



Prime Minister's Awards for Excellence in Public Sector Management

STAGE 1 NOMINATION GUIDELINES

CLOSING DATE FOR STAGE 1 NOMINATIONS

2 JUNE 2017

Contents

- Introduction.....3
- Eligibility3
- Conditions3
- Two-Stage Nomination and Assessment Process4
- Recognition.....4
- Preparing a Stage 1 Nomination.....5
- Nomination Kit..... 5
- Compile and Prepare Information..... 5
- Statement of Claims that Address the Awards Criteria and Assessment Dimensions 6
- Supporting Evidence for a Stage 1 Nomination..... 6
- Uploading and Lodging a Stage 1 Nomination7
- Uploading and Authorising..... 7
- Costs and Payment..... 7
- Contact for Questions.....7

Introduction

The Institute of Public Administration Australia (IPAA) ACT Division is calling for nominations for the Prime Minister's Awards for Excellence in Public Sector Management (the Awards). These pre-eminent Public Sector Awards aim to encourage and recognise better practice and innovation in all levels of Government in Australia.

These Awards are designed to honour the achievements of public sector work groups, units and teams rather than individuals. The Awards focus on specific initiatives and are based on agencies demonstrating success against four demanding criteria:

1. Commitment to and achievement of exceptional stakeholder service and satisfaction;
2. High standard of transparent leadership, planning and governance;
3. High standard of people management and change management; and
4. Innovation in the design and/or delivery of products, services and processes.

Agencies must demonstrate that they are able to devise and implement innovative customer-focused initiatives. They must also demonstrate that their success was not accidental—it must have been the result of a methodical and sustainable approach to improving the agency's practices in client satisfaction, leadership, people management, change management, planning, governance and innovation.

The Awards are based on the *IPAA Excellence in Public Sector Management Model*. The Awards covered by this Model are:

- **Sustainable Excellence in Public Sector Management**—Gold, Silver, Commended

Two supplementary Awards may be awarded at the discretion of the Judges to nominees for the Sustainable Excellence in Public Sector Management Award.

- **Collaboration**—joint nominations between two or more agencies or across levels of government, involving high performing initiatives
- **People and Change Management**—initiatives involving highly effective people and change management.

Eligibility

Any work unit, group or team within the Commonwealth, State or Territory and local government Public Sectors may nominate an initiative for the Prime Minister's Awards for Excellence in Public Sector Management.

Only public sector agencies are eligible to nominate.

Initiatives that involve other organisations, private sector and/or community-based organisations are also eligible but only if the initiative is sponsored by the nominating public sector agency. It is imperative that nominations that fall into this category are endorsed by the Secretary/CEO of the nominating public sector agency.

Cross agency or whole of government initiatives are also eligible and are strongly encouraged.

Eligible initiatives can be large in scale and impact across the entire agency (or multiple agencies), or they can be small in scale and impact at a more local level (or anywhere in between).

Conditions

The Secretary/Chief Executive Officer of the Department, Agency, Authority or Office must endorse each Award nomination. This endorsement signifies agreement to the conditions of the Awards. For

multi-agency nominations, the Secretary/Chief Executive Officer of all agencies involved should provide endorsement.

In submitting a nomination, participating agencies agree that:

- Information and images from their nomination may be used by IPAA to promote the Prime Minister's Awards for Excellence in Public Sector Management;
- If they win an Award, the agency will work with the Institute's ACT Division to develop case study materials that will be made available on the IPAA website; and
- They will participate in any IPAA event showcasing Award winners by delivering a presentation on their initiative.

Two-Stage Nomination and Assessment Process

Assessment for the Awards is conducted in two stages and occurs from April to November each year. The closing date for Stage 1 is shown on the cover of these Guidelines.

In Stage 1, agencies are invited to submit a preliminary nomination in which they must outline what they have done for the **Plan** and **Implement** dimensions of the Plan, Implement, Monitor and Measure, Sustain (PIMMS) assessment model¹ for each of the four Awards criteria. Agencies will be asked to identify (but not provide) evidence to support the claims made in their nomination. As part of their response to each Award criterion, agencies will also be asked to self-assess their performance, with a focus on what they see as their top three strengths and top three opportunities for improvement against each Awards criterion.

Stage 1 nominations will be assessed against the PIMMS model and potential finalists will be invited to submit a more detailed nomination for Stage 2 of the nomination process. Not all Stage 1 nominations will be invited to continue to Stage 2, particularly if they are very new initiatives or they are unable to identify relevant evidence in their preliminary nomination.

In Stage 2 agencies will be invited to submit a more detailed nomination, which addresses all four Awards criteria against all four PIMMS assessment dimensions. They will be given the opportunity to update what they have previously supplied for the Plan and Implement assessment dimensions, and will also be asked to respond to the remaining assessment dimensions—Monitor and Measure, and Sustain—once again, for all four Awards criteria. All evidence mentioned in the agency's preliminary nomination will need to be supplied with the Stage 2 nomination.

Teams of assessors drawn from Commonwealth and State/Territory Government departments will assess the Stage 1 and Stage 2 nominations using the PIMMS methodology. At the end of Stage 2, a committee of eminent judges will review the list of finalists and select the Award winners.

The final decision to confer Awards will be based on there being nominations of an appropriate standard. All decisions and recommendations made by the Assessors and Judges Committee are binding and final.

Recognition

Nominating agencies will be invited to attend the Awards Ceremony, which will be held in November each year. At the ceremony, Awards Winners will be announced and their Awards will be presented.

¹ The PIMMS assessment model is fully described in the *IPAA Public Sector Excellence Model*, available from www.act.ipaa.org.au.

The Institute expects that work groups, units or teams that reach the final stage will be supported by the nominating agency to attend the Awards Ceremony, which is held in Canberra.

Preparing a Stage 1 Nomination

Agencies wishing to nominate work groups, units or teams for assessment for Awards must follow the instructions provided in these Guidelines. By doing so, nominees will be supported in preparing a thorough nomination that will properly address the Awards criteria and assessment dimensions for Stage 1. This will ensure that all the nominations are presented to the Assessors and Judges in a consistent format and therefore assist in equitable assessment and judging, as well as ensuring provision of focused feedback to all nominees.

Nomination Kit

The first thing a nominating agency must do is obtain a copy of the Nomination Kit, which is available from www.act.ipaa.org.au. Hints and tips for preparing a good nomination are also available from the website. The Nomination Kit comprises:

<p>Stage 1 Nomination Guidelines</p> <p>(The document you are currently reading)</p>	<p>The Stage 1 Nomination Guidelines provide help in ensuring that all parts of the nomination requirements are completed correctly. Nominations that do not address the criteria and assessment dimensions will not be assessed.</p>
<p>Stage 1 Nomination Template</p>	<p>Only nominations lodged online through the Awards Portal will be assessed. However, a document template is available for Stage 1 nominations. This template can be used for compiling the agency’s responses in a single document prior to uploading text through the Awards portal, which is accessible through the IPAA website (www.act.ipaa.org.au).</p>

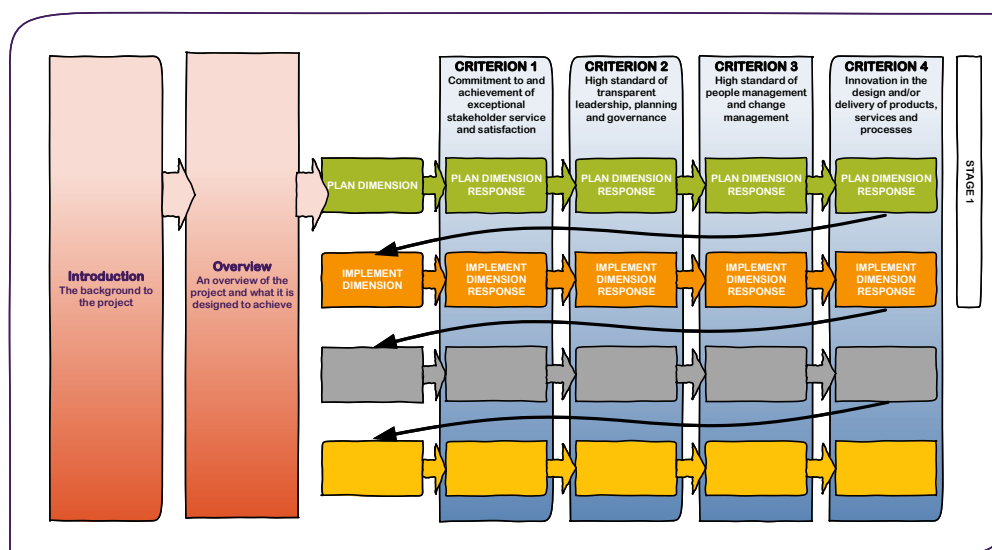
Compile and Prepare Information

Using the Stage 1 Nomination Template as a guide, agencies need to compile the following information for their nomination:

1. Information about the nominating agency(ies), client details, stakeholder details and initiative details;
2. A 20-word description of the initiative plus requested initiative data, including the contact details for a Client Impact referee;
3. A 300-word introduction that provides the background to the initiative;
4. A 600-word overview of what made the initiative successful, including information about the issue(s), solution(s), and outcome(s) so far;
5. A statement of claims against the Plan and Implement assessment dimensions of the PIMMS Assessment Model for each of the four Awards criteria i.e. eight (8) statements. Further guidance on how to prepare this statement is provided in the following pages;
6. For each Awards criterion, a self-assessment that identifies the top three strengths and opportunities for improvement. The overall self-assessment is limited to 600 words;

Steps 1 – 6 can be completed using the Stage 1 Nomination Template as a guide or can be entered directly into the Awards Portal, available at www.act.ipaa.org.au.

Schematic 1 provides guidance in approaching the preparation of a Stage 1 nomination, together with the Glossary of Terms at **Appendix A**.



Statement of Claims that Address the Awards Criteria and Assessment Dimensions

Nominating agencies are asked to prepare a statement of claims against each of the four Awards criteria which address the first two assessment dimensions of the PIMMS assessment model; namely, Plan and Implement. Claims are limited to 300 words per criterion per assessment dimension, with a total of 2,400 words available for this section of the nomination.

The questions in the Stage 1 Nomination Template will help focus the response to each Awards criterion on the requirements of the Plan and Implement assessment dimensions. Please note that there is no expectation that every nomination will be able to answer every one of the questions included in the Stage 1 Nomination Template. Similarly, the content of a nomination should not be limited by these questions if the nominating organisation has additional relevant information that it wishes to include. It is up to nominating agencies how to spread their response to each assessment dimension over the four criteria or how explicitly to follow the guidance questions.

Supporting Evidence for a Stage 1 Nomination

Agencies must identify, but do not need to supply, their supporting evidence for a Stage 1 nomination.

Evidence documents should be identified in the text of the statement of claims against the Awards criteria and also included in the list of evidence.

Nominations must be supported by relevant evidence, including statistical and other information demonstrating achievement of outcomes. Supporting evidence can also include (but is not limited to) planning and project management documents, relevant extracts of strategic plans, web site URLs (plus a digital copy of the website content as sometimes links are no longer current at the time of assessment), copies newspaper articles, letters of appreciation, publicity photos, videos of achievements, annual reports or other relevant publications or media.

If the agency is invited to submit a Stage 2 nomination then all the evidence identified in the Stage 1 nomination must be supplied.

The Assessor Teams will only review supporting material that is clearly identified as supporting the claims of the nomination.

Uploading and Lodging a Stage 1 Nomination

Uploading and Authorising

Stage 1 nominations must be uploaded electronically through the Awards portal on the IPAA website (www.act.ipaa.org.au). Once the nomination has been uploaded, it can be printed out and signed off by the Chief Executive/Secretary. Where a joint nomination is being put forward, context data for both agencies will need to be submitted through the Awards Portal. Similarly, the Secretary/CEO of all the nominating agency(ies) must sign the authorisation section of the nomination template.

The full authorised nomination should then be scanned, uploaded and attached to the digital nomination in pdf format.

Costs and Payment

Nominating organisations will meet the costs of preparation of nominations. An application fee of **\$880.00** (payable at the time of lodgement) is levied to cover the costs of the assessment process. Payment can be made by PayPal or by credit card. If you require a tax invoice, please contact the IPAA ACT Office on (02) 6154 9800.

The nomination will be deemed to be lodged once the application fee has been paid and all other lodgement requirements have been satisfied.

Contact for Questions

Drew Baker
Chief Executive IPAA ACT
Phone: 02 6154 9800
Email: drew.baker@act.ipaa.org.au

Mr Kerry Kennedy
Awards Steering Committee
Phone 0403 781 513
Email Kerry.Kennedy@act.ipaa.org.au