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**ACENZ INNOVATE AWARDS**

**2019**

**The ACENZ INNOVATE Awards are intended to celebrate excellent achievement in the business of consulting. While the awards use projects as the vehicle to illustrate excellence, the judges evaluate entries on the basis of what consulting service, consulting solution, or innovation the consultant provided which added greater than average value to the client’s project.**

We want to remind entrants that it isn’t enough to enter a good project. We expect all our Members to be delivering good work. The INNOVATE Awards focus on recognising projects that went “above and beyond” whatever the current industry standard is. We encourage entrants to evaluate their projects and ask themselves, “how have we delivered additional value for our client?” or “how has our consulting solution/consulting service gone above and beyond what everyone else in the industry is doing?”

Below you will find the details about how to enter, what can be entered and criteria for various aspects of the entry process. Should you have any questions regarding the guidelines, please contact one of our Awards staff below.

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Important Dates Due

* Expression of Interest (EOI) Form Tuesday, 12th February 2019
* Submissions due to ACENZ office Friday, 8th March 2019
* Winners informed Friday, 5th July 2019
* Last day to order Awards Magazine ads Friday, 12th July 2019
* Last day to order Award Gala tickets Friday, 2nd August 2019
* Awards Gala Ceremony (in Christchurch) Friday, 9th August 2019

Contents

[1 Eligibility 3](#_Toc535576814)

[1.1 Eligible Projects 3](#_Toc535576815)

[1.2 Limitation of Entries 4](#_Toc535576816)

[1.3 Restriction of Entries – as determined by the Convenor of Judges 5](#_Toc535576817)

[2 ENtry procedure 6](#_Toc535576818)

[2.1 Categories 6](#_Toc535576819)

[2.2 Special Categories 9](#_Toc535576820)

[2.3 Business Consulting Focus and Disciplines 9](#_Toc535576821)

[2.4 Acceptance 11](#_Toc535576822)

[3 THE SUBMISSION AND PROCESS 12](#_Toc535576823)

[3.1 Entry Fees 13](#_Toc535576824)

[3.2 Entry Form sections (the entry form is part of the submission process) 13](#_Toc535576825)

[3.3 Executive Summary 14](#_Toc535576826)

[3.4 TECHNICAL INFORMATION 14](#_Toc535576827)

[3.5 Assessment Criteria 15](#_Toc535576828)

[3.6 Images & Drawings 16](#_Toc535576829)

[3.7 Promotional Material 17](#_Toc535576830)

[4 judging 19](#_Toc535576831)

[4.1 General Criteria 19](#_Toc535576832)

[4.2 Judging Criteria 19](#_Toc535576833)

[4.3 Judging Panel 19](#_Toc535576834)

[4.4 Community Award 19](#_Toc535576835)

# 1 **Eligibility**

## 1.1 Eligible Projects

1. 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, section 1.2);
* 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[[1]](#footnote-1) are permissible, subject to the conditions set out in section 2.1;
* Large and small projects and parts of projects[[2]](#footnote-2), 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.

1. Projects must have been completed within **three years of the closing date** for submissions for the current awards.
2. 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, models, etc;
* Commissioning of a process system or mechanical system 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.

1. The client and where different the owner of the project (the Principal/asset owner) **MUST** consent to the submission of the entry in writing, 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 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;
  + The quality of the client/consultant relationship and those aspects of the consulting service that the client considered exceptional or outstanding
  + Other points the client would like to add.

ACENZ will treat the client feedback as confidential between the client and the judges. We ask that the consultant submit the name and contact details of the client contact who has the most intimate knowledge of the project and the consultant’s contribution to that project. This person may not be the lead client contact. The judges want to speak to the client contact who can speak best about the consultant’s contribution to the project. 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 (sensitive material must be clearly identified in the submission), but general information must be available for each and every project.

1. Collaborative Working Agreement (CWA) and Alliances:

* The other party (ies) in the CWA or Alliance must consent in writing to the entry, verify the share of work undertaken by each party, and identify clearly what aspects/components of the work was undertaken by the entrant; 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(s) entering the project must have been responsible for undertaking at least 30% of the professional services component of the CWA or Alliance.

The details of eligibility of a CWA and Alliance are outlined in section 2.1. All such projects will be referenced to these criteria.

## 1**.2 Limitation of Entries**

Any ACENZ Ordinary Member firm[[3]](#footnote-3) may enter up to four projects.

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 total full time equivalent (FTE) personnel registered with ACENZ as of 1 January of the year of entry.

|  |  |
| --- | --- |
| 1 – 150 staff | up to 4 projects |
| 151 – 500 staff | up to 6 projects |
| 500+ staff | up to 8 projects |

## 1.3 Restriction of Entries – as determined by the Convenor of Judges

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

1. The entry does not meet the criteria relating to eligibility (above);
2. 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**;
3. 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**;
4. In the opinion of the Convenor**,** the entry is not of a sufficiently high standard to be accepted as an entry for an award;
5. Information requested under S 1.1(d) has not been provided and the judges will be unable to proceed with a reasonable assessment.
6. 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.

There are three project categories being General, Collaborative Working Relationship and Alliance. Most projects will fall into the General category.

Irrespective of the category, we need to have an overall understanding of the project, the work undertaken by the entrant and how this work has contributed to the overall project outcomes.

For those elements of the consulting service that the entrant is seeking recognition for we need those elements to be clearly identified, **a detailed technical description** of what was done and a clear understanding, from the entrant’s perspective as to why this represents excellence or innovation in the business of consulting.

# 2 ENtry procedure

## 2.1 Categories

We need to know not only about the project but about the working relationships within the consulting project. We need to have a general overview of the project to understand the context of your work and why the consulting solution may or may not have been meritorious.

Project types:

1. General
2. Collaborative Working Agreement (CWA)
3. Alliance

**GENERAL**

The majority of award entries will fall into the General category. Projects within the General Category are typically those where there is a traditional client/consultant relationship. The consultant will have been engaged by the client to deliver a solution or service.

This category includes subconsultants engaged to deliver a specific aspect of the consulting service under the traditional model of client/consultant engagement.

Regardless of the category entered, entrants are reminded that the award is not made for the project itself, **but for the consultant’s contribution to the success of the project** as established through the judging criteria set out in this Guideline.

**COLLABORATIVE WORKING AGREEMENT (CWA)**

A CWA is a contractual agreement between consulting companies to enter into a business arrangement which is designed to deliver services or solutions which add value for both parties in the relationship, for a specific project or term contract.

The contractual relationship aims to deliver excellence through shared goals in terms of integrated planning, project development, project delivery, and value for money.

A CWA typically adopts a traditional contract model with relationship provisions overlaying the traditional client/consultant contract structure.

A description of the formal contractual relationship in the CWA must be included within the entry submission. To be eligible as a CWA the project must be 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:

* (all) 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 and the share and short detail of work contributed by each contributor.
* 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 Projects have become the preferred model for the delivery of large capital projects. An Alliance Project has a formal alliance contract which defines relationships, the management structure, cost and painshare/gainshare within the Alliance member.

Typically, the alliance will include the Client, Contractor(s), Consultant(s) and possibly other parties. 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.

The alliance group may also have separately contracted specialist sub-consultants and other parties who will need to be clearly identified and the judges will need to understand how they fit within the alliance hierarchy. Additionally, we will require that alliances submit written confirmation from all alliance parties the split of work done by ACENZ Member firms and what areas of the entry the various parties contributed to.

Within an alliance the judges need to know how the work, innovation and decisions, are managed. We’re asking for you to identify what the various working relationships are (who is leading the decision making, and other relevant stakeholders responsible for delivering the final outcome).

Please avoid marketing jargon when describing alliance hierarchy. Please include detailed operational explanations so the panel can understand more about the complex working relationships within the alliance and overall project delivery organisation).

If you could include additional detail in your hierarchy table to assist the panel in understanding everyone’s role and responsibility, that will assist in proper evaluation of your entry. The hierarchy table will **not** count towards the 12-page maximum for your submission report.

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We understand that alliance projects are very complex. We seek to understand the working relationships, the overall (whole) project, what meritorious aspects of the project you wish to highlight, and what the **consultant’s contribution** was to the project. Just because it’s a big, complex project, does not mean it will be deemed award worthy. You must **prove** the meritorious work by writing a robust, detailed submission which highlights aspects which go “above and beyond” current industry standards.

*“It’s not good enough to be good. Winners must demonstrate greatness to be recognised and honoured by their peers.”*

For CWA and Alliance entries:

* The entrant must make it clear that the award entry is for an alliancing or CWA 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 (minimum of 30%) by New Zealand based ACENZ members.
* The judging and any awards made **will be based on the performance of the consultant’s contributions and the project as a whole. However, submission materials should also highlight exceptional consulting work in specific areas.**

**Again, we want to emphasise the importance of a clearly defined hierarchy or working relationship document with your submission. The judges seek to understand who has contributed what to the project and consulting service, in order that we can correctly recognise the deserving contributors**. If an award is to be made only one framed certificate will be presented to the entrant and one framed certificate to the client. Additional framed certificates can be purchased for the at-cost price to ACENZ.

## 2.2 Special Categories

The Awards of Excellence are about recognising excellence or innovation in the business of consulting. We want to encourage member firms to enter the Awards and acknowledge that big is not always best. In recognising this four special categories are recognised, being:

* Small Project
* Small Firm
* Frist Time Entrant
* Overseas 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.
* Quality of the consulting relationship

**SMALL FIRM**

Any type or size of project undertaken principally by a firm with a total staff of fifteen (15) persons or fewer (as defined by ACENZ records at the time of the project, including administration and part time staff).

*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

**FIRST TIME ENTRANT**

Any ACENZ Ordinary Member firm which has never entered the INNOVATE Awards before. This allowance does not include firms which have previously entered but have undergone a name change through merger, acquisition or ownership transfer. ACENZ reserves the right to refuse the discounted first-time entry fee.

**OVERSEAS PROJECT**

An additional qualification to any other category – will be noted

The work must be managed by a New Zealand based office of the ACENZ member.

## 2.3 Business Consulting Focus and Disciplines

ACENZ focuses on the business of consulting. Judges seek for our Members to highlight one area of business consulting their entry will focus on and highlight. Select one of the below consulting focuses and/or consulting service disciplines that communicates how your consulting service has added additional value to the consultant/client relationship. This focus should be indicated on the Expression of Interest form. Options are listed below for reference.

* Architecture
* Business Advisory Services
* Engineering
* Environmental
* Land Development
* Planning and RMA
* Project Management
* Science
* Technology
* Other

Also included on the expression of interest is a space for engineering practice/technical discipline(s). 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 or business expertise represented in the ACENZ membership.

It is highly recommended to choose only a few disciplines and focus the written content of your submission on highlighting where these disciplines were exceptional in the project. Your submission should limit it’s focus on no more than 3-5 disciplines (we have found that content can be diluted when too many disciplines are chosen). This can disadvantage your ability to share the story of exceptional consulting work. Often the meritorious element will focus on a single discipline.

**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 discipline*. Other input to the project can be noted in the submission and may be taken into account. Practice/technical disciplines are listed below for reference.

On the expression of interest and subsequent submission report, please choose no more than 5 of the below for which recognition is being sought.

|  |  |
| --- | --- |
| Agriculture Engineering | Interior Design |
| Analytical Services | Landscaping |
| Architectural & Design | Materials Engineering, Design & Research |
| Audio & Acoustic Engineering | Mechanical Engineering |
| Aviation & Aerospace Engineering | Mining & Metals Engineering |
| Bioengineering & Biomedical Engineering | Modelling, BIM, Simulation |
| Building Services, Property, Facilities & Asset Management | Ocean & Marine Engineering |
| Chemical & Petroleum Engineering | Procurement |
| Civil Engineering | Professional Services |
| Climate Change | Project Management |
| Construction Management | Quality Assurance |
| Dam Engineering | Quantity Surveying |
| Detailed Seismic Assessment & Consultancy | Resource Management and Planning |
| Ecological Services | River Engineering |
| Electrical & Electronic Engineering | Robotics Engineering |
| Energy (Geothermal/Wind/Solar/etc) Engineering | Science or Non-Engineering Works |
| Engineering Management | Software, IT Design or Engineering |
| Environmental, Sustainability, Recycling Consultancy | Stormwater |
| Fire Engineering | Strategic Planning |
| Flood Protection | Structural |
| Forensic | Surveying, Land Surveying & Mapping |
| Geotechnical Engineering | Systems Design or Engineering |
| Governance, Risk & Compliance | Telecommunication Engineering |
| Health & Safety Management | Transportation Engineering |
| Hydrology/Hydrogeology | Urban Design |
| Industrial & Process Engineering | Water & Wastewater Engineering |

## 2.4 Acceptance

The contact person will be advised that the entry has been received and is complete. If any information is missing, ACENZ staff will reach out to the primary point of contact for that project to request additional information. If you have multiple contacts within the entry firm, please include them in your submission and detail who should be contacted for what.

For CWA and alliance entries, ACENZ must be satisfied all eligibility criteria are proven.

After the Expression of Interest deadline, ACENZ will contact entrants if an issue arises, no later than 22nd February 2019.

ACENZ will contact entrants who **do not** meet eligibility criteria or other issues as they arise, if the submission has already been sent. We endeavour to do our best to reach out at the soonest instance of a query or other matter with the lead entrant contact.

# 3 THE SUBMISSION AND PROCESS

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:

* one (1) unbound hard copy of the submission (so that ACENZ can verify how re-prints should appear for the judging panel)
* One (1) high resolution PDF copy (suitable for printing additional copies if judges need)
* No less than five (5) high resolution images for each project (if any photographer captions or attributions are needed, those should be communicated to ACENZ).
  + Three (3) photos to represent the physical project itself
  + Two (2) photos which highlight the people or relationship elements of the consulting service (this is an opportunity to highlight the value of consulting service)
* Online entry form to be completed – [View here](https://www.123formbuilder.com/form-3242861/)
* Entry fee to be paid (or paid by the due date on the invoice)

The submission report should be a concise, typed submission, free of grammatical errors, up to twelve (12) A4 pages **using the headings specified in 3.5.** Other useful information can be appended such as diagrams, drawings, hierarchy charts and explanations, additional images, etc Appended materials do not count towards the 12-page limit.

While the headings are suggestions of how to format your project report, we encourage you to write it in a way which highlights any aspect where the Consultant can demonstrate excellence in the business of consulting.

All submissions are due no later than 5:00 PM, Friday 8th March, 2019. Please send to ACENZ, Level 8, 276 Lambton Quay, Wellington.

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, asset owner where applicable, 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 2 copies of the submission for its historical records for no more than seven years, and the remainder copies will be destroyed unless the entrant requests their return. At the end of seven years, the physical records are securely destroyed. All contact details are kept via electronic list and are held private and confidential to ACENZ staff, Board, or INNOVATE Judges. Electronic details are retained indefinitely but held securely on ACENZ servers.

As a part of the evaluation and entry process, ACENZ will contact the client to request feedback. It is critical that you list the appropriate client contact who has an intimate knowledge of the project and the consultant’s contribution to the project. Occasionally, the lead/senior client contact is not the most appropriate person. We ask that you consider who would be the most appropriate and knowledgeable person, and list them as your client contact.

Additionally, the client feedback form (and possible interview) is important to the panel’s evaluation of the entry. We encourage entrants to discuss this with their client before making a submission so they are aware the project is being entered and also, so the client understands that their feedback plays an important role in the project evaluation. Without their completed feedback, the entry will be at a disadvantage in the evaluation process.

## 3.1 Entry Fees

**Entry fee is $800.00 + GST** per project submission for Small Firms or First Time Entrants (as described in section 2.2).

**Entry fee is $1,200.00 + GST** per project submission for all other projects.

Payment is due at the time of the submission date or by the invoice due date. ACENZ will send one invoice to each member firm on receiving your entry form.

## 3.2 Entry Form sections (the entry form is part of the submission process)

This should be included in the online entry portal ([**HERE**](https://www.123formbuilder.com/index.php?p=edit_fields&id=3242861&click_from=myforms)), which is to be completed along with the submission report:

* **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 to confirm;
* **Name of the 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 person to contact** if further information is needed and for;
* **CWA/Alliance Projects, the name(s) of both/all partners** in the CWA, and a statement confirming relevant inputs and relationships.
* **Name of the Client** and their contact person, phone number (mobile preferred), email and physical address;
* **Principal contractor** and their contact name, phone number (mobile preferred), email and physical address;
* **Principal advisor** (if applicable) and their contact name, phone number (mobile preferred), email and physical address;
* **Specialist advisors** (if applicable) and their contact name, phone number (mobile preferred), email and physical address;
* **Any other consultants or contractors** (including Peer Reviewers) who contributed significantly to the project. This can be an important source of information for overseas projects. Include contact name(s), phone number (mobile preferred), email and physical address for each person;
* **List of suppliers** and their contact name, phone number (mobile preferred), email and physical address;

for ACENZ to approach with interest to advertise in the magazine.

And any other contacts you feel are useful to the Judges in evaluating the project.

**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.

## 3.3 Executive Summary

The **Executive Summary** is used in conjunction with the project descriptions from the Expression of Interest form and/or the entry form for the Awards magazine, online project page, 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 to the entrant. Examples of past project summary pages can be viewed [here](http://www.acenz.org.nz/2017_innovate_projects). Include an Executive Summary of your project in the submission report.

**Please provide in the following format:**

* length of no more than 250 words;
* be in language suitable for an average intelligent and interested reader (layman);
* 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.

## 3.4 TECHNICAL INFORMATION

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.

Again, write your submission in a way which highlights elements of the project which showcase excellence in the business of consulting. How did you add extra value to the job? Where are there examples of “above and beyond” consulting service? We recommend a technical expert or engineer write this portion (we do not recommend a marketing representative write this portion of the submission).

## 3.5 Assessment Criteria

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

* **Complexity:** technical requirements of the job, difficulties over-come, 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.

Although the above are suggestions, it is encouraged for you to include examples of how superior consulting services were offered. Use examples of “above and beyond” solutions or service for 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 projects merit. The entry is being judged on the technical expertise and consulting service or consulting solutions to the 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 if the material is riddled with spelling and grammatical errors, it can detract the judges from being able to thoroughly investigate the project information.
* Management skills do not appear as a separate criterion, 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 enough technical information is provided. If, in his 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 Staff. No further entry is permitted in these conditions.

## 3.6 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 a minimum of five (5) high resolution photos with captions and photographer credit to be used for award and project promotion. **Additional photos are encouraged.** By submitting these photos, you grant ACENZ permission to publish these photos in print and online for the awards and for future ACENZ promotion.
* ACENZ require high resolution images > 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 entries.
* Drawings will be treated as confidential, unless you have submitted one as one of your five required “photos” to be used for promotional purposes. Maximum size is A3. Maximum of 12 drawings per project.
* For projects such as underground installations, computer applications, etc. photographs may not always be available. Appropriate sketches, diagrams etc. may be submitted instead.
* 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 used.

## 3.7 Promotional Material

The executive summary and images provided to ACENZ 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.

**3.7.1 INNOVATE NZ™ MAGAZINE**

The “INNOVATE NZ” ™ [[4]](#footnote-4) 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 public. It is also available for the consultant to pass on to its clients. The print run is around 300+ copies.

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 several factors including number of entries, funding available and advertising available;
* **All confirmed entrant projects will be featured in the magazine.** Provided it can be supported by advertising, all entries will be included. Featuring in the magazine is a condition of entry. Commercially sensitive elements can be omitted but at least some description must be included. The entrant should clearly label photos or drawings which are commercially sensitive and which should not be used in promotion of the project.

**3.7.2 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.

**3.7.3 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.

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) in MPEG-4 Movie file or Windows Media Audio/Video file format;

ACENZ will not pay royalties on video material.

**3.7.4 MEDIA PROMOTION**

ACENZ will promote the award entries and/or winners to journals and newspapers.

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.

All project entries are classified as “entrants” if minimum criteria are met.

**3.7.5 ACENZ CONFERENCE & AWARDS GALA DINNER**

ACENZ has its annual conference in conjunction with the INNOVATE NZ Awards gala dinner concluding the conference. ACENZ strongly encourages all entrants to attend the ACENZ conference with a client representative(s).

The Awards Gala Dinner will be held on Friday, 9th August 2019 in Christchurch. ACENZ usually negotiates a special hotel accommodation rate for conference attendees. This rate and how to book can be found on the ACENZ Conference website.

Tickets to the awards gala dinner will be available for purchase from ACENZ and information on cost and procedure to purchase will be updated on the Awards website page. For planning purposes, we must have all final ticket orders confirmed in writing no later than Friday, 2nd August 2019.

# 4 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 and other key contacts for the project will likely be contacted by the judges.

## 4.2 Judging Criteria

The judges will mark each heading outlined in **3.5**

## 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 staff to do 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.

**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. NO FEEDBACK WILL BE GIVEN TO UNSUCCESSFUL ENTRIES.**

1. 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. [↑](#footnote-ref-1)
2. Progressive stages must satisfy the conditions of S1.3. [↑](#footnote-ref-2)
3. 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. [↑](#footnote-ref-3)
4. INNOVATE NZ is Trademark to ACENZ. Please use it in the correct capitals font. [↑](#footnote-ref-4)