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|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. |
| Chief Minister’s Awards nomination form |
| Please indicate with an X which category you are nominating (one category per nomination): |
| Advancing Aboriginal and Community Development |  |
| Excellence in Building a Strong and Sustainable Economy |  |
| Excellence in Human Services Delivery |  |
| Excellence in Customer Focused Workplace Practices and Service Delivery |  |
| Excellence in Cross-Government Collaboration and Partnerships |  |
| Making the Northern Territory a better place to live |  |
| Exemplifying Northern Territory Public Sector Values |  |
| Visit <https://chiefministerawards.nt.gov.au/> for more information about the categories. |
| **Please note**: the following details may be published in the official program. Please ensure they accurately reflect the business structure of your agency. |
| Title of initiative or project |  |
| Name of the workgroup or team |  |
| Division |  |
| Agency |  |
| DescriptionPlease provide a description of your project by addressing the category specific criteria and general criteria.Use the space provided or attach a separate statement addressing the following headings:1. **Category specific criteria** – 300 word statement describing the achievements and outcomes of the initiative/project for the category in which you are applying. Do you have evidence to support the achievements/outcomes? Demonstrate how the initiative/project contributes to government priorities.
2. **General criteria** - 200 word statements addressing each of the following four general criteria

(total word count is 800 or less)1. **Delivers quality and substantial efficiencies that maximise long-term benefits for Territorians**

Consider how the achievements and outcomes of the initiative/project lead to improvements in efficiencies, productivity and sustainability. What operational improvements have been made as a result of the initiative/project? Does the initiative/project acknowledge diverse groups in the Territory?1. **Includes a community engagement/stakeholder consultation process**

Consider including information on the engagement or collaborative process used. How did the collaboration originate? How has the engagement been sustained?1. **Demonstrates excellent leadership practices and innovative solutions for the public sector**

Consider the unique and/or innovative aspects of the initiative/project. Can the outcomes of the initiative/project be modelled and promoted as best practice?1. **Incorporates an evaluation process for effective results and continuous improvement**

Consider the evaluation and quality improvement frameworks that have been used. What plans are in place to ensure long term sustainability? What happens if the initiative/project does not continue? |
| The nomination processNominations must be lodged via CMAwards.CMC@nt.gov.au using this nomination form by**Friday 31 May 2024.**Each award category has a judging panel made up of three subject matter experts and one Chief Executive Officer as the Chair. Three nominations for each category will be shortlisted as finalists by the judging panels. Following the shortlist process, the finalists will be asked to present to a judging panel comprising three CEO Coordination Committee members. The finalists will need to explain the project/initiative and give the panel the opportunity to ask questions.If your submission is shortlisted you will be informed of a time and day to present your project/initiative. Each presentation will be allocated 20 minutes: 10 minutes to present followed by 10 minutes for questions. Please ensure you are available on the days between 22 July and 2 August 2024 – your presentation will occur on any one of these dates and presentation dates and times will be non-negotiable.Presentations will be held in Darwin. If your submission represents a region, please ensure you have access to videoconference facilities to present to the judging panel.During your presentation, you may be asked to describe the achievements and outcomes of the project/initiative and give evidence to support these. Judges will use the following criteria as a guide during the presentation:1. **The project/initiative delivers quality and substantial efficiencies that maximise long term benefits for Territorians**

Consider how the achievements and outcomes of the initiative/project lead to improvements in efficiencies, productivity and sustainability. What operational improvements have been made as a result of the initiative/project? Does the initiative/project acknowledge diversity groups in the Territory?1. **The project/initiative includes a community engagement/stakeholder consultation process**

Consider including information on the engagement or collaborative process that was used. How did the collaboration originate? How has the engagement been sustained?1. **The project/initiative demonstrates excellent leadership practices and innovative solutions**

Consider the unique and/or innovative aspects of the initiative/project. Can the outcomes of the initiative/project be modelled and promoted as best practice?1. **The project/initiative incorporates an evaluation process for effective results and continuous improvement**

Consider the evaluation and quality improvement frameworks that have been used. What plans are in place to ensure long term sustainability? What happens if the initiative/project does not continue? |
| Visual requirements for finalistsFinalists are required to provide visuals of their project or initiative to the judging panel during their presentation. This material may also be presented in a short video and used to showcase winners and finalists at the awards ceremony. Agencies are required to submit at least 10 high quality images, and where possible, 1-2 minutes of video footage or animation.When selecting images or videos, finalists are encouraged to provide visuals that best illustrate the project or initiative, allowing judging panels and viewers to understand the project as best as possible. The awards are to recognise the achievements of NTPS staff, therefore finalists must include photos or footage featuring NTPS staff involved. Other examples of visuals that can be used:* display key aspects of the project
* reflect critical success factors
* illustrate the complexities or scale of the project
* demonstrate team members working on the project
* reflect stakeholder involvement in the process
* demonstrate innovative methods and display key milestones
* demonstrate the positive impact (benefit or advantage) achieved as a result of the project
* display happy consumers, customers or end users.
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| Image and graphic requirementsImages submitted must be of the highest possible technical quality. Resolution and technical quality of photographs and graphics are often reduced when images are used online. Please find the original images supplied by the photographer or artist, do not take the images from websites or newsletters. Originals will generally be larger file sizes (2MB or larger). As a general guide, the resolution should be at least 800 pixels (or px) in width or height (whichever is the smaller dimension). Acceptable file formats are TIFF or JPEG.Please note: photos taken with smartphones are generally not suitable, unless taken with the latest models.Finalists may also consider submitting images of designs or crucial 'tools' used for the project. For example, design drawings, artist’s impressions, mobile apps or animated graphics used in promotional materials.Presentation slides, charts or graphs, or graphics with lots of text are generally not suitable. The minimum resolution for images is 600dpi.Acceptable file formats are EPS (Adobe Photoshop), AI (Adobe Illustrator), JPEG, TIFF or PDF. |
| Video or animation requirementsVideo footage submitted must be of the highest possible technical quality. As with still images, video quality can degrade when converted and copied. To ensure the best possible representation on screen, please submit the original video supplied by the videographer or animator. Generally, this would be footage recorded with a professional camera. Videos taken on smartphones are mostly not suitable.Audio captured in video footage or animations will be replaced with a voice over. Acceptable file formats are MPEG-4, MOV and MP4. |
| Assistance with visualsFinalists are encouraged to contact and involve their agency’s communications and media teams in the process. Communications and media teams can assist by checking the quality of visuals, the sourcing of relevant images and/or visuals, and if necessary, the arrangement of a photo shoot.Further assistance can be sought from the Department of the Chief Minister and Cabinet’s (CM&C) Strategic Communications and Engagement team via email CMAwards.CMC@nt.gov.au. The decision of the judging panel is final and cannot be appealed. Each finalist submission will be given priority ticketing for the awards ceremony. The winners in each category will be announced at the Chief Minister’s Awards official black tie event to be held at the Darwin Convention Centre on 8 November 2024.CM&C will directly contact the CEOs of the finalists’ agencies to organise tickets for the Chief Minister’s Awards night.  |
| Details of main contact |
| Name |  |
| Current position |  |
| Division/unit |  |
| Agency |  |
| Telephone |  |
| Email |  |
| By providing your details, you agree to be the point of contact for this submission and to be available any day and time between 22 July and 2 August 2024 to present to the judging panel. Presentations will occur on any one of these dates and presentation dates and times will be non-negotiable.**I am the main contact and will make myself available to present the project/initiative:** |
| Signature |  |
| Date |  |
| Details of secondary contact |
| Name |  |
| Current position |  |
| Division/unit |  |
| Agency |  |
| Telephone |  |
| Email |  |
| Contact details for the secondary person will be used if the main contact is unable to be contacted. |
| Chief Executive Officer endorsement |
| I proudly endorse this nomination on behalf of the agency: |
| Name |  |
| Signature |  |
| Date |  |
| Checklist |
| When submitting your nomination form please ensure the following: |
| All sections of this form are completed | Y/N |
| Supplementary material is attached (if applicable) | Y/N |
| Submission is signed by your agency’s Chief Executive Officer | Y/N |
| Submission is lodged by Friday 31 May 2024 | Y/N |
| Begin preparing for your presentation now and ensure you are available between 22 July and 2 August 2024 – presentation dates and times are non-negotiable | Y/N |
| Lodging a nomination Nominations must be submitted **electronically** using this nomination **form** and be clearly marked.**Nomination** - Chief Minister's Awards in the subject title.**Email:** CMAwards.CMC@nt.gov.au **Closing date:** Submissions must be received by the Office of the Commissioner for Public Employment by**Friday 31 May 2024.**Nominations received after the closing date will not be accepted.For more information please contactStrategic Workforce Planning and DevelopmentOffice of the Commissioner for Public EmploymentPhone (08) 8999 4113Email CMAwards.CMC@nt.gov.au PrivacyWe have collected your personal information which will be handled in accordance with the Northern Territory [Information Act 2002](https://legislation.nt.gov.au/en/Legislation/INFORMATION-ACT-2002). Your personal information is not required to be provided, however, if you do not, we may not be able to accept your nomination. For more information on how we handle your personal information, please refer to the Department's privacy policy. |
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