

# 20<sup>TH</sup> ANNUAL LEADERSHIP EXCELLENCE AWARDS

## 20<sup>th</sup> Annual Leadership Excellence Awards

### Frequently Asked Questions

#### **Who is eligible to nominate for a Leadership Excellence Award?**

Only LG Professionals SA Members are eligible to nominate in the Leadership Excellence Awards.

#### **Does it cost anything to enter?**

There is no fee to nominate for an Award.

Winners are announced at a Gala Awards Dinner for which there is a fee to attend.

#### **What is the deadline for submissions?**

Nominations close at 5:00 PM on Friday 29 January 2021.

#### **Can I request an extension?**

Extensions can only be granted by the Acting Chief Executive Officer of LG Professionals SA.

Please email [admin@lgprofessionals.org.au](mailto:admin@lgprofessionals.org.au) prior to the stated deadline noting the relevant Award category and requested revised deadline.

#### **Can I submit multiple nominations?**

Yes, multiple submissions from the same organisation are allowed, however you may not submit the same project in more than one category.

#### **Can I re-submit a nomination from the past?**

If your project has not received an Award or High Commendation in the past, you are permitted to enter it again. Re-submitted nominations must be re-written and updated to reflect new data or improvements since previously submitted. It is not acceptable to simply re-submit the nomination as it was written previously.

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## How do I get started?

### 1. *Decide on the category you will nominate in*

Carefully read the guidelines for each category in the Call for Nominations brochure to determine the best fit for your project. Entering your submission in the correct category is an important consideration. If you are unsure, please call LG Professionals SA on 8291 7990.

### 2. *Obtain CEO approval*

You will need to declare as part of the online submission that the nomination has been endorsed by your CEO.

### 3. *Create an account in the online submission portal*

We recommend you create an account in the submission portal early ensuring you select the category you intend to nominate in. You can save the nomination and complete it later. This will enable us to follow up with you should the submission be incomplete as the deadline nears.

### 4. *Collect information to address the criteria*

Download the Word document template from the LG Professionals SA website to collect all information and data required for submission. Ensure you address the criteria and category outline in your answers. When your answers are complete, they can easily be copy and pasted into the online submission portal.

### 5. *Complete your submission in the portal*

Copy and paste your answers from the Word document template into the online submission portal. Upon completion, a copy of the submission will be sent to the nominator's email address as entered in the online form.

## Can I edit my submission once completed?

Yes, simply log in to the submission portal prior to the nomination deadline to make any changes. Don't forget to press save and submit.

## Our project involves team members from external organisations. Can I include them in the list of team members?

The Leadership Excellence Awards are designed to recognise the achievements of local government staff. If an external representative was integral to the success of the project, you may list them as a team member, however the nomination should mainly focus on the work of local government professionals.

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## **What are the judges looking for? How can I make my submission stand out?**

- The way your nomination is written is extremely important.
- Dot points are appropriate for lists however your submission should be written in full sentences. Ask someone to check for spelling, grammar and readability.
- When addressing the criteria, constantly refer back to the category outline and ensure your answers demonstrate how your project meets the purpose of the Award.
- Judges will be looking for specific metrics and measures. Quantify your results and back up your claims with evidence/proof. Avoid using broad or generalised statements such as 'excellent results were achieved' without backing up your claims.
- Assume the judges have no prior knowledge of your project. Try to avoid excessive use of technical terms and abbreviations and present information clearly and concisely.
- Don't leave preparing your nomination to the last minute. To provide a comprehensive response you will need to allocate time to collecting relevant background information, data etc.
- Let your passion shine through. The judges have many nominations to read and freshness and originality in your answers will help you stand out.

## **Can I include photos or other supporting documents with my submission?**

You are permitted to submit a maximum of one additional A4 page in PDF format to support your nomination. This may include photos, graphs, tables, infographics.

Hyperlinks to any videos must be included within your written response to the criteria.

Please do not rely on this attachment 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.

## **Do you notify the nominee and the team that they have been nominated for an award?**

For all team categories we communicate with the nominator only for any updates regarding the nomination. For the Emerging Leader of the Year Award we communicate directly with the nominee. Other team members do not receive any correspondence from LG Professionals SA. It is the responsibility of the Nominator to notify the nominee or team that they have been nominated and to share any updates.

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## **Who sees my nomination?**

Your entire nomination will be viewed by LG Professionals SA staff and Awards Judges for the respective category. For finalists, the elevator pitch will be shared with SA local government and available on the LG Professionals SA website for interested parties.

## **Who judges the nominations?**

A judging panel consisting of respected professionals with a broad range of experience are chosen to examine the submissions. Our judges volunteer their time and are passionate about recognising outstanding achievement and innovation in local government. Representatives from the sponsor of each award category may also form part of the judging panel for that category. Multiple judges are assigned to each category to ensure a comprehensive review of each nomination is undertaken. Any real or perceived conflicts of interest are declared and recorded prior to the commencement of the judging process, and judges abstain where appropriate.

## **What is the judging process?**

*After nominations close at 5pm Friday 29 January 2021:*

Nominations are forwarded to the judges for each category. Judges read all nominations before coming together in mid-February to share feedback on each entry based on the criteria. After a robust discussion judges will determine the finalists for the category.

Our panel of judges will conduct an interview via Zoom with each finalist in mid-March, where a list of questions will be asked. The panel for each category will then discuss each finalist and determine the winner.

## **When will I found out if I'm a finalist?**

All nominators (or nominees for Emerging Leader of the Year) will be notified as to whether their nomination has been shortlisted via email in March 2021.

## **I've been notified I'm a finalist, what's next?**

Finalists will be asked to attend a Zoom interview to provide further information to the judges. You will receive an email containing important information such as the date and time of your Zoom interview as well as the questions you will be asked to address. All finalists will be required to submit three to five photographs for use at the awards presentation.

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## **Why do finalists need to provide 3-5 photos? What should my photos be of?**

We use photos to showcase your achievements at the awards dinner. The photos could be of a completed project, team members, key accomplishments, or anything else that represents your nomination. Please avoid selfies and multiple versions of the same image. The photos will need to be at least 1MB each and in JPG or PNG formats.

These photos will be requested from finalists in due course and are not required to be submitted as part of the original call for nominations process.

## **How can I do well in the finalist interview?**

The questions to address in your interview will be sent to you via email at least a week prior. You should prepare some notes in advance to ensure you cover the key points.

The interview will be a total of 20 minutes. You will be asked to answer the provided questions within 15 minutes. The judges will not ask each question individually, you can continue through them at your own pace. The remaining 5 minutes should be left to allow judges time to ask any further questions. It is a good idea to have a timer running so you can see how long you have remaining.

You must be on time for your interview. If you are late, this time will be deducted from your 20-minute allocation.

Introduce yourself in the beginning and very briefly explain your relationship to the project. We ask for a one-minute summary of your nomination – keep this to one minute. Remember, the judges have already read your submission thoroughly.

If you have a group of people present in the interview, we strongly recommend you prepare which questions you will each answer and how long each person will speak for.

Speak with passion about your project, try not to read straight from a script. It can be difficult over Zoom but try to engage with the judges by looking at the camera and talking to them.

## **When are finalists announced publicly?**

Public announcement of finalists will occur in the weeks leading up to the Awards Dinner via email, LinkedIn and other platforms.

## **Can I get feedback on my non-shortlisted submission?**

If your project is not selected as a finalist this year, you may send a request for feedback via email to LG Professionals SA at [admin@lgprofessionalsa.org.au](mailto:admin@lgprofessionalsa.org.au). Brief feedback will be provided after the winners are announced.

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## **When are the winners announced?**

Winners will be announced at the Leadership Excellence Awards Gala Dinner at the Adelaide Convention Centre on Friday 21 May 2021.

## **Do I have to attend the dinner?**

If you are a finalist, it is highly recommended that you or a representative from your team attend the dinner to accept the award should you be announced as a winner. Typically, all finalists attend the dinner.

All local government professionals are encouraged to attend the dinner to celebrate the sector. Further information will be sent to local government organisations closer to the date.

## **I'm having issues with submitting a nomination or need more information. Who can I contact?**

Contact the friendly team at LG Professionals SA on 8291 7990 or [admin@lgprofessionalsa.org.au](mailto:admin@lgprofessionalsa.org.au).

## **I am interested in partnership opportunities. Who can I contact?**

Contact Rhiannon Grebenshikoff, Acting CEO on 8291 7991 or [rhiannon@lgprofessionalsa.org.au](mailto:rhiannon@lgprofessionalsa.org.au).