

Local Government Week Awards FAQs

1. Who can enter the Local Government Week awards?

Councils and county councils who are members of LGNSW are eligible to enter. Local government organisations or groups of councils are also eligible to enter if the constituent councils are LGNSW members. Applications should be approved by the General Manager and/or Manager of your Council.

2. Is there a fee to apply?

There is no fee to enter the awards.

3. Where do I find the criteria for each award category?

Refer to relevant awards tabs on the website: [Local Government Week Awards - LG Week Awards | LGNSW](#)

Further information about Arts and Culture that may be referenced when applying for the Leo Kelly OAM Arts and Culture Award can be found on the Cultural Development Network website which has simple guidelines on planning and evaluation of arts and culture plans and projects: [CDN - Cultural Development Network - culture community councils.](#)

4. Are there any conditions of entry?

- The project nominated for the award must have been either wholly or partly undertaken during the period January 2023 to June 2024. For longer term initiatives, the entry should focus only on that part of the project undertaken during the current award period.
- A project cannot be entered into more than one category. LGNSW reserves the right to transfer an entry to a different category, if considered eligible.
- Where the application contains new technologies, applicants are advised to consider patent conditions prior to submitting the application.
- All material submitted to the Awards becomes the property of LGNSW. LGNSW reserves the right to use all entries received for publicity and educational purposes.

5. When do applications open?

Applications open Wednesday 14 February 2024.

6. When do applications close?

Applications close at COB on Wednesday 10 April 2024. It is recommended your submission content is uploaded in advance of this date.

7. How do I apply?

- Approval: Seek endorsement from your General Manager and /or Manager.
- Award Category: Review the individual award categories and select the appropriate category that suits your project or plan.

- Write Entry: Respond to the selection criteria for your award category. Each category includes 6 questions, responses are to be 200 words each.
- Apply: Upload your award entry along with any supporting documentation, photos or videos via the online portal. The links to the online portal are on the website under each award category tab: [Local Government Week Awards - LG Week Awards | LGNSW](#)
- Save the date: Stay tuned for more information on when to purchase tickets for the LG Awards Dinner which will be held on Thursday 1 August at the Four Seasons Hotel, George Street Sydney.

8. What are judges looking for?

Each category has a panel of 3 judges who will review many entries so please ensure your submission:

- Has a professional concise summary.
- Links to supporting documents (e.g. at least 2 images).
- Has challenging objectives that go beyond core business.
- Clearly outlines the Project evaluation – how it was measured, the tracking method, the results.
- Has a sound rationale that articulates the impact through the outcomes.
- Explains how thoroughly the project has been implemented and how the project objectives were achieved.
- Outlines the creation of new opportunities and anticipation of future challenges and outcomes.

9. Do you have any tips when entering my submission in the portal?

- Ensure that your submission is no more than 200 words per question, or it will not allow you to submit your answer.
- If you are using a Word document to type your submission, ensure that you copy your text into Notepad first so that any previous formatting is removed.
- Compile your entry as the project progresses and upload into the portal.
- Enter the most appropriate category for your project – do your research and make sure you enter the right project in the right category. Do not leave photo and video content uploads until the submission close date. The size limit is 500MB each photo, 1GB total (2 photos maximum). Please write the caption in the filename of each image.
- Budget evaluation is entered as a dollar amount only for the strategy, plan or project.

10. What award categories will be presented at the Awards dinner?

- The RH Dougherty Events & Communications Awards
- The Leo Kelly OAM Arts & Culture Awards
- The LGNSW Planning Awards
- NSW Youth Week Awards (The Department of Communities and Justice)
- The Cr Pat Dixon Memorial Scholarship Award

11. When do I find out if my application was successful?

Winners of awards will be announced at the LG Awards Dinner on 1 August. Entries with the highest score will be presented an an award. We encourage all applicants to attend the LG Awards dinner to learn about the award entries, celebrate success and network with your peers from Councils throughout NSW.

12. Can I view the list of previous winners?

You can view a list of previous winners on the Local Government Week Awards home page under “related links”. To learn more about the 2023 winner’s projects, plans and strategies, you can also reference their case studies on the website here: [Local Government Week Awards - LG Week Awards | LGNSW](#)

13. Why does the Leo Kelly OAM Arts and Culture Award now link to the NSW Arts Strategy?

The NSW Arts, Culture and Creative Industries Policy was launched in December 2023, and focuses on building capacity and sustainability of the creative industries across NSW. Councils have a key role in planning, delivering and supporting arts and culture in their communities. The Leo Kelly Awards recognise and celebrate outstanding achievement in arts and culture. In submitting your application to the Leo Kelly Awards, consider how your plan, project or initiative is aligned with the five principles of the arts policy listed in the assessment criteria.