

# EXCELLENCE IN THE ENVIRONMENT AWARDS

Applications Now Open



## Applicant Guidelines for the 2024 Excellence in the Environment Awards

### Contents

- What the judges are looking for
- What to address in your application
- Conditions of entry

### What the judges are looking for

- Demonstration of innovation and best practice for an organisation of your size, location and resourcing
- A sound and well-evidenced rationale for the project
- Challenging objectives that go beyond core business
- How thoroughly the project has been implemented
- Whether the project objectives were achieved
- Creation of new opportunities and anticipation of future challenges.

### What to address in your application

#### Bronze Awards

Bronze Award entries should address the following:

#### Rationale

- What is the problem you're addressing? Set out the reasons for developing this project.
- How did you know this was an issue?
- Did you undertake internal and/or external consultation?
- Include any data that evidences why the project was required or was a high priority for your organisation/community.
- Identify links to other plans or policies such as the community strategic plan and council's operational plan.

## Objectives

- Briefly describe the objectives of the project (up to 5 objectives).
- Detail how the project objectives were determined, including any internal and external consultation.
- Who is the target audience?

## Implementation

- How was the project implemented?
- What steps were taken and why?
- Describe timeframes and clearly highlight the work carried out in the period from **January 2023 to June 2024**.
- How did you work with the project partners?
- What methods were used? Why were these methods adopted?
- Describe budgets.

## Achievements

- Detail the achievements of the project during the period from **January 2023 to June 2024**. Include any unexpected outcomes.
- What outcomes/outputs did your organisation achieve that met the project objectives?
- Have you evaluated the project against objectives? If so, please describe your methods.
- Describe any anticipated longer-term outcomes.

## Challenges/Opportunities

- What did your organisation learn from the project?
- How will your organisation ensure benefits of this project are ongoing?
- Is this project, or any components of the project, transferable to other areas of your organisation?
- Consider if there is anything you would do differently if embarking on this project again.
- What are the next steps?

## Local Sustainability Award

### Sustainability Framework

This is an additional question for the Local Sustainability Award only:

- Please ensure you provide adequate detail on the framework for the integration of social, economic and environmental issues in the organisation.
- Ensure you describe how sustainability principles are embedded across the organisation.
- Include evidence of a formal organisation commitment to sustainability (policy or similar).
- Indicate how your organisation measures progress towards sustainability and if so, please provide a summary of the results.
- Applicants will also be asked to provide details on:
  - the number of team members working on the program based on full time equivalent (FTE) staff.
  - details of how the program is funded and include if your organisation has an Environmental Levy in place and/or if grants were received to undertake this work.

## Louise Petchell Memorial Award for Individual Sustainability

- Reason for nomination of this person / achievements.
- In your response, consider innovative approaches the person has taken, how they have shared their knowledge and experience and what challenges they have overcome to achieve successful outcomes.
- Consider the following:
  - What has the nominee accomplished (e.g. quality or quantity)?
  - To what degree did the nominee broach new territory, or apply new solutions?
  - Willingness to share initiatives, effort, ideas and advice (may include voluntary work)
  - Diligence and persistence to achieve goals
  - Ability to overcome setbacks and hurdles
  - Ability to clearly communicate environmental initiatives, either verbally, or in written / graphic form.

## Conditions of entry

1. 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.
2. For the Individual Sustainability Award Category, only employees or elected councillors from LGNSW member councils or local government related organisation can be nominated.
3. 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.
4. Entries to the Local Sustainability Award must include details of the three Bronze Award categories that your organisation has entered in the current award period or previous two years.
5. If your organisation has been a finalist in a bronze category for a long-term project in a previous year, the same project will not be eligible for another bronze award unless you are able to demonstrate it is substantially different, with new achievements in the relevant time period.
6. Entry forms must be submitted online through the Application portal.
7. Entries must address each of the criteria on the entry form.
8. Applications should be approved by the General Manager.
9. Projects cannot be entered into more than one category. LGNSW reserves the right to have an entry considered in a different category, if considered eligible.
10. Supporting materials should be provided in accordance with the entry form and guidelines. No hard copy material will be assessed.
11. Two images (one of which should be a photo) should be submitted with your entry for promotional purposes.
12. Where the application contains new technologies, applicants are advised to consider patent conditions prior to submitting the application.
13. The decision of the judging panel will be final.
14. 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. Entries for the Individual Sustainability Award will be kept confidential, and permission will be sought from the winning nominee before any information is published.

Entries close at **5pm on Wednesday 17 July 2024**.