

Email template – Government Innovators of the Year – GD/ Commissioner endorsement

Dear [DG/ Commissioner],

I am writing to request your endorsement of our department's application to participate in the [Western Australia's Government Innovators of the Year Award](#), delivered by the Department of Jobs, Tourism, Science and Innovation (JTSI).

The WA Government Innovators of the Year Award (WAIOTY) recognises Western Australian government entity employees who are innovating, creating novel IP and adding value to public service delivery. Winners of this award will receive places on the Australian Innovation Management Institute (AIMI): Certified Innovation Catalyst Program. Winners will be announced at the 2025 WAIOTY Awards, which will be held on Monday 27th October at The Westin, Perth.

I/ We have been informed that:

- Some information about the innovation will be made public if the application progresses to the final stage of judging.
- All finalists and winners of the WAIOTY are required to participate in online surveys conducted by JTSI up to 3 years after the awards. Surveys generally take 10 minutes to complete and seek feedback on inputs, activities, results, usage and impacts related to the WAIOTY.
- Participants agree to provide to JTSI information regarding their WAIOTY project as reasonably requested. This information may be used for reporting and accountability purposes and may also be used to inform policy development, investment decisions and design and delivery of future initiatives.

I/ The [team name] intend to submit an application for my/ our innovative work on [name of project]. [Provide a brief summary of the innovation].

If you confirm that you approve of this application being submitted, can I/ we please request that you respond to this email to endorse the submission. DG/ Commissioner approval is an eligibility requirement; therefore, your endorsement will be uploaded as part of the application process.

The submission deadline is 25 July 2025.

Kind regards,

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