



OneConsult

2021 AWARDS FOR EXCELLENCE

CALL FOR ENTRIES



Important Information for the 2021 OneConsult Awards for Excellence

Important information for the 2021 Awards

Entry forms

- Entries are open to both member and non-member firms in 2021
- All entries must be received by Consult Australia **no later than 5pm Friday, 26 November 2021**
- All projects entered must have been completed between **1 September 2020 and 31 July 2021**
- Complete entries online via the following portal [here](#)

Submissions

- All final submissions must be sent to Consult Australia through Award Force **no later than 5pm Friday, 26 November 2021**
- Submissions that do not come through Award Force will not be accepted

Awards event

The 2021 OneConsult Awards for Excellence Gala Dinner will be held on Thursday 31 March 2022 at the Hilton Sydney from 7:00pm

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 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, Friday, 26 November 2021**
- 4) Get in early to book your tables at the OneConsult Awards for Excellence Gala Dinner on Thursday 31 March 2022 to find out if your entry has won! The OneConsult Awards for Excellence Gala Dinner is part of the OneConsult event in 2022 and will involve the entire industry. Be sure to invite any clients, project partners or other stakeholders to attend.

Please note: Electronic submission

Consult Australia uses Award Force for all award online submissions. Once your entry has been submitted, you will receive an Award Force link, please complete your submissions online once you have received your link.

Submissions will not be accepted unless submitted online through Award Force only.

Category Overview

Award categories

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

- Champions of Change – Female Leadership
- Client Service Excellence
- Collaboration for Project Excellence
- Future Leader
- Innovative Design
- People First
- Small Business Excellence
- Superior Sustainability
- Technical Innovation

Eligibility

To be eligible for entry in the awards all projects, engagements, initiatives, and programs must have been completed between **1 September 2020 and 31 July 2021**.

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. Please include any photographer/permissions reference information
- 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

Details of Each Category

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 (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 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

Client Service Excellence

Overview

This Award recognises exemplary client / stakeholder engagement and its contribution to project outcomes.

Criteria

- Clearly articulated issue(s) / challenges and strategic objectives of the engagement
- Effectiveness of the client engagement plan and relationship management
- Collaborative and transparent communication
- Client / stakeholder engagement outcomes

Submission inclusions

- Synopsis/description of the client engagement/collaboration – must clearly outline why this approach was required or voluntarily adopted (max 500 words)
- Objectives of the client engagement plan – an overview of the strategy and desired outcomes (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, approval processes etc. for the duration of the engagement (max 700 words)
- Communication protocols throughout the engagement – should focus on collaboration between parties and steps taken to ensure transparency (max 300 words)

- Outcomes of the engagement – include details on achievements in relation to project excellence e.g. 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

Collaboration for Project Excellence

Overview

This Award recognises collaboration initiatives between project participants and the client, which contributed to project excellence.

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 achievements in relation to project excellence e.g. 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

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 (e.g., 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

Innovative Design

Overview

This Award recognises 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 should 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

Overview

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

Criteria

- 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/challenges of the firm's people and contribute to the business' success
- Extent 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 – 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 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 three photographs for marketing purposes

Small Business Excellence (Free of charge to SME members only)

Overview

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

Criteria

- Demonstrate excellence in chosen area
- Degree of challenge/difficulty
- 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 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

Superior Sustainability

Overview

This recognises the achievement of sustainable outcomes on an internal or external project that go above and beyond expectations in the application of the firm's services (e.g., through design, advice, and/or the application of sustainable materials and principles etc.).

Criteria

- Environmental outcomes 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 goals from an environmental, social/community and economic factors–outlining whether these were imposed by the client or introduced by the firm (max 300 words)

- Description of how the firm utilised its services and/or demonstrated an innovative approach to achieve the above objectives (max 700 words)
- Sustainability objectives achieved (including environmental, social/community and economic outcomes)– providing 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

This Award recognises 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

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 September 2020 and 31 July 2021**. Projects and initiatives completed/introduced outside of these dates will not be eligible for entry.

Entry forms open: Thursday, 30 September 2021

Submissions due: no later than 5pm Friday, 26 November 2021

Late submissions will not be accepted.

Entry Fees

	Members	Non-Members
Large firm (> 300 staff)	\$1,450 inc GST	\$1,885 inc GST
Medium firm (20 > 299 staff)	\$920 inc GST	\$1,195 inc GST
Small firm (1 > 20 staff)	\$495 inc GST	\$645 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 September 2020 and 31 July 2021**. 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 Award 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

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 2021 Consult Australia Submission Templates through Award 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
- 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 through Award Force with Consult Australia by **5pm Friday, 26 November 2021**
- 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@consultaaustralia.com.au if you have any questions in relation to the 2021 Consult Australia Awards for Excellence

All submissions must be submitted:

- **Through the Award Force link provided once you have submitted and paid for your entry form**
- **All final submissions must be received no later than 5pm Friday, 26 November 2021**

Please contact Linda Gaunt on awards@consultaaustralia.com.au or (02) 8252 6708 if you have any questions in relation to the 2021 OneConsult Awards for Excellence