing information pertaining to the nomination and associated awards ceremony to the nominee/s.

4. **Response to award criteria** *(required)*
Nominations must address the award criteria. The criteria should be addressed directly in the allocated sections of the online nomination form, not in the supporting documentation or project description.

5. **Referees** *(required)*
Provide the names and contact details of two referees representing the clients or key stakeholders of the initiative, team or individual who agree to be contacted by the judging panel to support the nomination if deemed necessary. The referees should preferably be external to the agency, familiar with the nominee’s work and readily available for potential questions from the judging panel. The referees should not be team members or project supervisors of the nominated initiative, individual or team.

6. **Supporting documentation** *(optional)*
If appropriate, provide a maximum of five supporting materials relevant to key aspects of the nomination. This includes newspaper articles, letters of appreciation, testimonials, publicity photos or videos demonstrating the achievements of the initiative, team or individual. These materials must be uploaded via the online nomination portal as prompted and will not be accepted by any other means.

7. **Photos** *(required)*
A minimum of one photo of the nominated initiative, team or individual is required, and may be used in the award ceremony and on the awards website. A maximum of five photos will be accepted. Please ensure photographs are high quality with a minimum file size of 5MB.

Please note: nominations must not exceed the online format length. Supporting documentation and photos will only be accepted via the online form upload function at [qld.gov.au/excellenceawards](http://qld.gov.au/excellenceawards) and not by any other means.

Nominations close **5pm, Friday 21 August.**

Receipt of all nominations will be acknowledged via email. Please ensure you provide a correct email address on your nomination form. If you do not receive a confirmation email within two business days after submitting your nomination, please notify the Awards Coordinator via email at excellence.awards@premiers.qld.gov.au or on telephone (07) 3003 9200.

It is the nominee’s responsibility to ensure receipt of the nomination by confirmation email and no responsibility will be taken for nominations which are not received by the closing date.
Nomination submission
Initiatives, teams and individuals may only be nominated in one category across the Awards program.
Nominations can only be submitted electronically via qld.gov.au/excellenceawards.

Information and enquiries
General enquiries regarding the awards should be directed to the Awards Coordinator via email at excellence.awards@premiers.qld.gov.au or on telephone (07) 3003 9200.

Judging of nominations
Nominations will be reviewed by a panel of independent judges and evaluated against the award criteria. Should the judging panel deem necessary, further information regarding your nomination may be requested from the Awards Coordinator.
Getting started

1. Review the award criteria and guidelines to determine the category you will nominate in. This document includes the conditions of entry.
2. Review the ‘how to nominate’ guide. This information will also be available to you throughout the nomination process as ‘hints’.
3. Visit qld.gov.au/excellenceawards. Click ‘nominate now’ and register your details. This will create an awards account for you.
4. You will receive a validation email asking you to confirm the account details you have entered.
5. Click the link in the validation email to login for the first time.
6. The account you have created enables you to create, submit, edit and track as many nominations as you like during the nomination period.
7. You may login as often as required to edit and complete your nomination/s. The nomination form auto saves as you go so there is no need to download or print during this process.
8. Each time you login you will be able to view the status of each nomination you are working on from the account home page.
9. You will be required to upload a minimum of one photograph pertaining to the team, individual or initiative you are nominating.
10. You will be required to provide two external referees familiar with the team, individual or initiative you are nominating, who can be contacted by the judging panel if required.
11. If you have more than one agency involved in your nomination, download and print the Director-General or Chief Executive Officer endorsement form. You will need a form completed for each additional agency involved in your nomination. Once signed, please upload the endorsement form/s as supporting documentation.
12. The nomination form will not allow you to submit until all mandatory sections have been answered accordingly.
13. Once you have successfully completed and submitted your nomination you will receive an automatically generated confirmation email.
14. If you do not receive this email within two business days please notify the Awards Coordinator via email at excellence.awards@premiers.qld.gov.au or on telephone (07) 3003 9200.
Conditions of entry

1. In these conditions of entry:
   a) ‘Awards’ means the 2020 Premier’s Awards for Excellence
   b) ‘Award Category’ means the relevant Award category described as either
      • Creating jobs in a strong economy
      • Give all our children a great start
      • Keep Queenslanders healthy
      • Keep communities safe
      • Protect the Great Barrier Reef
      • Be a responsive government,
      as set out in the Award guidelines
   c) ‘Closing Date’ means 5pm on Friday 21 August 2020
   d) ‘Department’ means the State of Queensland through the Department of the Premier and Cabinet
   e) ‘Eligible Individual’ means a person employed by:
      (i) one of the departments, offices, statutory bodies or entities listed on the online nomination form, or
      (ii) a Queensland Government entity or statutory authority which is approved as eligible by the Department
   f) ‘Eligible Initiative’ means an initiative undertaken in Queensland by Eligible Individuals or Eligible Teams in the course of their employment
   g) ‘Eligible Team’ means a team comprising of Eligible Individuals
   h) ‘Nominating Agency or Body’ means the agency or body, or in the case of joint nominations the agencies or bodies, which are responsible for the Nominee/s
   i) ‘Nominee’ means the Eligible Individual or the persons comprising the Eligible Team.

2. The Awards are conducted by the Department.

Nominations

3. Only valid nominations which are received by the Department before the Closing Date will be accepted. Incomplete nominations are ineligible.

4. To constitute a valid nomination, the nomination must:
   a) be for:
      (i) an Eligible Initiative which meets the Award criteria, or
      (ii) an Eligible Individual or Eligible Team who have undertaken work in the course of their employment which meets the Award criteria, and
   b) consist of a properly completed official nomination form submitted online at qld.gov.au/excellenceawards which addresses all required questions including the Award criteria, complies with the Award guidelines and includes two referees and at least one photograph, and
   c) be properly authorised by the Director-General or Chief Executive Officer of the Nominating Agency or Body.

5. It is the Nominating Agency or Body’s responsibility to ensure receipt of the nomination by the Department and no responsibility will be taken for nominations which are not received by the Department by the Closing Date.

6. Cross-agency initiatives may be nominated provided they meet the requirements of a valid nomination and in such cases only one nomination form is to be completed. The nomination must be authorised by the Director-General or Chief Executive Officer of each Nominating Agency or Body involved in the nomination.

7. Multiple nomination forms must not be submitted for the same Eligible Initiative, Eligible Team or Eligible Individual within the awards.

8. Subject to clause 7, there is no limit to the number of nominations a Nominating Agency or Body may submit. An Eligible Initiative, Eligible Individual or Eligible Team may not be nominated across more than one Award Category.

9. A Director-General or Chief Executive Officer who has authorised a nomination cannot be listed as a referee for that nomination.

10. The judging panel’s determination as to whether a nomination meets these conditions of entry is final.

11. Nominees previously recognised (winner or highly commended) in the Premier’s Awards for Excellence, the former Premier’s Awards for Excellence in Public Sector Management and/or Premier’s Awards for Excellence in Public Service Delivery cannot be submitted for consideration in the Awards, unless the nomination has been substantially transformed. The judging panel in its absolute discretion will only consider nominations that warrant additional recognition.

12. The Nominating Agency or Body warrants that the information provided in the nomination is complete, accurate and final. The Department accepts no responsibility for erroneous information provided in the nomination.
Judging
13. A separate judging panel, which may consist of industry representatives and persons outside of the public sector, will judge the nominations and award the winner for each Award Category.
14. The Premier’s Award for Excellence will be awarded to an outstanding nomination selected from across all Award Categories.
15. All decisions and recommendations of the judging panel are binding and final and no correspondence will be entered into.
16. Late applications will not be considered by the judging panel.
17. In no event will the judging panel be held responsible for any comment, viewpoint or expression whether direct or implied, concerning a nomination. By submitting a nomination, the Nominating Agency or Body and the Nominees agree not to bring claims against any judges or the State of Queensland.

Awards ceremony
18. The recipients of the Awards may be recognised at an Awards ceremony.
19. The winning Nominee in each Award Category will receive recognition as the winning nomination for that Award Category; no other compensation, award or prize will be awarded.
20. All costs associated with the preparation of nominations and any associated costs (including travel and accommodation) for attendance at an Awards ceremony will be the responsibility of the Nominating Agency or Body.

Personal information
21. The Nominating Agency or Body warrants that:
   a) it has obtained the consent of the Nominees and each identifiable person in the photographs submitted for their personal information contained in the nomination to be provided to the Department and the judging panel in connection with the Awards and to be used in the Department’s social media channels, online and in print, to report on and promote the Awards and future award programs
   b) it has obtained the consent of the referees for their name and contact details to be provided to the Department and the judging panel in connection with the administering and judging of the Awards, and
   c) where the nomination comprises any other personal information, the relevant persons have consented to their personal information being provided to the Department and the judging panel in connection with the administering and judging of the Awards.
22. Finalist Nominees may be requested to participate in an interview or other promotional activity with sponsors of the Awards and if the finalist Nominees participate in any such interview or promotional activity, the finalist Nominees consent to the use of their name and image in connection with the publication of any such interview or contact with the sponsors.

General
23. The Nominating Agency or Body acknowledges and agrees:
   a) the information provided in the nomination is not of a confidential nature
   b) the nomination will be provided to the judging panel for the purpose of judging the Awards
   c) the Department may use information contained in the nomination, to report on the Awards and in publicity and promotional materials and announcements associated with the Awards and shortlisted Nominees, and
   d) the Eligible Individual or individuals comprising the Eligible Team consent to the submission of this nomination in accordance with these conditions of entry.
24. To the full extent permitted by law, the State of Queensland is not liable for any injury, damages, expenses or loss whatsoever (including but not limited to indirect or consequential loss) to persons or property by reason of any act or omission, deliberate or negligent, by the State of Queensland, or its officers and agents in connection with participation in the Awards.
25. No person shall be entitled to claim compensation or loss from the State of Queensland for any matter arising out of the Awards, including but not limited to failure by the State of Queensland to comply with these conditions of entry.
26. The Department may change these conditions of entry or cancel or vary the Awards at any time, whether before, on or after the Closing Date.

Nominations must be received by 5pm, Friday 21 August 2020.