

PRIME MINISTER'S AWARDS FOR EXCELLENCE IN PUBLIC SECTOR MANAGEMENT

NOMINATION CHECKLIST

| ACTION | STATUS |
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| Obtain an electronic copy of the Nomination Kit (http://www.act.ipaa.org.au) | |
| Prepare nomination in accordance with guidelines and templates: | |
| <ul style="list-style-type: none"> • Page limits and formatting requirements are satisfied | |
| <ul style="list-style-type: none"> • Supporting evidence is relevant and referred to within the nomination in the appropriate places | |
| <ul style="list-style-type: none"> • Coversheet has been completed (Pages 1 to 3 of Nomination Template) | |
| <ul style="list-style-type: none"> • Secretary/CEO has endorsed the nomination by signing the coversheet (Page 3 of Nomination Template) | |
| <ul style="list-style-type: none"> • Payment of nomination fee of \$880.00 has been completed via the IPAA website, www.act.ipaa.org.au | |
| <p>Material to be submitted has been compiled:</p> <ul style="list-style-type: none"> • Five USB memory sticks, each to contain: <ul style="list-style-type: none"> ○ An electronic copy (.pdf) of the nomination, including the signed coversheet ○ Electronic copies of the supporting evidence including pdf documents, jpeg images, video clips, digital copies of any website content, even if a link is also provided), and ○ Three colour photographs for Awards publications. Ideally, at least one of these will show the people involved in the initiative. The others should be representative of the initiative itself. Images need to be print quality—300dpi (or if 72 dpi then they need to be at least 1200 pixels wide). | |
| Contact officer has been given a copy of the nomination and supporting evidence | |
| Nomination delivered to IPAA by courier or post by close of business, 25 July 2016 | |