

## Top 50 Public Sector Women Awards 2023 Program Guidelines

### About the awards

The Top 50 Public Sector Women Awards recognise individual excellence and exceptional female leaders. These awards celebrate the significant achievements of women in the public sector in Victoria and provide a platform of support and encouragement.

Any employee delivering government services in Victoria is eligible to be nominated (including all Local, State and Commonwealth organisations). IPAA Victoria is a champion of diversity and inclusion and welcomes nominations from people in the public sector who identify as women, gender diverse, trans and non-binary.

### Award categories

When submitting a nomination, please select one of the following award categories:

- 1. Established Leader category:** When applying, think of senior leaders in the public sector in Victoria (e.g. an experienced Director, Executive Director, GM, CEO) who demonstrate positive and proactive leadership behaviours, including integrity, diversity and inclusion, and transformation.
- 2. Emerging Leader category:** When applying, think of leaders in the early to mid-stage of leadership career (e.g. Team Leader, Manager, emerging Director) who are recognised as the next generation of public sector leaders.

### How to apply

To start your nomination:

1. Register for an account or log in at [IPAA Victoria \(awardsplatform.com\)](https://awardsplatform.com)
2. Complete the online nomination form. You can save and resume your nomination online at any time before nominations close.
3. Submit the completed nomination. Receipt of nomination will be acknowledged on submission.

A copy of the nomination questions is available as an attachment to these guidelines. If you have any questions or need assistance with your nomination, please contact us at (03) 9653 2000 or via email at [awards@vic.ipaa.org.au](mailto:awards@vic.ipaa.org.au).

### Application stages and assessment

Applications are assessed against the award criteria by a judging panel comprised of subject matter experts. All judging panel decisions are reported to the IPAA Victoria Board for approval.

### Key dates

- *18 September 2023 - nominations open.*
- *3 November 2023 - nominations close.*
- *November 2023 - assessment.*
- *December 2023 - nominees informed of outcomes, winners notified.*
- *February 2024 - award presentation and formal announcement of winners.*

### Conditions of entry

1. All nominations must be received by the published close of the nominations deadline. Nominations received after this date will not be considered unless there has been prior approval by IPAA Victoria prior to the close of the nomination deadline.

2. Entries will be assessed on the basis of information and documentation provided in the nomination.
3. Nominations should address each question. If for any reason a question cannot be addressed, a justification must be provided.
4. Each nomination must be endorsed by the relevant organisation(s) head or department(s) head, following internal approval processes. The responsibility for obtaining the necessary internal approvals for endorsement is that of the nominator.
5. By submitting a nomination, the nominator has obtained relevant permissions from the nominating organisation(s)/department(s) agreeing that IPAA Victoria is entitled to use information and images contained in the nomination, in full or amended, in marketing and communication activities and that the information and images provided have the appropriate internal copyright clearances and approvals.
6. Finalists are asked to be available for the award ceremony and may be called on to participate in awards marketing and communication activities before and following the awards presentation ceremony.
7. Being listed as an award winner does not constitute an explicit, or implicit, endorsement by IPAA Victoria or its partners.
8. All decisions and recommendations of the awards' judges are final. On request, and at IPAA Victoria's discretion, IPAA Victoria may provide brief feedback.
9. All costs associated with the preparation of nominations and attendance at the awards ceremony is the responsibility of the nominator. Materials provided to support a nomination will not be returned unless requested.

#### Privacy

Information is stored in accordance with IPAA Victoria's Privacy Policy: <https://www.vic.ipaa.org.au/privacy-policy>

#### Contact us

If you have any questions, please contact us at (03) 9653 2000 or via email at [awards@vic.ipaa.org.au](mailto:awards@vic.ipaa.org.au).

#### Not yet a member?

Become an IPAA Victoria member and join like-minded peers and a diverse member network to stay one step ahead in these rapidly changing times. Connect with peers across the public purpose sector online and in person. Tap into insights, best practice and resources on current sector issues. Build your skills for your current and future roles. Visit our website to become a [become a member](#).

## IPAA Victoria Top 50 Public Sector Women Awards

Copy of nomination form

**Note, all nominations must be submitted electronically via: [IPAA Victoria \(awardsplatform.com\)](https://awardsplatform.com)**

### **Part one - Nomination category**

- Select nomination category
- Name of nominee

### **Part two - Nominator details**

- Name of Nominator
- Title/Position of Nominator
- Organisation of Nominator
- Contact Email Address
- Contact Phone Number
- Please describe your relationship with the nominee, including how long you have known the nominee and the details of your working relationship.

### **Part three - Nominee details**

- Name of Nominee
- Title/Position of Nominee
- Organisation of Nominee
- Contact Email of Nominee
- Contact Phone of Nominee

### **Part four - Nomination questions - maximum 300 words each**

1. How has the nominee demonstrated an exceptional contribution to the community through her work as part of the public sector?
2. How has the nominee demonstrated outstanding accomplishments in the public sector?
3. Provide examples of how the nominee has demonstrated positive and proactive leadership behaviours, including integrity and a commitment to diversity and inclusion. For "Established Leaders" outline how they have created a culture of integrity and inclusivity. For "Emerging Leaders" outline how the nominee represents the next generation of public sector leaders.
4. Provide examples of what your nominee is doing to support other women in the sector.

### **Part five - Authorisation and supporting information**

I have read and agree to be bound by the Conditions of Entry.

I attest that I have acquired the approval of the relevant executive representative (Deputy Secretary, GM)

If available, please upload a portrait photograph (high-quality jpg file) and a 100-word biography of the nominee below (optional)

### **Assistance**

If you have any questions regarding nomination please contact us at [awards@vic.ipaa.org.au](mailto:awards@vic.ipaa.org.au) or via phone (03) 9653 2000