



Department of  
**Local Government, Sport  
and Cultural Industries**



# **The Minister's Place Innovation Awards 2024 Guidelines**

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# Guidelines

## Introduction

The Minister's Place Innovation Awards 2024 (the Awards) have proudly been made available by the Western Australian Government and are managed by the Department of Local Government Sport, and Cultural Industries (DLGSC), administered by Town Team Movement.

Established in 2023, the Awards are designed to recognise and promote innovative place-related projects, policies and activities involving local governments in Western Australia (WA).

## Categories

Three Awards categories are available for nominations:

1. Metropolitan Perth and Peel
2. Regional WA
3. Outstanding achievement (either metropolitan or regional-based initiative)

## Eligibility

- Nominations will be accepted from WA local governments only.
- The nominated Place Innovation project must have been completed within the last 12 months (it may have been initiated prior to this).

## Nomination criteria

Projects should demonstrate one or more of the following criteria:

1. An innovative approach to a place-based opportunity or challenge.
2. Significant improvements to standard practices.
3. A high level of collaboration, including with external stakeholders.

### Desirable

1. The project could be relevant for other local governments.

### Further information and examples

- Nominating a project for recognition is available to all local governments at no cost.
- The project nominated may be something that the local government has actively initiated and led.
- It may be something the local government has collaborated on (for example, with a local town team).
- It may be something that the local government has ceased. or has refined (for example, simplified or 'as of right' outdoor trading permits), to remove barriers to place-related improvements.

Examples of eligible projects or initiatives include, but are not limited to:

- Local government place innovation, such as an initiative that creates a better place for people in a town centre or in the main street.
- Place innovation that makes it simpler for projects or actions to be done by the community, such as a policy or process change, grant program/s or other initiatives for community groups, businesses or individuals to act to improve their community's shared place.
- Place innovation to build local capacity for place initiatives and civic involvement with local people including town teams, businesses, and residents.
- Place innovation that enables a community group or town teams to deliver a desired place outcome, activation or project.

## Key dates

Item	Date
Nominations open	22 July 2024, 12:01am AWST
Information webinar	24 July 2024, 12:00 pm AWST
Nominations close	16 August 2024, 5:00 pm AWST
Finalists announced	By 20 September 2024, COB
Awards presented	9 October 2024 (WALGA Convention 2024)

## Nomination process

- Nominations should be made via the online application form on Town Team Movement's website - <https://www.townteammovement.com/minister-for-local-governments-place-innovation-awards-2024/>
- Nominations should include the following:
  - a short description of the project
  - the impact the project had on the community or target group
  - which category the project is entering
  - the nomination criteria the project addressed
  - the location of the project
  - the timing of the project (must have been completed within the last 12 months)
  - Any supporting documentation to demonstrate the validity and effectiveness of the project
  - photos (if applicable).

- You will receive confirmation via email that your nomination has been received by Town Team Movement within 10 working days.
- Only applications submitted via the online nomination form before the closing date and time on Town Team Movement’s website will be considered. Town Team Movement and DLGSC take no responsibility for entries that are not received by the closing date and time.
- Town Team Movement may request further information if required.

## **Assessment process**

- All eligible nominations will be considered by a judging panel of 5 organisation representatives.
- The judges are not required to recommend awards in all categories if they do not consider the nominations received to be of sufficient merit.
- The Minister for Local Government will provide final approval of the recommended winners.
- The Minister’s approval of the judges’ decision will be final, and no discussion or correspondence will be entered into concerning the decisions.
- Due to the number of entries, no feedback about nominations will be available.
- The judging process must be free from interference to allow for a transparent process. Any nominee, local government member who attempts to undertake discussions or corresponds with a judge about an entry or entries, may be disqualified.

## **Finalist announcement and winners presentation**

- The top 2 local governments per category will be announced as the ‘finalists’ in the lead up to the winner’s presentation via the DLGSC social media channels and website in the first instance.
- Town Team Movement will also notify finalists of their shortlisting via email.
- The Minister for Local Government will announce the winners and present them with a trophy at the WA Local Government Association (WALGA) Convention 2024 on 8 October 2024.
- Finalists should be aware and prepared to undertake a small number of public appearances, media interviews or photographs.
- The DLGSC or Town Team Movement reserve the right to publish any entries as ‘case studies’ for education or inspiration for other local governments or subsequent Place Innovation Awards.

## **Confidentiality and conditions**

- With the exception of personal information on the online entry form, the management of the Awards gives no undertaking to keep any confidential information provided with the entries for the awards.

- Personal information is managed according to the Australian Privacy Principles, set out in Schedule 1 of the *Privacy Act 1988* (Cth).
- Personal information can only be disclosed to someone for the primary purpose for which it was collected unless an exemption applies.
- The WA Government may change the guidelines or vary the awards process at any time either before or after the closing date of entries. No claim or entitlement of compensation for loss can be made for any matter relating to the Minister's Place Innovation Awards, including but not limited to, a failure of the organisers or the State Government to comply with the guidelines, terms, and conditions. In the case of major changes that effect the entry or outcome, all entrants will be notified via email.

## Contact information

For more information or for any questions, please contact:

Town Team Movement

Phone: 0403 476 100

Email: [hello@townteammovement.com](mailto:hello@townteammovement.com)

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