ACHIEVEMENT AWARDS

IPAA WA Achievement Awards Online Entry Form Preview and Guide

The table below provides a preview of all the questions you will be asked when completing the Online Entry Form. It also includes information to help you answer each question, and whether the question is a required field (red asterisk). If you have any further questions, please feel free to contact the IPAA WA Office on 08 9360 1400, or email awards@ipaawa.org.au.

Required	Question	More information
*	Are you nominating for an Individual or an Organisational Award?	If you select 'Individual', a list of the Individual Awards will appear. You will later be asked the questions in Blue below
		If you select 'Organisational', a list of the Organisational Awards will appear. You will later be asked the questions in Yellow below
*	Which Individual/Organisational Award Category do you wish to enter?	Select the Award you wish to nominate for.
*	Checklist for completing the online form	This section outlines what you are required to have ready before starting the online form as you will need to complete the form in one sitting. Refer to page 3 of this document for more the full checklist. Note, some award categories have additional checklist items, and these are outlined on page 3 of this document also.
*	Eligibility criteria	You will be required to confirm your nomination meets the eligibility criteria for your selected award category by checking the boxes. The eligibility for each award is available on the award category page here: www.wa.ipaa.org.au/awards-scholarships/achievement-awards/award-categories/
Primary Contact Information		
*	Full Name	Enter the contact details of the primary contact for this nomination. This is the person we will contact regarding the nomination.
*	Position	
*	Organisation	
*	Postal Address	
*	Phone Number	
*	Email	
If you selected 'Individual', you will be directed to the page with the heading: **Please enter the details of the person you are nominating.**		
*	Full Name	Enter the details of the person you are nominating. Details entered here will appear on trophies (if successful) and all other Awards' related material. For your convenience, some information will pre-fill from the contact information provided in the first step, however, you may edit this if it differs.
*	Position	
*	Organisation	
*	Postal Address	
*	Phone Number	
*	Email	
If you selected 'Organisational', you will be directed to the page with the heading: **Please enter the details of the Organisation and Project/ Initiative you are nominating.**		
*	Organisation	List the main organisation/s who you would like acknowledged officially if successful (e.g. on trophies, at the presentation ceremony, and on all other official Awards' material).
*	Project/initiative name	Enter the name of the project/initiative you are nominating.

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Required	Question	More information
*	Is the lead organisation entered in the field above (i.e. the first organisation to be recognised at the awards) a subsidiary or part of a larger organisation?	Select Yes or No If the lead organisation is, for example, a division of a government department, a school within the Department of Education, a division of a larger organisation, please answer yes.
* (If yes above)	What is the name of the governing organisation?	Name the governing organisation
	Please confirm this is how the governing organisation wants all contributing organisation/s to be recognised at the Awards	Use this box to list how the governing organisation wants the organisations contributing to the project to be recognised. Text in this box will be used in place of the 'Organisation' question above.
*	Attach Assessment Criteria Document here	This is where you upload the Assessment Criteria Document you have completed. Only the official Award Assessment Criteria Word Document (available to download from your chosen Award Category page) will be accepted. You may convert this document to a PDF if you wish.
*	Please provide a short summary of the nomination (print-ready text) (max 100 words)	This is essentially a brief summary statement about your nomination, and may be included by IPAA WA in speeches, publications, media releases and/or promotional material. This provides a great opportunity to showcase your nomination.
	Photo of the nominee or team	This may be used in Awards' related material.
	Supporting documentation	Upload Word or PDF file, 5 page max (5MB upload limit) to support your nomination.
	Link to web address for more information	This may be used in promotional material about your nomination.
*	Number of Referees	Select from the drop-down list the number of referees you will have for this nomination. You may have up to 3 referees, but 1 is required. If you select 2 or 3, more fields will appear for you to input their contact details.
*	Referee #1 - Name	Enter the Title, First Name, Last Name and Suffix (if applicable), of your first referee.
*	Referee #1 - Position	Enter the Position of your first referee.
*	Referee #1 - Organisation	Enter the Organisation of your first referee.
*	Referee #1 - Email	Enter the Email Address of your first referee.
*	Referee #1 - Telephone	Enter the Phone Number of your first referee.
*	Have you read and agreed to the Conditions of Entry?	You must agree to the Conditions of Entry - A link to the conditions appears under this question.
*	Application Declaration	Title, First Name, Last Name, Organisation & Email Address are Required. Refer to the Conditions of Entry page for the full declaration statement.
*	Approval by head of organisation	This nomination must have approval by the head of your organisation. Please confirm who the head of your organisation is, and that they have approved the nomination.
*	How did you hear about the Achievement Awards?	Please tick where you first heard about the Achievement Awards, or tick 'Other' and enter a short description.
*	Please rate how you found the overall nomination process	Rate your overall experience in nominating out of 5 stars
	Do you have any additional comments to improve the IPAA WA Achievement Awards nomination process?	We review the feedback you leave here. To help us improve our nomination process, please leave any feedback you have.

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IPAA WA Achievement Awards Checklist

The below is a checklist of all the information you need before you start the online entry form, as the online entry form must be completed in one sitting (i.e. you cannot save your progress and come back later to finish it).

The first six checklist items below are required for all Award Categories, while the table below that outlines additional information you will need for some organisational award categories.

Required information

At a minimum, for all award categories, you are required to confirm that you have:

1. Completed the Assessment Criteria Document using the template provided (others may not be accepted)
2. A brief summary statement about your nomination (100 words)
3. Contact details of at least one referee for your nomination (up to three may be provided)
4. Confirmed that your organisation is a Corporate Member or you are an Individual Member of IPAA WA
5. Details of the person who is completing the Application Declaration (this may be you or someone else). Refer to the Conditions of Entry page of the awards.
6. Have approval from the head of your organisation to submit the nomination (If nominating as an IPAA WA Corporate Member).

Award Category	Additional Information Required (Select Organisational Award categories only)		
	Information on the reach, (either anticipated or actual), of the outcomes of the project, program or initiative being nominated (i.e. was it Organisation only; Local area and/or region; State-wide; or National?)	Information on how long the project, program or initiative being nominated has been in operation	Approximate budget for the project, program or initiative being nominated
Best Practice in Collaboration Between Government and any other Organisation	Y	Y	Y
Best Practice in Collaboration Across Government Agencies	Y	Y	Y
Best Practice in Innovation	Y	Y	Y
Best Practice in Corporate Social Values	Y	Y	Y
Best Practice in Health and Wellbeing	Y	Y	Y
Best Practice in Digital Transformation	Y	Y	Y
Best Practice in LGBTI Inclusion	Y	Y	-
Best Practice in Children's Consultation	Y	Y	-
Best Practice in Procurement	Y	Y	-
Best Practice in Public Sector Evaluation	-	-	-
Excellence in NFP	-	-	-