Local Buy Procurement Excellence Awards Terms and Conditions

1. Program Overview

a. The Local Buy Procurement Excellence Awards recognise excellence, innovation and leadership in procurement and supplier performance.

b. Persons may be nominated for the following award categories, as varied and/or amended by Local Buy at its sole discretion:

i. Procurement Project of the Year;
ii. Procurement Professional of the Year;
iii. Supplier of the Year;
iv. Any other category that Local Buy adds from time to time.

2. Nomination Consent and Acceptance of Terms

a. By submitting a nomination, the nominating party confirms that:

i. the information contained in the nomination is true, accurate and complete to the best of their knowledge;
ii. they have obtained all necessary permissions, consents and approvals required to submit the nomination and any supporting material, including any personal information, photographs, testimonials, case studies or other content relating to the nominee;
iii. where a nomination is not a self-nomination, they have informed the nominee that they have been nominated for the relevant award; and
iv. they have authority to provide the information and materials submitted as part of the nomination.

b. Where a nomination is submitted on behalf of another person or organisation, Local Buy may contact the nominee to confirm eligibility, obtain additional information and seek acknowledgement of these terms and conditions.

c. Participation in the Awards Program, including the acceptance of nomination, provision of additional information, participation in judging activities, acceptance of finalist status, acceptance of an award, attendance at an Awards event, or participation in any promotional activity relating to the Awards Program, will constitute acceptance of these terms and conditions by the nominee. If a nominee does not agree to be bound by these terms and conditions, Local Buy may, in its absolute discretion, withdraw, exclude or disqualify the nomination.

d. By submitting a nomination, the nominating party confirms that they have read and accepted these terms and conditions. Where a nomination is submitted on behalf of another person or organisation, acceptance of the nomination by the nominee will constitute acceptance of these terms and conditions by the nominee.

3. Eligibility

a. Applicants must satisfy the eligibility requirements, as published by Local Buy from time to time.

b. General eligibility requirements include:

i. Nominee is either a:
   A. current employee of a Queensland Local Government for council awards; or
   B. current Local Buy Supplier for supplier awards; and
ii. The nomination relates to an activity, project, or achievement within the nominee's capacity as a local government officer that occurred between 1st January 2026 and 31st December 2026; and
iii. In relation to "Procurement Project of the Year Award", the project must be a project procured via a Local Buy Arrangement.

c. Local Buy may request additional information to verify eligibility at any time.

4. Nomination Submissions

a. All nomination information submitted to Local Buy must be true, accurate and complete to the best of that person's knowledge, as at the time of submission;

b. Local Buy may verify any information contained within a nomination.

c. Local Buy reserves the right, at its discretion (and acting reasonably) to exclude a nomination where:

i. The information provided as part of the submission is false, misleading, incorrect or inaccurate; and/or
ii. Eligibility requirements are not met; and/or
iii. A conflict of interest or reputational risk arises; and/or
iv. Local Buy otherwise considers exclusion appropriate.

5. Assessment and Judging of Nominations

a. Nominations will be assessed against criteria, as determined by Local Buy.

b. Local Buy may appoint judges, moderators or advisors as it sees fit (**the Evaluation Panel**).

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c. The Nominee acknowledges and accepts the Evaluation Panel's decisions are final and not subject to challenge or review.

6. Local Buy Discretion

a. Local Buy reserves the right to:
- i. amend award categories, assessment criteria, eligibility requirements or timeframes;
- ii. combine or separate award categories;
- iii. determine shortlists and winners;
- iv. withhold an award where no suitable nomination is received; and
- v. cancel, suspend or amend the Awards Program at any time for any reason.

7. Privacy and Confidentiality

a. 'Personal Information' within the meaning of the *Privacy Act 1988* (Cth) may be collected, held and used by Local Buy for the purposes of administering the Awards, and for the purposes set out in these terms and conditions.

b. The nominees:
- i. where self-nominating, expressly consent to the use of Personal Information by Local Buy in accordance with these terms and conditions;
- ii. where they are responding on behalf of a person(s), company or business, warrant that they have obtained all necessary permissions and consents required to allow Local Buy to handle Personal Information in accordance with these terms and conditions.

c. Local Buy shall be entitled to presume that there are no confidentiality considerations regarding the nominations it receives.

d. Nominators are responsible for identifying any confidential, proprietary or commercially sensitive information contained within a nomination. Local Buy is not required to independently assess whether submitted information is confidential and may rely on the nominator's designation of confidential information. Unless clearly identified otherwise, Local Buy may treat information contained within a nomination as suitable for use in connection with the administration, assessment, promotion and publication of the Awards Program.

e. Local Buy encourages the submission of nominations that are capable of being publicly recognised, promoted and shared with the broader sector. Where a nomination contains information that is confidential or subject to disclosure restrictions, Local Buy may determine, in its absolute discretion, that the nomination is incapable of being adequately assessed, validated, recognised, promoted, published or otherwise administered as part of the Awards Program.

8. Publicity and Promotional Use

a. By submitting a nomination, the entrant grants to Local Buy, or otherwise warrants it has obtained approval from the nominee (as the case may be) to grant Local Buy a perpetual, royalty-free licence to:
- i. Publish nominee and organisation names;
- ii. Publish summaries of submissions;
- iii. Use photographs, logos, videos and other submitted materials;
- iv. Develop case studies;
- v. Promote finalists and winners; and
- vi. Use submitted content across Local Buy resources and channels, including its website, social media channels, publications, conferences and marketing materials.

b. Local Buy may edit submitted material for formatting, style or promotional purposes.

9. Limitation of Liability

a. To the fullest extent permitted by law, Local Buy accepts no liability in connection with the Awards Program whatsoever, including any decision relating to eligibility, assessment, selection or recognition.

10. General

a. Finalists must attend the Local Buy Procurement Excellence Conference and Awards event on 18 May 2026.

b. A failure or delay by Local Buy in exercising a right does not prevent Local Buy from exercising that right later.

c. If any part of these terms and conditions is invalid or unenforceable, it is to be read down or severed to the extent necessary, without affecting the remaining provisions.

d. These terms and conditions are governed by the laws of Queensland, and the parties submit to the courts of Queensland.

e. These terms and conditions apply from the date the nomination is submitted.