



2017

Awards for Excellence **CALL FOR ENTRIES**

Business Innovation - Small Firm Award



The highlights...

Important information for the 2017 Awards

Entry forms

- All entry forms must be received by Consult Australia **no later than 5pm Friday, 24 March 2017**.
- All projects entered must have been completed between **1 March 2016 and 31 January 2017**.
- Download the form below:
[2017 Awards Business Innovation – Small Entry Form](#)

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 to awards@consultaaustralia.com.au by **5pm Friday, 24 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 category

This Award category is open to small member firms only

- **Business Innovation – Small Firm**

Note: This award is open to Small Firms only and there is no fee to enter (i.e. Sole practitioners or firms with less than 20 employees

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 this 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 this or any of the other award categories will automatically be entered into consideration to receive.

- The Small Firm of the Year

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)
- Pre-approved media release content for marketing purposes (max 500 words).
- Minimum two 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...

Business Innovation – Small Firm

Overview

The Business Innovation Award recognises member firms with less than 20 FTE who have demonstrated innovation in the conduct of their business either through process, people or use of technology.

Criteria

- Extent of the innovation
- Degree of challenge/difficulty
- Development and implementation of the innovation
- Impact of the innovation on business performance
- Ongoing implications of the innovation.

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.
- Outcomes and future implications of the innovation – must be clear and measurable e.g. increase in utilisation (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, 24 March 2017

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

The fine print...

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.
- 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.
- 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.

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.
- **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@consultaaustralia.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.