



Nomination Guidelines

A completed nomination form including a written description of the value behaviours exhibited by the person and how it has impacted the workplace must be submitted – please see value descriptions below to assist you in creating the content of your submission.

- The statement should clearly identify the most compelling reasons for making the nomination and include specific examples that illustrate the employees/teams outstanding efforts and achievements (rather than general complimentary statements).

Nominations should, where possible, provide specific details such as:

- The period of time during which the contributions occurred;
 - How the employees/teams work or actions brought positive attention to Council and or their work place;
 - How the employees/teams work may have impacted the effective performance of Council through their demonstration of our purpose and values.
- Backup documentation and letters of support are encouraged.
 - Self-nominations are welcome.

Nomination Deadlines and Procedures

- Nominations for each quarter must be received within 7 days following the end of the quarter.
- Nominations may be submitted by anyone with direct knowledge of the outstanding performance and service which is worthy of recognition.
- This form can be submitted in the following ways:

In Person

(Marked Private and Confidential)

Service Recognition Program
People and Culture
Level 5, 1 Nicolas Street
IPSWICH QLD 4305

By Mail

(Marked as Private and Confidential)

Service Recognition Program
People and Culture
PO Box 191
IPSWICH QLD 4305

By Email

Servicerecognition@ipswich.qld.gov.au

Online

<https://forms.office.com/r/stYyGE1jsj>

- All nominations will be automatically forwarded to the nominee's respective Branch Manager for endorsement.

Selection Process

- Nominations will be evaluated by the relevant General Manager as part of the Awards Evaluation Committee.
- The Awards Evaluation Committee is comprised of the Executive Leadership Team and the Organisational Development Manager, and will review endorsed nominations quarterly, with final deliberations and award recipient selection taking place each November.

NOMINATED BY			
First name:		Surname:	
Branch and Department:			

NOMINEE DETAILS (If the nominee is a team, please include the names of all team members)			
First name:		Surname:	
Branch and Department:			
Reporting relationship to nominator:			

Signature:		Date:	
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NOMINATION DETAILS			
Please select the award category* you are nominating this person/team for:			
	Collaboration		Efficiency
	Communication		Leadership
	Integrity		Purpose Statement

**award category descriptions can be found on page 3 & 4*

Reason/s why you are nominating this employee/team for an award in the selected category:

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AWARD CATEGORY DESCRIPTIONS

Collaboration

An effective collaborator (individual or team) works effectively with others to produce positive results and outcomes. This person or group of people may approach their work in the following ways:

- Solicits diverse views in completing projects;
- Establishes effective partnerships across multiple levels of the organization;
- Builds consensus in decision-making;
- Seeks and maintains satisfying, reciprocal relationships;
- Helps others feel important and worthwhile;
- Genuinely engages with others to achieve goals;
- Works with others towards achieving a common purpose;
- Shares knowledge or information contributing to group success;
- Increases success of team(s) through process of cooperative problem-solving.

Communication

The award recipient or group clearly demonstrate a high performance culture through effective communication. As communication is a two way process, this award could be awarded to more than one person, and can be displayed in the following ways:

- Patience and adaptability, adjusting their communication behaviours to better express their ideas in the workplace and to assist others to understand;
- Strives to understand others perspectives before putting own views forward;
- Works hard to break down barriers to ensure effective communication takes place and all parties understand;
- Accepts others without judgment;
- Uses active listening techniques and effective questioning skills to enhance their own understanding;
- Shows empathy for other diverse perspectives;
- Willingly receives feedback and is comfortable to provide constructive feedback appropriately;
- Ensures all voices are being invited and heard.

Integrity

A staff member who demonstrates accountability, respect and an ethical approach. They take ownership of their work; whether it's being honest with customer issues and addressing them, improving processes or the quality of delivery. They really respect other people and work with colleagues to get the best outcome for everyone involved. This can be evident in the following ways:

- The staff member's behaviour is exemplary, have acted with honour and authenticity and at all times reflect the values of Council;
- Loyal to the absent – accepts others as they are;
- Their communication style is honest, respectful and open;
- Ethical and prepared to make the tough decisions;
- Actions are aligned with Council's purpose statement.

Efficiency

A staff member or team that shows outstanding creativity when confronted with challenges, issues or a need or desire for improvement. One might approach their work in the following ways:

- Self-directed and focused on achieving goals and performance expectations;
- Demonstrates planning and problem solving skills;
- Actively seeks ways to advance beyond the status quo;
- Proactively identifies novel, creative ways to improve upon processes or service delivery;
- Implements change in a positive manner and strives to ensure its success;
- Equal concern for task accomplishment and needs of people;
- Demonstrates ability to 'stir the pot' for positive, fresh impact;
- Respectfully communicates suggested changes – recognising and respecting what's gone before;
- Approaches problem-solving with a solution orientation.

Leadership

A strong leader demonstrates a unique ability to guide and inspire others, which in turn contributes to the effective and efficient functioning of Council. Both managers and non-managers may possess, and make evident, strong leadership in the following ways:

- Leads by example – motivates others;
- Inspires and encourages personal and professional development in others;
- Builds strong relationships that support a high level of trust and credibility;
- Adapts readily to new situations;
- Effectively persuades others using keen organizational awareness;
- Mentors and cultivates employees, creating a culture of respect that fosters an atmosphere conducive to achievement;
- Uses initiative and thinks for self;
- Expects high but attainable standards for self and others and acknowledges when they are met;
- Genuinely supports others to succeed and celebrates their successes;
- Contributes to the success of an initiative that benefits those outside his/her own department and/or places emphasis on collaboration within and among departments.

Purpose Statement

A deeply committed staff member demonstrates a dedication to their work, which in turn contributes to the vibrancy of the work place. This quality manifests itself when an employee:

- Demonstrates an intense commitment to provide excellent service to co-workers and customers treating them with respect, dignity and valuing their input;
- Shares enthusiasm for the work place with others;
- Maintains perseverance in the face of adversity;
- Embodies our values, desired culture and consistently works in alignment with our purpose;
- Have demonstrated behaviours that align to each of our values.