

CONSULT AUSTRALIA 2024-25

AWARDS FOR EXCELLENCE

Submission Guidelines



About the Awards

In this booklet, we proudly present the diverse range of awards that recognize the outstanding contributions and achievements within our industry. Each category reflects the values and aspirations that drive us forward, including celebrating excellence in innovation, leadership, teamwork, collaboration, and more.

From emerging talents to seasoned professionals, these awards honour individuals and teams who have made a significant impact in their respective fields. Whether through groundbreaking projects, inspiring initiatives, or unwavering dedication, our nominees exemplify what it means to strive for greatness.

As you explore the categories, we invite you to reflect on the achievements that resonate with you and consider the incredible stories behind each nomination.

We look forward to your submission.

Linda Gaunt
Head of Engagement

Awards timelines

Wednesday, 25 September 2024	Submissions Open
Thursday, 19 December 2024	Submissions due, no later than 5pm. Extension to 10 January, may be applied for at awards@consultaustalia.com.au
Thursday, 27 March 2025	Awards Gala Dinner, ICC Sydney

Important Information about the Awards – 2024-25

1. To Enter

- Entries are open to both member and non-member firms.
- All entries must be received by Consult Australia no later than Thursday 19 December 2024. Extension to 10 January, may be applied for at awards@consultaustralia.com.au.
- All projects entered must have been completed between 1 August 2023 and 31 July 2024.
- On purchase of your category(s) within 48 hours you will receive a link to the Awards Force portal to complete your submission.

2. Submissions

- All final submissions must be sent to Consult Australia through Award Force no later than 5pm Thursday 19 December 2024. Extension to 10 January, may be applied for at awards@consultaustralia.com.au.
- Submissions that do not come through Award Force cannot be accepted.

3. How to enter

Submitting an Awards entry:

1. Complete the online form and pay the entry fee [here](#). 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 a link within 48 hours to Award Force for you to complete and submit online (one link will be provided per entry).
3. Complete your submission(s) via the link(s) provided, ensuring you address the category criteria as closely as possible and submit by **5 pm, Thursday 19 December 2024**. Extensions to 10 January, may be applied for at awards@consultaustralia.com.au.

4. Our judging process

Each year, we strive to enhance our judging process, guaranteeing professional evaluation, impartiality, and moderation. Our esteemed panel of judges is equipped with the expertise and tools needed to maintain a just and equitable process. Following the awards announcements, entrants can log back into their account to receive the judges feedback for further insights.



PLEASE NOTE:

Electronic submission

Consult Australia utilizes Awards Force for all submissions. Once you have completed your entry purchase, you will receive your submission link within 48 hours. Please note that submissions will only be accepted through Awards Force.

Category Overview

1. Award categories

The below Award categories are open to firms of any size:

- Collaboration for Project Excellence.
- Collaboration for Project Excellence – Working with Government.
- Future Leader.
- Champions of Change – Diversity & Inclusion.
- Superior Sustainability.
- Innovation for Excellence.
- People First.
- Planning for a Digital Future.
- Client Service Excellence.
- Small Business Excellence - Client Satisfaction.

2. Eligibility

To be eligible for entry in the awards all projects, engagements, initiatives, and programs must have been completed between 1 August 2023 and 31 July 2024. The exception being the following categories, Future Leader, Champions of Change – Diversity & Inclusion and Planning for a Digital Future.

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

- Winner.
- Highly Commended.

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, If you require clarification please email awards@consultaaustralia.com.au

3. 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. Please include any photographer/permissions reference information. All images must be included with the submission (through Awards Force). At resolutions of at least 224mm (w) x 170mm (h) or 2646px (w) x 2008px (h), at 300dpi (dots per inch).
- Minimum three high resolution photographs, sketches or diagrams to illustrate and/or describe the project. All images must be included with the submission (through Award Force).
- **Confirmation of permissions for use of photography in Consult Australia marketing.**

Collaboration for Project Excellence

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

Criteria

Clearly articulated and aligned roles and objectives for each party including:

- Your submission must reference working with our industry. The Consult Australia member list can be found [here](#).
- 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 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.
- Minimum of two photographs for marketing purposes.



Collaboration for Project Excellence - Working with Government

The Collaboration for Project Excellence – Working with Government Award recognises exemplary project team collaboration initiatives between government and industry. Government bodies must enter with industry and not stand-alone.

Criteria

Clearly articulated and aligned roles and objectives for each party including:

- Your submission must reference working with our industry. The Consult Australia member list can be found [here](#).
- 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 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.



Future Leader

The Future Leader Award acknowledges professional staff of firms aged 38 years and under (at the application close date) who have made a significant contribution to their firm and added value in a demonstrable way.

Criteria

- Leadership.
- Innovation.
- Contribution to the firm.
- Contribution to the profession/industry.
- Contribution beyond the professional role (e.g., to the community).

Submission inclusions

- Detail of leadership initiatives you are undertaking in the workplace, or within the industry – (max 500 words).
- Detail of how you bring innovation into your role (max 500 words).
- Outline of professional development initiatives you have undertaken or are undertaking (max 500 words).
- Outline your contribution to your firm (max 200 words).
- Detail of your contribution to your profession/industry (max 300 words).
- Pre-approved media release content for marketing purposes (max 500 words).
- A minimum of three photographs for marketing purposes.



Champions of Change - Diversity & Inclusion

The Champions of Change – Diversity & Inclusion award recognises a mid or senior level professional who has demonstrated leadership capabilities and/or is championing change within their firm or in the industry more broadly.

All professionals are encouraged to apply.

Criteria

- Leadership in championing change.
- Professional development.
- Contribution to the firm.
- Contribution to the profession/industry.
- Contribution beyond the professional role (e.g., 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 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.



Superior Sustainability

The Superior Sustainability 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

- Your submission must reference working with our industry. The Consult Australia member list can be found [here](#).
- 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 achievements (max 500 words).
- Pre-approved media release content for marketing purposes (max 500 words).
- Minimum of three photographs for marketing purposes.



Innovation for Excellence

The Innovation for Excellence award recognises firms who have demonstrated outstanding innovation in any aspect of the design process.

Criteria

- Your submission must reference working with our industry. The Consult Australia member list can be found [here](#).
- Extent of the design innovation and excellence.
- 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 and represent excellence (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.



People First

This award recognises firms that have implemented and delivered outstanding initiatives that benefit their people.

Criteria

- Your submission must reference working with our industry. The Consult Australia member list can be found [here](#).
- Demonstrated leadership in pursuing actions that further internal inclusion and wellbeing to create “healthy workplaces” (including diversity, mental health and wellbeing, flexibility etc.).
- Delivery and effectiveness of initiative(s).
- Extent to which the initiative(s) respond to the needs/ challenged of the firm’s people and contribute to the business’ success.
- Extend to which the initiative(s) reflect or contribute 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 - e.g., detail of how the benefit has been achieved 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 people base and secure engagement and buy-in (max 300 words).
- Pre-approved media release content for marketing purposes (max 500 words).
- Minimum of 3 photographs for marketing purposes.



Planning for a Digital Future

The Planning for a Digital Future Award recognises firms who have demonstrated outstanding leadership in the innovative application of new or existing technology in planning for a digital future.

Criteria

- Extent of planning for the future in the digital space.
- Degree of challenge/difficulty.
- Development and implementation of the planning.
- Value to the project on which the innovation and planning was applied.
- Value of the innovation and planning beyond the project.

Submission inclusions

- Synopsis / description of the future planning the firm is undertaking (max 700 words).
- Objective/s of the planning (max 500 words) – include details of challenges that needed to be addressed etc.
- Description of how the technology can be used in an innovative way (max 500 words).
- The outcomes of the innovative application of the planning – must be clear and measurable e.g. (max 300 words).
- Overview of future applications for planning 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

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

Criteria

- Your submission must reference working with our industry. The Consult Australia member list can be found [here](#).
- 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.



Small Firm Business Excellence - Client Satisfaction

■ FREE OF CHARGE TO MEMBERS

This award recognises firms with less than 20 FTE who have demonstrated excellence through collaboration, client engagement, people, and culture or in the conduct of their business operations.

Criteria

- Demonstrate excellence in chosen area.
- Degree of challenge/difficult.
- Development and implementation of the strategy, solution and/or activity.
- Impact of the solution on business performance.
- Ongoing implications.

Submission inclusions

- Synopsis / description of the area of business excellence and the firm's role in its completion (max 500 words).
- Objective/s of the activity/strategy (max 300 words) - include details of challenges that needed to be addressed etc.
- Outcomes and future implications - 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 online using the Consult Australia Templates provided through Award Force.

Key Dates

All nominated projects and initiatives must have been completed or introduced between **1 August 2023 and 31 July 2024**. The exception being the following categories, Future Leader, Champions of Change – Diversity & Inclusion and Planning for a Digital Future. Projects and initiatives completed/introduced outside of these dates will not be eligible for entry.

Wednesday, 25 September 2024	Submissions Open.
Thursday, 19 December 2024	Submissions due, no later than 5pm. Extension to 10 January 2025 , may be applied for at awards@consultaaustralia.com.au .

Entry Fees

	Members	Non Members
Large firm (> 300 staff)	\$1,495 (inc GST)	\$1,895 (inc GST)
Medium firm (20 > 299 staff)	\$980 (inc GST)	\$1,225 (inc GST)
Small firm (1 > 20 staff)	\$495 (inc GST)	\$695 (inc 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 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 August 2023 and 31 July 2024. (The exception being the following categories, Future Leader, Champions of Change – Diversity & Inclusion and Planning for a Digital Future). 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 and non-member 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 final submissions must be made using the Consult Australia Online Submission Templates through Awards Force.
- **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

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).
- Note that where member and non-member firms enter a joint entry, the member fee will apply.
- Only one certificate will be provided, others can be ordered at cost price.

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 2024-25 Consult Australia Submission Templates through Awards Force.
- 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.
- The decision of the judges is final.
- Following the awards announcements, entrants can log back into their account to receive the judges feedback for further insights.

Awards submission guidelines

1. Submissions **must** be lodged through Awards Force with Consult Australia by **5pm Thursday, 19 December 2024**.
2. All submissions **must** use the Consult Australia Submission Templates provided through the link supplied.
3. Fonts in submissions **must not** be smaller than 10-point size.
4. All submissions **must** adhere to the maximum word counts stated under the 'Criteria and submission inclusions' section of this document. Please contact Linda Gaunt via email awards@consultaustalia.com.au if you have any questions in relation to the 2024-25 Consult Australia Awards for Excellence.

Please contact Linda Gaunt on awards@consultaustalia.com.au if you have any questions