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# Data Collection Form for 2020 Awards

All categories except Emerging Leader of the Year

- *note there is a separate form for Emerging Leader of the Year nominations.*

## This form will assist you in collecting all the relevant information needed to complete the [online nomination form (click here for link)](https://fs4.formsite.com/LGProfessionalsSA/qlchppoz2m/form_login.html). Please use in conjunction with the Call for Nominations Booklet.

### You will be asked for the following information:

Username:

Email Address for form login:

Password:

### Nominator’s Details

First Name:

Last Name:

Position:

Organisation:

Phone Number:

Email Address:

### Nominee/s Details

*You will need to indicate if this nomination is for an individual or a team. (Note: all categories are for teams except Emerging Leader of the Year).*

**If for a team:**

*You will need the name of the group (eg City of Charles Sturt Asset Management Team)*

Group Name:

*You will need the name of the Project (eg City of Charles Sturt Asset Management Integration project)*

Project Name:

*You will then need to provide the following information for the individual, or in the case of a team, for the primary contact for the team:*

First Name:

Last Name:

Position:

Organisation:

Phone Number:

Email:

*You will also need to indicate how many team members there are.*

***We require the following information for each team member:***

First Name:

Last Name:

Position:

Organisation:

Email:

Phone:

### Award Category

*Select the appropriate award category (see booklet for details)*

Award Category:

### Criteria

***You then need to follow the guidelines for your award category and respond to the following:***

* **Elevator Pitch:** (100 - 200 words)

Please provide a summary description of the nomination that is clear and concise. Should you be a finalist, these words will be used in a booklet at the Gala Awards dinner and shared with all councils– the aim of which is to provide enough information for your sector peers to get in touch and learn more. Assume that those who read this pitch will not have access to the rest of the nomination and provide enough information (the ‘what, when, how, who, why and how much’) so others gain a good understanding.

* **Vision and strategic thinking:** (up to 500 words)

Demonstrate how the nomination:

* + contributes to the strategic plan and visionary future for the council and the community
	+ facilitated and influenced change
	+ adapted to and anticipated problems throughout the journey.
* **Achievement of results**: (up to 500 words)

Provide evidence of how the nomination achieved its goals and delivered results, including key evaluated outcomes, performance measures and financial results.

* **Business performance:** (up to 500 words)

Demonstrate how the nomination:

* + displays sound financial decision making, considering long term sustainability
	+ considers sound risk mitigation strategies in decision making
	+ displays excellence in procurement practices
	+ identifies and adopts best practice and fosters innovation
	+ influences organisational and sector performance and is widely transferable and applicable across the sector
	+ promotes and leads a high-performance team environment
	+ anticipates and plans for future organisation needs.
* **Stakeholder engagement and relationships:** (up to 250 words)

Identify all key internal and external stakeholder relationships and provide examples of how these were strategically and politically navigated to deliver results. What was each party’s interest and how was this addressed or negotiated?

### Form Summary, Agreement and Submission

*Finally, you will be asked to indicate the following:*

* That you believe the nominee meets the criteria and would be a worthy recipient of the award
* That you understand that should the nomination be shortlisted, a phone interview will be conducted
* That you agree that a summary of the nomination may be published in a document circulated to all councils and that finalists may be videod or photographed
* **That the nominee(s)’s CEO has signed off on the nomination and signed off that personal drive, professionalism and integrity were demonstrated by all local government professionals associated with the nomination.***Your CEO will be sent a copy of the nomination and asked to verify his/her endorsement.*
* Whether the nominee(s) is/are aware or unaware of the nomination