Projects may include:
- Conservation works
- Conservation planning
- Interpretation and promotion
- Overall Agency heritage programs

For the purpose of this Award, a local government, state government department or federal government department will be considered an agency.

An Agency Award will be presented to a singular agency which, in its nomination, may include projects from different branches within that agency. Projects conducted for an agency by a corporate body or sub-contractor, may also be included within the commissioning agency’s nomination.

The judges will base their decision on a selection of the 3 best projects undertaken by your agency as part of its heritage program over the past year. Ensure that your nomination includes information about your overall heritage program and includes a maximum of 3 individual projects to illustrate the program.

Award Judging
The National Trust will be inviting a range of judges with extensive experience and expertise in their particular areas of cultural heritage conservation.

In addition to the judging guidelines, the judges will be looking to recognise projects that demonstrate achievements in:
- Community engagement
- Volunteer participation
- Regional and remote locations
- Indigenous participation
- Multi-cultural participation
- Education and training outcomes
- Heritage tourism outcomes
- Partnerships
- High quality visitor experiences

Nominations may be presented with a Gold Award, a Silver Award or a High Commendation. In addition, the John Herbert Award will be presented for the Most Outstanding Project.

Please remember that the judges will not be able to visit your project so your nomination will be assessed on the quality of the information you provide.

<table>
<thead>
<tr>
<th>Judging Guidelines</th>
<th>What are/were the heritage values of your project? How were they identified?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of heritage values</td>
<td></td>
</tr>
<tr>
<td>Best practice planning</td>
<td>What is the best practice planning for your particular type of conservation work? How did your particular project follow this concept?</td>
</tr>
<tr>
<td>Technical skills employed</td>
<td>Identify the technical skills needed for your project. What people of groups of people had the technical skills employed on your project and how did they work towards completion of the project? Describe any particular skills which make your project stand out for the crowd. Describe any particular person or group of people without whom your project would not have been completed.</td>
</tr>
<tr>
<td>Innovation and Problem Solving</td>
<td>Was your project innovative? Explain any processes used to achieve your ends. Did your project have problems which needed to be solved to achieve your ends? Explain the means by which any problems were resolved.</td>
</tr>
<tr>
<td>Long term outcomes</td>
<td>Long term sustainability is of key importance to conservation. Explain how this might have been achieved through your project.</td>
</tr>
<tr>
<td>Education and training</td>
<td>What were the educational or training objectives of your project?</td>
</tr>
<tr>
<td>Involving and inspiring communities</td>
<td>Were you involved in a heritage advocacy campaign? What were your objectives? How successful were they?</td>
</tr>
</tbody>
</table>
AGENCY CONSERVATION PROGRAMS

Lodging a Nomination

There is no nomination fee. The nominator/entity must be a current NTAQ member.

The nomination should include:

- **The Agency Conservation Program Nomination Form** completed and signed;

- **Written consent** from the owner, either in signing the form or an attached letter, if the nominator is not the owner;

- **Information about the project** addressing the criteria for that category;

- **Format**: Preference is for digital nominations on a CD/USB, however hard (paper) copy nominations will also be accepted;

- **Images**: Supply images that best reflect your nomination. Digital images (1MB to 5MB) or photographic prints, free of copyright or with the owner’s prior permission. This material may be used by the National Trust to promote their work. **Should you have large digital files/videos (more than 10MB):** contact heritage@nationaltrustqld.org for delivery details;

- **Any additional information** addressing the criteria or the judging priorities.

Nominations Close

Friday 16 March 2018, 4.00pm.

Deliver to

19/25 Mary Street, Brisbane or email to heritage@nationaltrustqld.org

Presenting the Awards

The Queensland Heritage Awards will be presented at a formal function to be held in late May 2018.

The contact person on the nomination form will be advised if the project will be receiving an Award. It is the responsibility of the nominator to advise all the other people associated with their project and invite them to the function.

Certificates: One framed certificate will be provided. Any additional unframed certificates (up to 3 for which a cost will apply) must be requested before the event. Prices will be available after judging is completed.

Other Conditions of Entry

1. The person signing the nomination form must be a current member of the National Trust of Australia (Queensland). To join the National Trust visit: www.nationaltrust.org.au/join/ or to check your membership status call 5534 0873.

2. For the purpose of promoting the Awards, the National Trust reserves the right to exhibit all or any of the nominations, including images.

3. An owner may nominate their own place or project.

4. Where the nominator is not the owner of a place, land or project, the nominator must obtain the owner’s written consent to the nomination and any resultant publicity.

5. Each project can only be nominated once. However, components of a project, such as planning, can be nominated when completed and the actual works undertaken can be nominated at a later time.

6. The judges reserve the right to change categories for a nomination if they consider the nomination better fits the criteria of a different category.

7. The National Trust may request further information to support a nomination.

8. Whilst all due care is taken, the National Trust accepts no legal liability for damages to or loss of nomination documents.

9. The project must have a completion date between 1 January 2017 and 31 December 2017.