



# Nuts and Bolts

## *Guidline G62-1 to the INNOVATE Submission*

Hopefully by now you've read the Helpful Guidelines document, which instructed you to review the nuts and bolts of the entry procedure. Here you will find the nitty gritty, terms and conditions, definitions, and all the other nuts and bolts to the submission, entry and awards process.

There are four main segments included:

1. [Eligibility](#)
2. [Entry Procedure](#)
3. [Submission](#)
4. [Judging](#)

Should you have any questions about these guides or another facet of the awards, please contact one of the Awards staff: Holly Morchat Stanko ([hmorchat@acenz.org.nz](mailto:hmorchat@acenz.org.nz)) or Catherine Chong ([catherine@acenz.org.nz](mailto:catherine@acenz.org.nz)).

# ELIGIBILITY

## 1.1 Eligible Projects

A) Projects must have been undertaken by an **“Ordinary Member” of the Association**.

There is a limit to the number of entries by any one firm in any one year (see table below);

- Priority will be given to projects that have been held over from the previous year, provided they otherwise meet the awards criteria;
- Projects from collaborative working agreements<sup>1</sup> are permissible, subject to the conditions set out in section 2.2.1 and the ACENZ Awards Policy (Practice Note A62);
- Large and small projects and parts of projects<sup>2</sup>, are eligible;
- Project management and other non-engineering projects are eligible;
- Small firms and new Members are encouraged to submit projects;
- The Convenor of Judges may decline entries if eligibility criteria are not met.

B) Projects must have been completed within **three years of the closing date** for submissions for the current awards.

C) Projects must be fully **complete** and have proven their operation.

Completion in this context means:

- Full completion of the works or a component of a project where manufacture or construction are involved;
- Completion of the brief of instruction where physical works are not directly involved, i.e., research studies, surveys, reports etc;
- Commissioning of a process or system but must have proved itself over 12 months. Relevant to projects involving a process such as mechanical and building, industrial systems, water treatment, power or plant systems, some geotechnical (including slip remediation) and food processes.
  - Records must be available (and available to judges on request) for a full 12 months where claims are made of improved operating efficiency or effectiveness.

D) The client and where different the owner of the project (the Principal) **MUST** consent to the submission of the entry, and to the publication of any material emanating from the submission, as per section 3.2.

- The client’s permission shall be obtained before the entry is forwarded;
- The client will be asked to provide written information on the client/consultant relationship with this project, as outlined in specific questions;
- The client will be asked to complete a “Client Feedback Form” arranged directly by ACENZ for the judges. The “Client Feedback Form” includes the following:
  - Information on the extent to which the project met the client’s requirements in terms of budget, quality and time;
  - Other points the client would like to add.

The client may send a copy of the feedback to the consultant if the *client* so chooses. ACENZ will otherwise treat the letter as confidential between the client and the judges.

Please note: If the client declines to provide this information, the entry may be rejected by the Convenor of Judges.

- Similar information may be requested from other personnel significantly involved in the project;

- Submissions for which there is no client authorisation will not be presented to the judging panel. ACENZ will not seek such authorisation by direct approach to either the client or the entrant;
- The client, the principal (if different), principal consultant (if applicable), and principal contractor (if appropriate) should receive a copy of the submission before it is sent to ACENZ;
- ACENZ will agree to restricting release of commercially sensitive details, but general information must be available for each and every project.

#### E) Collaborative Working Agreement (CWA):

- The other party (ies) in the CWA must consent to the entry and verify the share of work done by the entrant; and provide a written statement as part of the submission to this effect (these other parties may be contacted in the process of judging);
- The ACENZ member's work must have been managed from an office in New Zealand, as per Practice Note A62;
- The ACENZ member must make up at least 30% of the professional services component of the collaborative working agreement.

The details of eligibility of a CWA are outlined in section 2.2.1. All such projects will be referenced to these criteria.

## 1.2 Limitation of Entries

Any ACENZ Member firm<sup>3</sup> may enter up to five projects, regardless of size of firm.

A firm may enter additional projects based on the size of firm as per the table below. The size of the firm is determined by the number of personnel registered with ACENZ as of 1 January of the year of entry.

|                 |                   |
|-----------------|-------------------|
| 1 – 100 staff   | up to 5 projects  |
| 100 – 200 staff | up to 6 projects  |
| 200 – 300 staff | up to 7 projects  |
| 300 – 500 staff | up to 8 projects  |
| 500 – 800 staff | up to 9 projects  |
| over 800 staff  | up to 10 projects |

## 1.3 Restriction of Entries

The Convenor of the Judges may decline to accept an entry on the basis of:

- The entry does not meet the criteria relating to eligibility (above);
- The entry is a continuation of a project that has previously been entered for an award, whether or not that project won an award, and does not **demonstrate significant differences**;
- The entry is similar to another project, by the same firm, that has previously been entered for an award, whether or not that project has won an award, and does not **demonstrate significant differences**;
- In the opinion of the Convenor, the entry is not of a sufficiently high standard to be accepted as an entry for an award;
- Information requested under S 1.1(d) has not been provided and the judges will be unable

to proceed with a reasonable assessment.

Items b, c, d, and e may be contested by the entrant. In this case the entrant will provide written evidence, through the ACENZ office, that the project is significantly different to other projects, that the project is of a high standard, by reference to other opinions (not the client or consultant); or by promptly providing additional material within one week of being advised of this rejection.

<sup>1</sup> This includes projects where two or more companies have formed a formal working relationship for the purposes of the project or for a series of projects

<sup>2</sup> Progressive stages must satisfy the conditions of S1.3

<sup>3</sup> Includes subsidiaries. If the firm trades under several names, these are included in the parent company (much the same as your subscription includes all subsidiaries).

# ENTRY PROCEDURE

## 2.1 Entry Form (G62-E) & Fee

The Entry Form will principally be used by the Convenor of Judges to assess and confirm the eligibility of the entry. Additionally the entry form is used to gauge how many specialist judges may be required.

Elements that are checked for eligibility:

- Has this project been entered before?
- Has this project been entered before by the same firm or a different firm for the same project aspect or element?
- Has the project been completed in the last three years (as of Submission deadline date)?
- Has the project been in operation for 12 months or more (for certain types of projects)?
- Has client permission been obtained (client-meaning both the party which contracted the firm for service and/or the asset owner)?

All entrants can assume the projects have met eligibility if not contacted by ACENZ by **Tuesday, 11th April 2017**. The entry form should be submitted online through our awards portal or emailed directly to Catherine Chong at [catherine@acenz.org.nz](mailto:catherine@acenz.org.nz) and **Entry Form is due by Friday, 3rd March 2017**.

Note: ACENZ recommends that firms coordinate their entries through one person. A written agreement by a principal or senior manager for the entry of every project shall be included with the submission. The person making this declaration shall assure him/her self of the quality and eligibility of projects representing their firm.

The entry fee is used to offset costs to ACENZ for the judging process and awards administration. If a project is successful in winning an award, **two framed certificates will be presented** at the awards ceremony (one for the consultant and one for the client). If more than one firm or client is involved (Alliance or CWA projects), additional certificates (framed or unframed) can be purchased from ACENZ at cost. We also stress that the correct firms and organisation names are listed on the submission so that all appropriate parties can be included on the printed certificate if successful.

The entry fee will only cover two framed certificates if a project is successful. Additionally, if shipping of framed certificates is required post-awards ceremony, ACENZ can arrange this and will pass along the costs to the entrant.

The 2017 ordinary entry fee is **\$1,200 + gst** per project submission.

The 2017 entry fee for **small firms** or **first time entrants** is **\$800 + gst** per project submission.

Definitions on next page...

## 2.2.1 Categories

A number of “Categories” are identified. These primarily identify the nature of the projects or act as an encouragement to small firms to enter a project. A single project can identify more than one category if applicable (ex. A small firm which enters a small project).

### Small Project

A project in any discipline for which total fees paid are less than \$50,000 or has a Capital Value of \$250,000, whichever is the larger.

As well as taking the general and project criteria into account the judges will have regard to:

- value for the Client;
- completeness of the job (i.e. “corners were not cut” in order to keep the cost down);
- job is complete in itself (must not be part of a larger, on-going project);
- other relevant criteria determined by the judging panel, and appropriate to the unique project.

### Small Firm<sup>4</sup> or First Time Entrant<sup>4</sup>

A small firm is defined as employing a total FTE staff of fifteen persons or fewer, including administration. A first time entrant is defined as never having entered a project into the awards process before. Firms who have undergone a name change but have entered in the past are excluded from the first time entrant fee. The decision to allow first time entrant fee is at the sole discretion of the Awards staff and Convenor.

As well as taking the general and project criteria into account the judges will have regard to:

- how the project shows effective use of existing staff and contractors;
- how the project shows that good project management has overcome difficulties of a lack of resources.
- Any specialist services provided by the consultant.

### Overseas Projects

The work must be managed by a New Zealand based office of the ACENZ member, for a project that has a physical site outside of New Zealand.

### Collaborative Working Agreement (CWA)

A project undertaken by an ACENZ member jointly with another consulting engineering firm. Either:

1. An overseas branch of the same multinational company
2. One or more overseas firms
3. One or more ACENZ firms

The criteria are detailed in the Awards Policy Practice Note A62.

As well as taking the general and project criteria into account the entrant must clearly show that the project meets the following criteria before the entry is accepted:

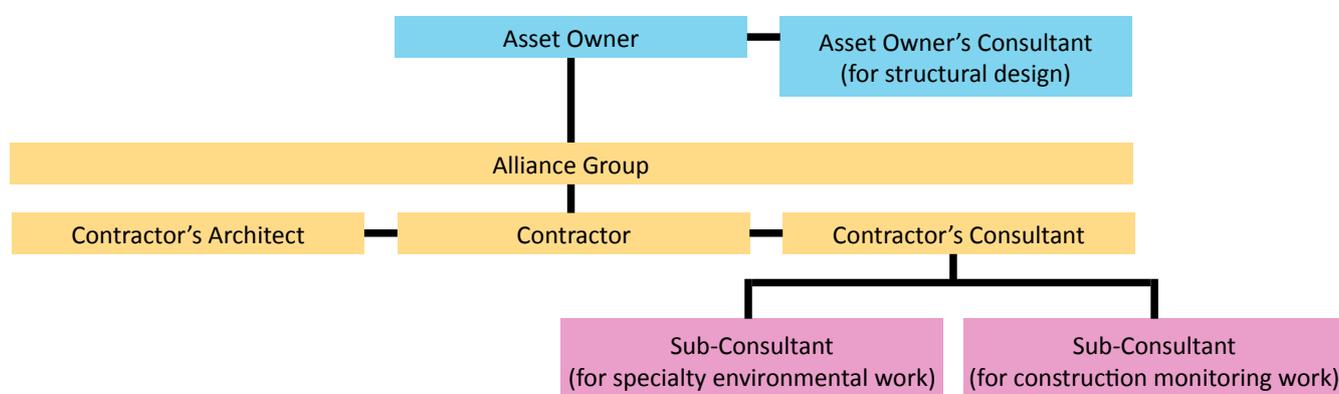
- both parties must be ACENZ members, or
- the ACENZ member firm must contribute a significant input to the project. For the purposes of the awards criteria, significant is 30 % or more;
- the entrant must satisfy ACENZ that it meets these criteria before the project is accepted for submission; a participation profile is required, together with written verification by the other party(ies) to the collaborative working agreement.
- for overseas projects the New Zealand firm must be managed by a New Zealand-based office;

- in the case of a New Zealand office contributing to a project run by its parent multinational, the New Zealand component must be a discrete and identifiable component of the project.

## Alliance Projects

Alliance or Partnering Projects have become a preferred method of delivery for some large projects. Often in these project delivery models the role of the consultant is not as clearly defined nor as easily verifiable as it is for the more traditional methods of delivery. There may also be clauses within the alliancing agreement which preclude any of the alliance members making independent award entries. Often in these types of projects, any awards made need to be in the names of each of the alliance members.

Additionally, we will require a table or brief paragraph describing the working relationships between client(s), asset owner(s), contractor(s), consultant(s), peer reviewer(s), construction supervisor(s), and any other major party involved for each project. This information will help the judges better understand the working relationships that contribute to the consulting service and project outcomes. Example below.



For entries for these types of projects:

- The entrant must make it clear that the award entry is for an alliancing or partnering project.
- The other members of the alliance must be named and provide written consent to the award entry.
- The consultant must have taken the lead role in the design activities.
- Each of the parties in the alliance must verify the share of the design work carried out by the consultant.
- The judging and any awards made **will be based on the performance of the consultant's contributions.**

If requested, awards made for alliancing projects may be made to each of the alliance member organisations. Entrants are reminded that the ACENZ Awards of Excellence are not made for the project itself, **but for the consultant's client service and contribution to the success of the project** as established through the judging criteria set out in this Guideline. **If an award is to be made, do not assume that all members of the project will receive an award certificate.** Please clearly indicate what participants are part of the alliance and indicate their contribution so that the judges can consider various aspects and award based on the deserving contributors.

## General

All other projects

## 2.3 Disciplines

Also included on the entry form is a space for principal discipline and supporting discipline(s), **to a limit of 4 total disciplines listed**. This will be used to help select judges with appropriate expertise and will also be used by the judges to confirm the key areas the entrant is putting forward for judging within multi-disciplinary projects. Disciplines do not have to be engineering disciplines and may include other professions represented in the ACENZ membership.

### 2.3.1 Multi-Discipline Projects

Entries may be in a multi-discipline or “whole engineering” discipline where the consultant was responsible for all engineering services. However, in these cases all elements will be judged and the total will be assessed for the award. Entrants are advised that, where one element is outstanding (e.g. a new process introduced), it may be to their advantage to enter in that sole discipline. Other input to the project can be noted in the submission and may be taken into account.

## 2.4 Acceptance

The contact person will be advised that the entry has been received, and if it has been accepted or if more information is required to determine its eligibility. All entrants can assume the projects have met eligibility if not contacted by ACENZ **by Tuesday, 11th April 2017**. For collaborative working agreements, ACENZ must be satisfied all eligibility criteria are proven.

<sup>4</sup> First time entrant fee can only be applied once and will not be applied to the same firm in future years. If a firm has been acquired by another firm under a different name, the first time entrant fee will not apply. Small firm fee is for firms employing 15 FTE staff or less.

# THE SUBMISSION

The submission is the key piece of information used by the judges. This must stand on its own merits in describing the merits of the project, as it may be the only information the judges' review.

ACENZ require the following per project submission:

- one (1) high-quality PDF copy including all supplemental drawings or materials,
- one (1) unbound copy comprising a concise, typed submission up to ten (10) A4 pages using the headings specified in 3.1. Other useful information can be appended.

Entry fee is **\$1200.00 + gst** per project submission. Payment is due at the time of the submission date. ACENZ will send one invoice to each member firm on receiving your entry form.

Entry fee for small firms (employing 15 staff or less) or first time entrants<sup>4</sup> (having never entered the INNOVATE awards before) is **\$800.00 + gst** per project submission.

All submissions are due at **5:00 PM, Wednesday 15th March, 2017**. Please send to ACENZ, Level 11, 79 Boulcott Street, Wellington 6011. Late or incomplete submissions will not be accepted but can be re-submitted the following year provided it meets the eligibility criteria.

A copy of the submission should be sent to the client and principal contractor (and to the principal consultant if applicable). This should be before the closing date so that any suggestions or comments made by the client can be incorporated. Clients and other people involved will be contacted by the judges and they should have at least sighted the submission before this. After the awards, ACENZ will retain appropriate copies of the submission for its historical records and the remainder copies will be destroyed unless the entrant requests their return.

## 3.1 Submission sections

### 3.1.1 Contacts Page

This should be the inside of your cover page that gives the following details:

- **Name of the project** – as it would be printed on a certificate, should the project win an award. If there are any conflicts (e.g. different parts of the project are called different names by the two entrants) ACENZ will contact the parties involved;
- **Name of the entrant firm** – this should be the name of the firm when the project was completed. If a firm has subsequently changed its name, this can be mentioned in the magazine or press releases, but the certificate should contain the name of the firm when the client completed the project;
- **Name of the entrant (project contact)** if further information is needed and for;
- **Collaborative Working Agreement Projects**, the name of both/all partners in the CWA, and a statement confirming relevant inputs.
- **Name of the Client** and their contact person, phone number (both mobile and landline), email and physical address (do not list PO or Private boxes);
- **Principal contractor** and their contact name, phone number (both mobile and landline), email and physical address (do not list PO or Private boxes);
- **Principal advisor** (if applicable) and their contact name, phone number (both mobile and landline), email and physical address (do not list PO or Private boxes);
- **Specialist advisors** (if applicable) and their contact name, phone number (both mobile and landline), email and physical address. Also indicate the depth of their contribution, should an award be made whether they should be included in the recipients of a certificate;
- **Any other consultants or contractors** who contributed significantly to the project. This can be an important source of information for overseas projects.
- **List of suppliers** and their contact name, phone number (both mobile and landline) and email for ACENZ to approach with interest to advertise in the magazine.

**NOTE:** The Entrant **MUST** ensure that all of the above information is accurate and current as at the submission date. This will ensure that the judges and the ACENZ team can contact the key people on your project. It is important that the person(s) named are able to be contacted readily.

### 3.1.2 Executive Summary

The Executive Summary is used in conjunction with the summary from the Entry Form for the magazine, article(s), and any press releases from ACENZ. Your summary may be edited by ACENZ or a journalist employed by ACENZ for consistency of style, but any significant changes will be referred back to the entrant.

Please ensure the executive summary:

- length approximately one third of an A4 page (about 200-250 words)
- be in language suitable for an average intelligent and interested reader;
- feature key points of: relevance, innovation, special technical merit, human interest, environmental impact/significance, key people and firms;
- include reference to the firm preparing the submission and the client, and any others who have made significant contributions;
- where the submission claims National or Global uniqueness, some justification of such claims shall be included.

### 3.1.3 Descriptive Technical Report

This should contain a description of **technical information adequate for the judges to assess your project** by reading this submission alone in accordance to the criteria below. Make your points clear

and easy to read. **It should contain all the positive points that make your project stand out** from the ordinary. Use of bullet points or sub paragraphs can be useful. Include drawings if these are necessary for the judges to understand the special features of the project, but non-essential drawings can be distracting.

Reference to technical papers, or to original documents, provided a copy can be made available, is acceptable. Technical reports can be appended, within reason. If the technical material is not available to the judges, they are under no obligation to assess the project.

**The following assessment criteria will be used.** Submissions should address these criteria.

- **Complexity:** technical requirements of the job, difficulties overcome, special features of the project; sufficient technical detail that the excellence of the consulting work can be identified. However, as not all judges are likely to have a specialist technical background the language needs to be such that the submission can be understood by a general intelligent reader;
- **Innovation:** originality and development of new design techniques; unique features and solutions; note this is assessed on a global basis (so first time in NZ must also be backed up with some other special features); Bold statements i.e. “NZ first” or “World first” should have strong evidence to prove the statement.
- **Depth & Extent of Technical Expertise:** value of the technical solution, or development of the new technique or process to the industry;
- **Elegance of the solution:** the appropriateness of the solution chosen; aesthetic values (where appropriate);
- **Environmental considerations:** significance to the public and/or community values; special natural environmental considerations (note, compliance with RMA is a given); sustainable design, if appropriate; triple bottom line issues; the impact of the project during construction and use on the potential for global warming.
- **Presentation:** relating to the thoroughness of content, professionalism of presentation, and comprehensive material (does submission fully comply with the conditions of the entry form and other pertinent documents). Lack thereof may be cause for rejection of submission.
- **Client Satisfaction:** meeting the client’s requirements and budget, and the client: consultant relationship. This may be discussed in your submission and the judges will also take into account the client’s view as expressed in the client letter and in discussion with the client.

**NOTE:** The ACENZ Judging Panel are engineers, your peers, with a great wealth of knowledge and experience in engineering. Too often submissions are written and put together solely by marketing personnel, and lack hearty technical detail to sufficiently judge a project’s merits. The entry is being judged on the technical expertise and service the consultant provides to its clients. Therefore we recommend someone from the project team should be heavily involved in writing the submission.

Other Criteria;

- **Quality of Physical Presentation** – Entries are not judged on the physical quality of the presentation but ideally submissions should conform to your typical company report template and either wire or spiral bound. Quality also includes being free from numerous spelling and grammatical errors.
- **Management skills** do not appear as a separate criteria but management can be a significant component of a consultant’s commission.
- **Project Management** can properly be the primary subject of the submission and will be assessed together with the above 7 criteria.

The Convenor of Judges will assess if sufficient technical information is provided. If, in his/her opinion, this is not so, the entrant will be permitted to furnish the information within one week; and if not

provided, or if inadequate information is provided, the project will be rejected.

No member of the judging panel shall directly contact any entrant. Any queries raised by the panel will be made through the ACENZ Awards staff. Along these lines, **no feedback from the judges or Convenor will be given pre or post awards process about the project.** The judges and Convenor's decision is final.

No further entry is permitted in these conditions.

### 3.1.4 Additional Information

The submission MUST INCLUDE:

- A copy of the entry form and the contact information, in the front of the document;
- (If applicable) a copy of a letter from the other party(ies) of a collaborative working agreement, verifying the firm's role;

For overseas clients it is useful to include an email address, and ensure that the contact person is English-speaking.

### 3.1.5 Images & Drawings

Photos, sketches or diagrams (drawings) which illustrate and describe the achievement or clarify any points made in the description of the project, may be included in your submission.

- Illustrations may be interleaved with the description if reference to diagrams is necessary, alternatively they can be in the appendices of the submission;
- Please provide all images in the submission on either CD/DVD/USB or emailed with captions and photographer credit.
- ACENZ require high resolution images greater than 1 MB to ensure good print quality for the magazine and for media requests. The greater quality of images you provide to ACENZ allows a greater opportunity to present and promote your project(s).
- Drawings will be treated as confidential. Maximum size is A3. All drawings must be included in the submission and a maximum of 10 drawings.
- For projects such as underground installations, computer applications, etc. photographs may not always be available. Appropriate sketches, diagrams etc. may be submitted instead if they are of appropriate quality and resolution (above 1MB).
- Organisers have the permission to use the consultants' images (mainly photos or video if available) for promotional purposes of the awards and the industry.

**Note:** Although ACENZ will give credit to photographers if asked, ACENZ does not pay royalties for any photos or video used. By submitting photos with your submission, you are giving ACENZ permission to use these photo(s) for both awards promotion and other ACENZ use.

## 3.2 Promotional Material

The executive summary and images provided will be the main basis for the promotional avenues used for the awards including press releases prior to the awards and post the awards for the winners and the INNOVATE NZ™ magazine.

### 3.2.1 INNOVATE NZ™ Magazine

The "INNOVATE NZ"™ magazine is put together by ACENZ staff and the publisher for a general interest audience: clients, other professions in related industries, local and government representatives, school leavers and the general public. It is also available for the consultant to pass on to its clients. The print run is between 300-1000. [Past magazines can be viewed here.](#)

ACENZ relies on advertising and sponsorship to support the costs of producing the magazine. We also

encourage your support in assisting the ACENZ team in advocating the magazine to your suppliers to advertise.

- The format of INNOVATE NZ™ may vary according to a number of factors including number of entries, funding available and advertising available;
- All eligible projects will be featured in the magazine. Featuring in the magazine is a condition of entry. Commercially sensitive elements can be omitted but at least some description must be included. Please indicate commercially sensitive elements to the Awards Magazine Editor.

### **3.2.2 Website**

An awards webpage for media will be set up on the ACENZ Website. This will contain quick-look images and a description of each project entered. Media personnel can follow up with a request for a high resolution copy, and more information about the project if they want to do a feature. ACENZ staff will put the presentation together for consistency of appearance. After the awards gala dinner, the award winners will feature on the website. [An example of a past media page can be found here.](#)

### **3.2.3 Presentation Ceremony**

The Awards Presentation Ceremony will include a digital slide show of the entries or of the winners. ACENZ will use images you provide. Please ensure photos meet all current legislative and health/safety requirements before submitting.

ACENZ appreciate receiving any interesting video footage on project submissions.

For video material, please supply:

- if possible, professional/edited footage;
- short clips (maximum 5 minutes) on CD or other method for power point viewing in MPEG-4 Movie file or Windows Media Audio/Video file format;

ACENZ will not pay royalties on video material.

### **3.2.4 Media Promotion**

ACENZ will promote the awards and/or winners to journals and newspapers at its own discretion.

Local newspapers are likely to approach entrants for supporting advertorial features. The details of advertorials that ACENZ is likely to support will depend on the spread and/or nature of projects entered or which emerge as winners. ACENZ will keep you informed. If the entrant is approached by a media contact saying that ACENZ endorses the feature, they may contact the ACENZ office to confirm.

### **3.2.5 ACENZ Conference & Awards Gala Dinner**

ACENZ typically has its annual conference in conjunction with the Awards of Excellence Gala Dinner concluding the conference. ACENZ strongly encourages all entrants to attend the ACENZ conference with appropriate client representative(s). Specific information around the date, time, location and price of tickets can be found online through the [ACENZ Conference website.](#)

# JUDGING

## 4.1 General Criteria

- entries will be judged against the general standards prevailing at the time, and not against each other;
- awards will not be made by ranking projects;
- projects must stand on their own technical merits;
- no award will be made where the standard of work submitted is not clearly meritorious;
- there is no limitation on the number of awards when the standard of the entries so warrants;
- although categories and disciplines are referred to, no one category is ranked above any other;
- the services must be supplied in the course of the member carrying out business in New Zealand, or as an overseas extension of a New Zealand business;
- the client will likely be contacted by the judges.

## 4.2 Judging Criteria

The judges will mark each heading outlined in 3.1.3.

## 4.3 Judging Panel

- will be selected according to the mix of projects submitted;
- Judges must declare any interest or involvement in any of the projects and will not be involved in judging that project;
- the Judging Panel will refer to the above criteria, along with any special criteria that have been used to assist judging panels of the past when assessing each project in each category;
- the judges reserve the right to independently determine the client's satisfaction with each entry;
- the judges may inspect the subject of each entry, and make such enquiries as necessary to satisfy themselves;
- generally the judges will not contact the entrant, though they may request an ACENZ officer to so;
- in the case of overseas projects the judges may select a suitably qualified, independent, local person, to inspect the project. However judging of overseas projects may depend principally on a telephone interview with the client or named persons, it is therefore important that contact details are correct and these people can be readily contacted and that the client has had the opportunity of reading the submission.

## 4.4 Community Award

In 2003 an award was introduced for those projects entered in the Awards of Excellence which show an outstanding community input/involvement. These may or may not have other features that make them worthy of an award. In some cases not only the performance of the consultant or client is important but the community groups involved often make a real contribution to the project (and in some cases even a physical contribution).

When assessing awards during the judging process, judges may identify a project that could be a contender for this additional Special Award. This is not a separate entry category for entrants to detail. Whether a project should be considered for a community award is solely at the discretion of the judging panel.

Since 2003, the [Community Award](#) has only been awarded five times.

## Nomination

- nominated by Lead Judge and supported by secondary judge(s), before the judging meeting, read by all judges and voted on at meeting.

## Community Award Criteria

- it is not a special category and any contenders would have been nominated in the awards process on their own merits by the lead judge;
- must meet all usual criteria of entry and be presented in this manner;
- must have elements of innovation ;
- need not qualify for any other award (gold, silver, merit);
- must be quality work – at or above standard expected in terms of management, professional (engineering) skill;
- however may not meet level of innovation or uniqueness for any other level of award;
- incorporates a number of elements that illustrate working with the community that are exceptional in themselves and should be acknowledged: including (but not only): cooperation between consultant, client, contractor, council (if not the client), community group(s); encouraged feedback and input from community; incorporated elements of support or physical input from the community or community groups (e.g. Rotary or Lions project);
- an exceptionally happy community and client as a result of the project.

***THE JUDGES' DECISION IS FINAL, AND NO  
CORRESPONDENCE WILL BE ENTERED***