



2017

Awards for Excellence **CALL FOR ENTRIES**



The highlights...

Important information for the 2017 Awards

Entry forms

- All entry forms must be received by Consult Australia **no later than 5pm Friday, 10 March 2017.**
- All projects entered must have been completed between **1 March 2016 and 31 January 2017.**
- Download the forms below:
[2017 Awards Entry Form](#)
[2017 Awards Entry Form – Champions of Change – Female Leadership](#)
[2017 Awards Entry Form – Future Leader](#)

Submissions

- All submissions must be sent to Consult Australia no later than **5pm Friday, 5 May 2017.**

Awards event

The 2017 Awards for Excellence gala black-tie dinner will be held on Thursday 14 September 2017 at the Doltone House Jones Bay Wharf, Sydney from 6:30pm.

How to enter

Submitting an Awards entry is simple:

- 1) Fill in the PDF entry form and email it with your entry fee to awards@consultaaustralia.com.au by **5pm Friday, 10 March 2017. Handwritten forms will not be accepted.**
Please note: One form must be completed per entry i.e. two entries cannot be placed on the same form.
- 2) Consult Australia will confirm receipt of your entry and provide an electronic submission template for you to complete (one template will be provided per entry).
- 3) Complete the provided 2017 Consult Australia Submission Templates (ensuring you address the category criteria as closely as possible) and submit electronically (see below) **by 5 pm, Friday, 5 May 2017.**
- 4) Get in early to book your tables at the Awards for Excellence on 14 September 2017 to find out if your entry has won! Be sure to invite any clients, project partners or other stakeholders to join you at this gala, black-tie event. To book tickets, please contact Communications & Events Manager Mark Rock on (02) 8252 6717 or via email at Mark@consultaaustralia.com.au

Electronic submission

Consult Australia will only accept **electronic copies** of submissions. Please send pdf files of all submissions along with the associated photographs either via email, Dropbox, Google drive or similar to awards@consultaaustralia.com.au or by USB to Consult Australia National Office (Postal address: GPO Box 56, Sydney NSW 2001). **No printed submissions will be accepted.**

The overview...

Award categories

The below Award categories are open to member firms of any size.

- Project Team Collaboration
- External Stakeholder Engagement
- Corporate Social Responsibility
- Sustainability in Design
- Technological Innovation
- Design Innovation
- Champions of Change – Female Leadership
- Future Leader

To be eligible for entry in the awards all projects, engagements, initiatives and programs must have been completed between **1 March 2016 and 31 January 2017**.

Entrants in each category will be competing for one of the following awards:

- Gold Award of Merit
- Highly Commended Certificate

In addition, all firms entering a submission in any of the above categories will automatically be entered into consideration to receive a Firm of the Year Special Award as outlined below.

- Small Firm of the Year - Sole practitioners or firms with less than 20 employees
- Medium Firm of the Year - Firms with 20 – 299 employees
- Large Firm of the Year - Firms with 300+ employees

Please note that Entries will not be accepted separately for these Awards.

Submission inclusions

All submissions must include the following:

- Cover page:
 - Project/engagement name (must be short, descriptive and **must exactly match** the name of the entry form)
 - Name of firm or firms if more than one member (as they should appear on certificates and in publications)
 - Name of joint venture/alliance/public-private partners (all parties **must** be listed)
 - Name of client (if applicable)
 - Name of project owner (if applicable and different from above)
 - Location of project (if applicable)
 - Names and role/s of other consultants (if applicable).
- Pre-approved media release content for marketing purposes (max 500 words).
- Minimum of three photographs for marketing purposes.
- Minimum three high resolution photographs, sketches or diagrams to illustrate and/or describe the project. All images must be included with the submission (on USB or via email, dropbox, Google drive or similar).

The detail...

Project Team Collaboration

Overview

The Project Team Collaboration Award recognises exemplary project team collaboration initiatives between a member firm and its client.

Criteria

- Clearly articulated and aligned roles and objectives for each party
- Effectiveness of relationship management
- Collaborative and transparent operating protocols
- Project/engagement outcomes

Submission inclusions

- Synopsis/description of the project team collaboration – must clearly outline why a collaborative approach was required or voluntarily adopted (max 500 words).
- Objectives of the project team collaboration – an overview of the individual roles and objectives of each party involved in the project team collaboration (max 300 words).
- Relationship management – should clearly describe how the relationship between parties was managed, including details of reporting structures and communication methods and policies, approvals processes etc. Must outline initiatives undertaken prior to the project's commencement, during delivery and post completion (max 700 words).
- Collaborative operating protocols in the project design/delivery – should focus on how delivery of each party's outputs was managed and steps taken to ensure transparency (max 300 words).
- Outcomes of the engagement – include details on particular achievements in relation to improved safety, design, budget savings etc (max 500 words).
- Pre-approved media release content for marketing purposes (max 500 words).
- Minimum of three photographs for marketing purposes.

External Stakeholder Engagement

Overview

The External Stakeholder Engagement Award recognises exemplary collaboration **between a member firm and the broader project or engagement team** (eg joint venture or alliance partners, subcontractors etc).

Criteria

- Clearly articulated and aligned roles and objectives for each party
- Effectiveness of relationship management
- Collaborative and transparent operating protocols
- Project/ external stakeholder engagement outcomes

Submission inclusions

- Synopsis/description of the collaboration – must clearly outline why a collaborative approach was required or voluntarily adopted (max 500 words).
- Objectives of the collaboration – an overview of the individual roles and objectives of all parties involved in the collaboration (max 300 words).
- Relationship management – should clearly describe how the relationship(s) between parties were managed, including details of reporting structures and communication methods and policies, approvals processes etc.

Must outline initiatives undertaken prior to the project's commencement, during delivery and post completion (max 700 words).

- Collaborative operating protocols in the project or engagements design/delivery – should focus on how delivery of each parties outputs was managed and steps taken to ensure transparency (max 300 words).
- Outcomes of the project/external stakeholder engagement – include details on particular achievements in relation to improved safety, design, budget savings etc (max 500 words).
- Pre-approved media release content for marketing purposes (max 500 words).
- Minimum of three photographs for marketing purposes.

Corporate Social Responsibility

Overview

The Corporate Social Responsibility Award recognises member firms that have implemented and delivered outstanding initiatives that benefit society.

Criteria

- Demonstrated leadership in pursuing actions that further some social good beyond the interests of the firm
- Delivery and effectiveness of initiative
- Extent to which the initiative responds to the needs/challenges of the firm's existing and future [stakeholders](#) including clients, employees, investors and communities
- Extent to which the initiative reflects or contributes to developing industry best practice

Submission inclusions

- Overview of the challenge/need that the initiative has been designed to address (max 300 words).
- Objective/s of the initiative – must clearly articulate long-term benefits and how it will address needs and/or challenges identified above (max 350 words).
- Synopsis / description of the initiative – e.g. detail of adherence to industry best practice and how the firm has demonstrated an innovative approach (max 700 words).
- Outcomes of the initiative – may include testimonials and must clearly demonstrate its measured success (max 500 words).
- Communication of initiative – detail steps taken to promote the project or initiative to employee base and secure engagement and buy-in (max 300 words).
- Pre-approved media release content for marketing purposes (max 500 words).
- Minimum of three photographs for marketing purposes.

Sustainability in Design

Overview

The Sustainability in Design Award recognises the achievement of sustainable outcomes on an internal or external project through innovative design and/or the innovative application of sustainable materials and principles.

Criteria

- Environmental sustainability of the project/engagement and the firm's influence on this
- Social/community outcomes of the project/engagement and the firm's influence on this
- Economic outcomes of the project/engagement and the firm's influence on this

Submission inclusions

- Synopsis/description (max 500 words).
- Overview of the sustainability, social/community and economic objectives– should outline whether these were imposed by the client or introduced by the firm (max 300 words).

- Description of how the firm utilised design and/or demonstrated an innovative approach to achieve the above objectives (max 700 words).
- Sustainability, social/community and economic outcomes achieved through design – should provide detail regarding any particular achievements (max 500 words).
- Pre-approved media release content for marketing purposes (max 500 words).
- Minimum of three photographs for marketing purposes.

Technological Innovation

Overview

The technological Innovation Award recognises member firms who have demonstrated outstanding leadership in the innovative application of new or existing technology.

Criteria

- Extent of the technological innovation
- Degree of challenge/difficulty
- Development and implementation of the innovation
- Value to the project on which the innovation was applied
- Value of the innovation beyond the project

Submission inclusions

- Synopsis / description of the innovation and the firm's role in its completion (max 500 words).
- Objective/s of the application of the innovation (max 300 words) – include details of challenges that needed to be addressed etc.
- Description of how the technology was used in an innovative way (max 500 words).
- Outcomes of the innovative application of the technology – must be clear and measurable e.g. exceeding client's budget expectations (max 300 words).
- Overview of future applications for the innovation at a firm and industry level (max 300 words).
- Pre-approved media release content for marketing purposes (max 500 words).
- Minimum of three photographs for marketing purposes.

Design Innovation

Overview

The Design Innovation Award recognises member firms who have demonstrated outstanding innovation in any aspect of the design process.

Criteria

- Extent of the design innovation
- Degree of challenge/difficulty
- Development and implementation of the innovation
- Value to the project on which the innovation was applied
- Value of the innovation beyond the project

Submission inclusions

- Synopsis / description of the innovation and the firm's role in its completion (max 500 words).
- Objective/s of the application of the innovation (max 300 words) – include details of challenges that needed to be addressed etc.
- Description of the factors that made the design or use of the design element in this manner innovative (max 500 words).

- Outcomes of the design innovation – must be clear and measurable e.g. increased usable floor space by 15% (max 300 words).
- Overview of future applications for the innovation at a firm and industry level (max 300 words).
- Pre-approved media release content for marketing purposes (max 500 words).
- Minimum of three photographs for marketing purposes.

Client Service Excellence

Overview

The Client Service Excellence Award recognises member firms who have delivered exemplary customer service throughout the course of a client engagement or project. Entry in this category requires member firms to be either nominated or endorsed by the client.

Criteria

- Client relationship management processes
- Effective, transparent client reporting
- Effective, ongoing management of client expectations
- Extent of client satisfaction

Submission inclusions

- Synopsis / description of the overall relationship with the client (max 500 words).
- Information regarding how the firm manages its communication with the client throughout the course of a project – include details of how expectations were managed, communications regarding changes to scope of works, risk management communications etc (max 500 words).
- Description of how the firm reports against the client's objectives– include details on reporting templates, structure frequency (max 500 words).
- Description of how the firm overcame relevant challenges to address the client's objectives – outcomes must be clearly articulated with details of measurable achievements to be included where possible (max 500 words).
- Letter of endorsement from the client (max 500 words).
- Pre-approved media release content for marketing purposes (max 500 words).
- Minimum of three photographs for marketing purposes.

Champions of Change – Female Leadership

Overview

The Champions of Change – Female Leadership Award recognises a mid or senior level female professional who has demonstrated leadership capabilities and/or is championing change within her firm or in the industry more broadly.

Criteria

- Leadership in championing change
- Professional development
- Contribution to the firm
- Contribution to the profession/industry
- Contribution beyond the professional role (eg to the community)

Submission inclusions

- Description of how the applicant has demonstrated outstanding leadership capabilities and/or is championing change within the organisation (max 500 words).

- Overview of the contribution the candidate has made as a female leader within the firm (max 500 words).
- Overview of contributions the applicant has made in championing change within their industry and/or the wider community (max 500 words).
- Pre-approved media release content for marketing purposes.
- Minimum of two photographs for marketing purposes.

Future Leader

Overview

The Future Leader Award acknowledges professional staff of member firms aged 35 years and under who have made a significant contribution to their firm and added value in a demonstrable way.

Criteria

- Leadership
- Innovation
- Professional development
- Contribution to the firm
- Contribution to the profession/industry
- Contribution beyond the professional role (eg to the community)

Submission inclusions

- Description of how the candidate has developed their career including education credentials and any professional development they have undertaken (max 500 words)
- Overview of contributions the applicant has made to their firm (including how the candidate has demonstrated outstanding leadership and business/commercial acumen (max 500 words).
- Overview of contributions the applicant has made to their industry and the wider community – may include volunteer work, involvement in sporting teams and community groups etc (max 500 words).
- Pre-approved media release content for marketing purposes
- Minimum of two photographs for marketing purposes.

ALL SUBMISSIONS MUST BE MADE USING THE CONSULT AUSTRALIA TEMPLATES

Key dates

All nominated projects and initiatives must have been completed or introduced between **1 March 2016 and 31 January 2017**. Projects and initiatives completed/introduced outside of these dates will not be eligible for entry.

Entry forms due: 5pm Friday, 10 March 2017

Submissions due: 5pm Friday, 5 May 2017 - Late submissions will not be accepted.

The fine print...

Entry fees

Large firm (> 300 staff)	\$1,342 including GST
Medium firm (20 > 299 staff)	\$ 880 including GST
Small firm (1 > 20 staff)	\$ 495 including GST

Entry fees must be paid at the time of entry form submission. Further details are included on the entry form. **Entry fees are strictly non-refundable.**

Conditions of entry

- To qualify for entry an applicant must be a current and financial member firm of Consult Australia, practicing in Australia at the time of submission.
- An entry may relate to a single project or engagement or be part of a larger project or coordinated projects.
- Projects/engagements nominated must have been completed between 1 March 2016 and 31 January 2017. A consultant may nominate the completion date as the date on which his/her brief was completed or the date on which the whole project was completed. The nominated project/engagement may not be eligible if the completion date is not specified on the Entry Form. If Consult Australia is of the opinion that the dates do not comply, the entrant will be advised. Unless so notified, the entrant will be expected to proceed with preparing the submission.
- Prior to submitting an entry, all Consult Australia member firm applicants must seek permission from their clients to enter an Award and receive approval for publicity of any Award/s subsequently received. Award documentation and recognition will be accorded to clients whether they are contractors or project owners.
- All submissions must be made using the Consult Australia Submission Templates.
- **Project name on submissions must exactly match project names on entry forms and all firms involved must be listed.**
- Consult Australia reserves the right to return incomplete submissions, at the expense of the applicant, for completion and advise that no extensions to the submission deadline will be granted to facilitate revision/s.
- In the event that an award submission/s is withdrawn, no refund of entry fees paid to Consult Australia will be made. Consult Australia will retain all entry fees paid and will expect receipt of all pending or outstanding payments, regardless of submission withdrawal.
- Consult Australia reserves the right to use all images and media releases provided with submissions for publicity and/or marketing purposes related to the Awards, without further confirmation. Consult Australia accepts no liability for any loss of patent rights or commercial considerations.

Joint submissions from member firms

Member firms who submit joint entries will be **acknowledged equally** - during the Awards ceremony and on Award certificate(s) - **only if**:

- The **joint entry/submission box is ticked** on both the entry and submission forms.
- All companies are listed on both the entry and submission form(s).
- The companies listed are **Consult Australia members**.

Submissions including non member firms

Non member firms are not eligible for nomination in the Consult Australia Awards for Excellence. Should a member firm wish to recognise a non member firm's involvement as part of their submission they are welcome to do so however it should be noted that while Consult Australia will include this acknowledgement on promotional material (such as the posters and overheads used on the night) they will be shown as "*(with firm name)*" and any awards received will be issued and presented to the **member firm only**.

Judging criteria

- Winners will be selected **based on the criteria for each individual category**. To view these criteria, see the 'Criteria and Submission inclusions' section of this document.
- Judging will be strictly on the merit of the initiative or project delivered – the size of the firm will have no bearing on the judge's decision.
- **To be considered for judging the submission must be made using the 2017 Consult Australia Submission Templates.**
- **The judge's assessments will be based on the submission lodged in accordance with the criteria and other enquiries** they may wish to make at their discretion.
- Judges also have the right to reallocate entries into different categories based on relevance to category.
- The decision of the judges is final.

Awards submission guidelines

- 1) Submissions **must** be lodged as pdf documents with Consult Australia by **5pm Friday, 5 May 2017**
- 2) All submissions **must** use the Consult Australia Submission Templates.
- 3) Fonts in submissions **must not** be smaller than 10 point size.
- 4) Submissions **must** be single or 1.5 spaced and printed single-sided.
- 5) Submissions **must not** exceed 15 single-sided pages (inclusive of all attachments).
- 6) All submissions **must** adhere to the maximum word counts stated under the 'Criteria and submission inclusions' section of this document.
- 7) USB keys may be returned after the Awards ceremony, at the applicant's expense, upon request.

Submissions delivery

All submissions must be either:

- **emailed to awards@consultaustalia.com.au** (use Dropbox, Google drive or similar if necessary)
- **saved on a USB and sent to Consult Australia National Office** (postal address: GPO Box 56 – Sydney NSW 2001)

Submissions must be received no later than 5pm Friday, 5 May 2017.