# Leadership Excellence Awards –

# Data Collection Form

## All Categories

However please note, there are different forms for **Emerging Leader of the Year**, and **Excellence in Cross Council Collaboration** nominations.

* This form will assist you in collecting all the relevant information needed to complete the

[online nomination form (click here for link).](https://lgprofes.awardsplatform.com/)

* Please refer to the Call for Nominations Booklet and FAQ document prior to completing your submission, found at [www.lgprofessionalssa.org.au/excellence-awards](http://www.lgprofessionalssa.org.au/excellence-awards)

### To log in to the submission portal, or create a new account:

Enter your email as prompted:

Enter/create your password:

### To Start a New Submission:

**Click ‘Start Entry’**

### Start Here

**Select the appropriate award category from the drop down menu**

Entry Name:

Enter the project name and organisation (e.g. Water Sustainability Project, City of Paradise)

### Nominator’s Details

**The application must be supported by a nominator, who can be someone within your council or subsidiary, the sector or someone with a special interest in local government. Self-nominations are also accepted. This person will receive all communication from LG Professionals SA regarding the nomination.**

Full Name:

Position:

Organisation:

Phone Number:

Email Address:

### Nominee Details

**Name of Group or Team (e.g. Water Sustainability Team):**

Enter response here

**Name of Project (e.g.** **Water Sustainability Project):**

Enter response here

Should you be a finalist and/or winner, the organisation, group name and project name will appear in the Finalists Booklet and on the Winner’s Trophy in the following format:

City of Paradise Water Sustainability Team

Water Sustainability Project

**Has this project/innovation been nominated for a Leadership Excellence Award in a previous year?**

**If yes, what year/s?**

### Team Member Information

**Please list the following details for each team member:**

Full Name, Position, Organisation:

### Category Criteria

**Please refer to the Call for Nominations booklet for detailed requirements of each criteria.**

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

Enter response here.

The elevator pitch should be written in the third person

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

Enter response here

**Achievement of results: (up to 500 words)**

Enter response here

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

Enter response here

**Stakeholder engagement and relationships: (up to 250 words)**

Enter response here

Supporting Information (Optional)

You are permitted to submit a maximum of one additional A4 page in PDF format of up to 5MB to support your nomination. This may include photos, graphs, tables, infographics. Hyperlinks to any videos can also be added below.

Please do not rely on your attachment or hyperlinks to provide key information. All nominations will be judged based on how well the written criteria is addressed. Nominations without supporting documents are not disadvantaged.

Include between three and five photos related to your nomination for use in the footage shown at the Awards Gala Dinner and in subsequent publications. These must be high resolution .jpg format. Please label your files with the award category and council name and then image # according to the following format, e.g. environmentalleadership\_cityofparadise\_image1

**A .pdf file can be uploaded to the form here.**

**Hyperlinks to any videos can be provided here.**

**Images can be uploaded here.**

### Form Summary, Agreement and Submission

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

* That you believe the nomination meets the criteria and the local government professionals involved would be a worthy recipient of this award.
* That you understand that the nominee/a team representative will be expected to take part in a Zoom interview should the nomination be shortlisted for an award.
* That the nominees’ CEO has
* signed off on the nomination
* signed off that personal drive, professionalism and integrity were demonstrated by all local government professionals associated with the nomination
* acknowledged that by submitting this nomination you have permission from all parties involved.

*Note: Your CEO will be sent a copy of the nomination and asked to verify their endorsement.*

* Whether the nominee(s) are aware or unaware of the nomination.
* That you agree that a summary of the nomination may be published in a document circulated to all SA councils and that finalists may be recorded.