IAP2 Australasia
Core Values Awards 2020
Entry Kit

Applications open: 7 Feb 2020
Applications close: 6 April 2020
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Please read through all sections before commencing your entry. We recommend you begin the process of submitting your entry via the IAP2 online portal at least 2 weeks prior to the deadline.
Overview

IAP2 Australasia’s premier Core Values Awards recognise and encourage projects and organisations that are at the forefront of public participation. The awards were created to encourage excellence, quality and innovation in public participation. Embedding the IAP2 Core Values in organisations and projects that demonstrate leading practice is a key focus for the awards.

IAP2 Foundations for the practice of public participation

The Core Values are one of the foundations of the IAP2 framework for decision-focused, values-based public participation. Public participation is likely to be successful when:

There is clarity about the decision to be made;

- Appropriate choices have been made regarding the role of the public; and
- IAP2 Core Values are expressed throughout the process.

The IAP2 Spectrum describes a range of roles for the public in a decision process. Applicants should be able to describe how their work expresses the Core Values and the other IAP2 foundations.

IAP2 Core Values for the practice of public participation

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public’s contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision.
Awards on offer

In 2020, IAP2 Australasia and IAP2 International is offering three major awards

- Project of the Year Award
- Organisation of the Year Award
- Research Project of the Year Award

IAP2 Australasia will also award eight Project Category Awards, from which the winner of Project of the Year will be chosen

- Planning
- Infrastructure (Planning and Design)
- Infrastructure (Construction)
- Environment
- Health
- Disaster and Emergency Services
- Community Development
- Indigenous

In addition, there will also be three special awards. A separate entry is not required for these four awards.

See page 12 for more information.

- Project category award entries also have the option to nominate for the Smart Budget Award. Eligible entrants (where the engagement services budget is less than $10,000 (AUD OR NZD) wishing to enter their project into this award can answer the optional question presenting in the online application.
- Those entering the Research Award and Organisation of the Year Award can also nominate for the Advocating for Engagement Award, by answering the optional question in the online application.
- There will also be the Judges’ Encouragement Award in recognition of innovation in community engagement chosen from all submissions, regardless of category. All entrants will be automatically considered for this award, and no action is required by the entrant.

IAP2 International Core Values Awards

The IAP2 Australasia major award winners will have their successful submissions automatically entered into the 2020 IAP2 International Awards.
## IAP2 Spectrum of Public Participation

### Increasing Impact on the Decision

<table>
<thead>
<tr>
<th>Participation Goal</th>
<th>Inform</th>
<th>Consult</th>
<th>Involve</th>
<th>Collaborate</th>
<th>Empower</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.</td>
<td>To obtain public feedback on analysis, alternatives and/or decisions.</td>
<td>To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.</td>
<td>To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.</td>
<td>To place final decision making in the hands of the public.</td>
<td></td>
</tr>
</tbody>
</table>

### Promise to the Public

<table>
<thead>
<tr>
<th>Promise to the Public</th>
</tr>
</thead>
<tbody>
<tr>
<td>We will keep you informed.</td>
</tr>
<tr>
<td>We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.</td>
</tr>
<tr>
<td>We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.</td>
</tr>
<tr>
<td>We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.</td>
</tr>
<tr>
<td>We will implement what you decide.</td>
</tr>
</tbody>
</table>

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2019 Core Values Awards, Infrastructure (Construction), Winner for Wentworth to Broken Hill Pipeline Project, W2BH (John Holland, MPC Kinetic and WaterNSW).
Organisation of the Year Award

Overview

The Organisation of the Year Award recognises the application of the Core Values in all aspects of an organisation and how they are embedded into decision-making that features public participation.

For many organisations this is a long-term process and all organisations in various stages of the process are encouraged to apply for this award.

This category recognises the work of ONE organisation. **Combined organisation entries will not qualify.**

Judges’ Rating Scale

9-10  This value or criteria is expressed at the highest level of achievement
7-8   This value or criteria is well expressed
5-6   This value or criteria is demonstrated at a basic level
3-4   This value or criteria is demonstrated but inconsistently
1-2   This value or criteria is demonstrated to little or no extent

The Australasian Award category winner will be entered into the International Award Process.

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Committed to the IAP2 Core Values</td>
<td>Demonstrate a commitment to the Core Values for Public Participation through their policies, strategies, practices and/or procedures. Please consider ALL of the Core Values;</td>
</tr>
<tr>
<td>2. Leadership</td>
<td>Provide evidence that the leader/s in the organisation have a good understanding and have integrated public participation into the way they work;</td>
</tr>
<tr>
<td>3. Satisfaction</td>
<td>Evidence about levels of participant, stakeholder, and organisation satisfaction with the process (note: high levels of satisfaction will be highly regarded); How you won the support or co-operation of communities/stake-holders for the project or improved relationships with them, or participation opportunities;</td>
</tr>
<tr>
<td>4. Staff Participation</td>
<td>Describe how internal/staff participation has set the tone for public participation;</td>
</tr>
<tr>
<td>5. Track Record</td>
<td>Provide evidence about their track record in, or long-term commitment to, effectively involving the public in decision-making and policy setting;</td>
</tr>
<tr>
<td>6. Adaptability</td>
<td>Demonstrate their adaptability in the face of major challenges, reputation risk or unexpected outcomes;</td>
</tr>
</tbody>
</table>

References

Entrants will also be required submit the name, phone number and email address for two (and up to five) independent references who can provide an online written comment on the organisation’s engagement work. Alternatively, applicants can upload a written reference as a Word or PDF to the online entry portal. Referees also need to be available to take a phone call to verify claims made in the award submission, if requested. All references, either provided online or via written document upload, must be submitted by the due date.

Application Length and Format

Applications should be no longer than eight single-sided A4 pages or four double sided A4 pages uploaded as a PDF or Word document, PLUS a one page summary uploaded as a PDF or Word document. See the recommended template on page 17 in this entry kit.

All entries to be submitted online via [https://iap2a.smapply.io/](https://iap2a.smapply.io/). Emailed or posted entries will not be accepted.
Research Award

Overview

Research is critically important to IAP2 and its members if we are to understand and overcome challenges in everyday public participation and build upon public participation theory and practice. The Research Award acknowledges important contributions to the body of public participation knowledge.

Innovation doesn’t happen by accident. The combination of interesting problems, good questions and a spirit of enquiry are the foundations that help us build new theories and give shape to new ideas; they are the elements that help advance our knowledge and understanding.

Judges’ Rating Scale

9-10  This value or criteria is expressed at the highest level of achievement
7-8   This value or criteria is well expressed
5-6   This value or criteria is demonstrated at a basic level
3-4   This value or criteria is demonstrated but inconsistently
1-2   This value or criteria is demonstrated to little or no extent

The Australasian Award category winner will be entered into the International Award Process.

The judging criteria have been built based on the seven IAP2 Core Values.

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Problem and Challenge</td>
<td>Briefly describe the overall research question or problem, and its alignment with public participation.</td>
</tr>
<tr>
<td>2. Methodology &amp; Theoretical Frameworks</td>
<td>Briefly describe the research methods used and how you approached your research question or problem. Note also any theoretical frameworks which underpinned your research.</td>
</tr>
<tr>
<td>3. Research Results</td>
<td>Describe the outcomes of the research, in particular your findings. What did you discover? How solid are your findings? What evidence do you have to support your claims?</td>
</tr>
<tr>
<td>4. Contribution to the Body of Knowledge</td>
<td>What is your contribution to the body of knowledge in the field of public participation? How are the results being shared and the results being practically applied?</td>
</tr>
<tr>
<td>5. Alignment with Core Values</td>
<td>Describe how the IAP2 core values are reflected in your methodology and/or your findings. This might include some or all of the following:</td>
</tr>
<tr>
<td></td>
<td>• Those who are affected by the decision were involved in the decision-making process.</td>
</tr>
<tr>
<td></td>
<td>• The public’s contribution influenced the decision.</td>
</tr>
<tr>
<td></td>
<td>• The decision was sustainable and recognised and communicated the needs and interests of all participants, including decision makers.</td>
</tr>
<tr>
<td></td>
<td>• The involvement of those potentially affected by or interested in the decision was sought out and facilitated.</td>
</tr>
<tr>
<td></td>
<td>• Participants provided input into designing how they participated in the decision.</td>
</tr>
<tr>
<td></td>
<td>• Information provided to participants supported meaningful participation.</td>
</tr>
<tr>
<td></td>
<td>• Participants were informed about how their input affected the decision.</td>
</tr>
</tbody>
</table>
References
Entrants will also be required to submit the name, phone number and email address for two (and up to five) independent references who can provide an online written comment on the organisation’s engagement work. Alternatively, applicants can upload a written reference as a Word or PDF to the online entry portal. Referees also need to be available to take a phone call to verify claims made in the award submission, if requested. All references, either provided online or via written document upload, must be submitted by the due date.

Application Length and Format
Applications should be no longer than eight single-sided A4 pages or four double sided A4 pages uploaded as a PDF or Word document, PLUS a one page summary uploaded as a PDF or Word document. See the recommended template on page 17 in this entry kit.

All entries to be submitted online via https://iap2a.smapply.io/. Emailed or posted entries will not be accepted.

2018 Core Values Awards, Research Award, Winner for Critical Thinking: Enhancing Participation Capacity, MosaicLab and Deliberative Designs
Project of the Year Award

Overview

The Project of the Year recognises and honours projects which exemplify the spirit and purpose of public participation. The award recognises excellence in the tools, techniques and efforts in public participation within a finite framework.

There are eight project categories. Your project/program should demonstrate a high level of alignment with each of the IAP2 Core Values and with the category descriptions.

Preference is given to projects that demonstrate the use of innovative techniques, sustainable solutions to problems that face the field of public participation, and the successful involvement of the public in new areas. The Project of the Year Award will be given only to projects that have achieved a definable outcome.

Projects must be complete or have significant phases of the project completed. Project awards are given to the sponsoring organisation/s listed on the application. The Australasian Project of the Year will be selected from one of the Project Category winners.

The Australasian Project Award overall winner will be entered into the International Award Process.

Judging Process

Applications for this category will firstly be judged on a category basis. During the second stage, each of the project category winners will be compared and an overall Australasian winner will be decided.

The category finalists will be notified by September 2020. Finalists will be determined based on meeting a benchmark score, and is not necessarily an indication of having received an Award.

Multiple submissions

Entrants submitting to more than one category:

- Organisations submitting to more than one Project category, for example Infrastructure, Planning or Environment, must complete a separate entry for each category. The judges reserve the right to move an entry into another category if they believe it is more suited to a different category.
- A limit of three entries per organisation subject to the submission responding to the specific category criteria.

Judges’ Rating Scale

9-10 This value or criteria is expressed at the highest level of achievement
7-8 This value or criteria is well expressed
5-6 This value or criteria is demonstrated at a basic level
3-4 This value or criteria is demonstrated but inconsistently
1-2 This value or criteria is demonstrated to little or no extent
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>DETAILS</th>
</tr>
</thead>
</table>
| **Planning**              | The Planning Project Award recognises and honours best practice in engagement across a broad range of planning activities, including energy, water, health, transport policy development or initiatives, planning of service provision, organisational strategic planning and physical, social and economic development of urban and rural areas. The category may include one or more of the following:  
  - Statutory, Social, Land Use, Strategic Planning, Policy Development or Transport planning (local, regional, national), master planning, services integration or provision improvements.  
  Note:  
  - Transport built-infrastructure projects – e.g. road, rail (heavy or light), ports, and cycle-ways - should be entered in the Infrastructure category.  
  - Organisational strategic planning includes projects associated with the development of organisational vision, mission, value statements, strategic objectives and future planning. |
| **Infrastructure (planning and design)** | The Infrastructure Project (planning and design) Award recognises and honours the planning and/or design of projects that will result in new or improved built-infrastructure. The new or improved assets could be from a range of sectors including but not limited to energy; water and wastewater; waste management; transport; education; health and human services; defence; cultural, civic, sporting, recreational and tourism; science, agriculture and environment; information and communications technology; and housing. |
| **Infrastructure (construction)** | The Infrastructure Project (construction) Award recognises and honours infrastructure projects that involved the building of new or improved built-infrastructure such as roads, parks and sporting fields, bridges, pipes, dams, buildings (e.g. houses, hospitals, schools) and airports etc. The new or improved assets could be from a range of sectors including but not limited to energy; water and wastewater; waste management; transport; education; health and human services; defence; cultural, civic, sporting, recreational and tourism; science, agriculture and environment; information and communications technology; and housing. |
| **Environment**            | The Environment Project Award recognises and honours projects or programs that primarily focus on engagement with the community and/or stakeholders on projects or topics that relate to the environment including traditional and renewable energy, resource and sustainability projects. Award applications could include public participation processes for:  
  - Projects  
  - Policies, or  
  - Initiatives. |
| **Health**                 | The Health Project Award recognises and honours projects that primarily focus on engagement with the community and/or stakeholders on projects or topics that relate to health. Award applications could include public participation processes for projects, policies or initiatives. Examples of projects include:  
  - Health policy development  
  - Health planning (local, regional, national)  
  - Health services integration  
  - Health service-provision improvements. |
| **Disaster and Emergency Services** | The Disaster and Emergency Services Project Award recognises and honours projects that primarily focus on engagement with the community and/or stakeholders when dealing with flood, fire, earthquake and other natural or man-made disasters that have significant community impact. Award applications could include public participation processes for projects, policies or initiatives. Examples of projects include:  
  - Engagement Planning to be prepared and ready  
  - Engagement activities during the Response phase  
  - Building community resilience pre- or post- disaster in Recovery phase. |
| **Community Development Project** | The Community and Development Project Award recognises and honours projects that build capacity within communities, allowing for cultural and linguistic diversity. Applications could include processes for projects or initiatives that demonstrate broad community engagement to identify shared issues and concerns to generate local solutions. The projects or initiatives might be large or small, and either rural or urban. The key is having the community as the starting point and the focus throughout.  
  **Note:** Organisational capacity building is recognised in Organisation of the Year. |
| **Indigenous**             | The Indigenous Project Award recognises and honours projects that support and achieve effective engagement in Maori, Aboriginal or Torres Strait Islander communities.  
  - How innovative engagement processes were used in the project, what these were, and  
  - How these innovative practices might advance the field of public participation. |
# IAP2 Australasia Project Judging Criteria

**Environment, Health, Disaster and Emergency Services, Community Development, Planning, Indigenous and Infrastructure** Award categories.

The **Infrastructure (construction)** Award category has separate judging criteria – please see page 11.

The judging criteria have been built based on the seven IAP2 Core Values. Marks are allocated to each criteria. Applicants are encouraged to respond to **all of the five specific criteria**, as follows.

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>CRITERIA</th>
</tr>
</thead>
</table>
| 1. **Objectives** | Outline the project objectives and the public participation process, including:  
- The decision(s) that were to be made.  
- What role the public had in the decision-making process.  
- If you sought input from participants in designing how they could be involved, and how?  
- The reasons for the use of the particular participation process. |
| 2. **Challenges** |  
- Describe specific challenges faced by the project.  
- Describe how the public participation process responded to those challenges as it relates to your project.  

**Additional criteria for Smart Budget category**  
- Describe any challenges, benefits or strengths in working with limited budget and/or resources in such a project.  
- Outline how the outcome may have been different if budget and resourcing were not so limited. |
| 3. **Methodology** | Describe how the IAP2 Core Values are reflected in your approach and your findings, with particular attention given to the following:  
- How your process included the public’s contribution and how it influenced the decision.  
- How you promoted sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.  
- How you sought out and facilitated the involvement of those potentially affected by or interested in a decision.  
- How you sought input from participants in designing how they participate.  
- How participants were provided information about the project/program to enable them to participate in a meaningful way.  
- How participants were informed of how their input affected the decision. |
| 4. **Satisfaction** | Provide evidence about levels of participant, stakeholder, and organisation satisfaction with the process (note: high levels of satisfaction will be highly regarded); How you won the support or cooperation of communities/stake-holders for the project or improved relationships with them, or participation opportunities. |
| 5. **Innovation** | Preference is given to projects that demonstrate an engagement process that has tried new and innovative techniques, used sustainable solutions to problems that face their communities and successfully involved the public in this process; or projects with an outstanding delivery of traditional engagement practices. Did your project feature new, innovative approaches to engagement? Please explain, including the following points:  
- What role public participation had in that change  
- How innovative processes were used in the project, and what these were, and  
- How these innovative practices might advance the field of public participation.  

Alternatively, if your project did not feature new and innovative approaches to engagement, explain in what way your project delivers outstanding use of “tried and tested” engagement approaches. |
### IAP2 Australasia Project Judging Criteria continued

**Infrastructure (Construction) Category**

The judging criteria have been built based on the seven IAP2 Core Values. Marks are allocated to each criteria. Applicants are encouraged to respond to all of the five specific criteria, as follows.

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>CRITERIA</th>
</tr>
</thead>
</table>
| **1. Objectives** | Outline the project objectives and the public participation process, including:  
• The decision(s) that were to be made including any smaller, discrete decisions that the community may have been involved with throughout the construction/maintenance work.  
• What role the public had in the decision-making process.  
• How the project team approached issues and tried to minimise community or stakeholder disturbance.  
• If you sought input from participants in designing how they could be involved, and how?  
• The reasons for the use of the particular participation process. |
| **2. Challenges** | • Describe specific challenges faced by the project.  
• Describe how the public participation process responded to those challenges as it relates to your project. |
| **3. Methodology** | Describe how the IAP2 Core Values are reflected in your approach and your findings, with particular attention given to the following:  
• How your process include the public’s contribution and how it influenced the decision.  
• How you promoted sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.  
• How you sought out and facilitated the involvement of those potentially affected by or interested in a decision.  
• How you sought input from participants in designing how they participate.  
• How participants were provided information about the project/program to enable them to participate in a meaningful way.  
• How participants were informed of how their input affected the decision and how public commitments made during the planning/design of the project were delivered on/improved/not delivered and why.  
• How feedback was encouraged and was used to improve construction/maintenance practices and resolve community concerns as they arose. |
| **4. Satisfaction** | Provide evidence about levels of participant, stakeholder, and organisation satisfaction with the process (note: high levels of satisfaction will be highly regarded); How you won the support or co-operation of communities/stake-holders for the project or improved relationships with them, or participation opportunities. |
| **5. Innovation** | Preference is given to projects that demonstrate an engagement process that has tried new and innovative techniques, used sustainable solutions to problems that face their communities and successfully involved the public in this process; or projects with an outstanding delivery of traditional engagement practices. Did your project feature new, innovative approaches to engagement? Please explain, including the following points:  
• What role public participation had in that change  
• How innovative processed were used in the project, and what these were, and  
• How these innovative practices might advance the field of public participation  
Alternatively, if your project did not feature new and innovative approaches to engagement, explain in what way your project delivered outstanding use of “tried and tested” engagement approaches. |
Additional Award Categories

To enter these awards, you will be required to answer an online question when submitting your Project, Research or Organisation of the Year Award entry online. You do not need to include the answer for the following awards in your 8 page entry submission or 1 page summary. A separate entry or submission is not required to enter these awards.

**Advocating for Engagement**  
*Optional award category for Research Award entrants, or Organisation of the Year Award entrants*

Demonstrate how your research or organisation is advancing the practice and strengthening engagement by entering for this additional award.

Entrants who wish to be considered for this award are required to respond to the question in the online submission process as follows:

Please demonstrate how your research or organisation has advocated for community engagement and promoted the practice of engagement, either internally or externally, in 500 words or less.

**Smart Budget Award**  
*Optional award category for Project Category Award entrants*

The Smart Budget Award recognises and honours projects or initiatives that demonstrate cost effective ways for the public to participate, with a limited budget and/or resourcing for engagement services (under AUD$10,000 or NZD$10,000). Submissions from any of the project categories can enter this award if their engagement budget is $10,000 or less (including staff time and consultant fees). This award aims to recognise creative and innovative processes that have big impact with a limited budget.

Entrants who wish to be considered for this award are required to respond to the question in the online submission process as follows:

Describe any challenges, benefits or strengths of working with limited budget and/or resources in such a project. Outline how the outcome may have been different if budget and resourcing were not so limited. Describe the effectiveness to cost ratio (in 500 words or less).
Prizes and Learning Scholarships

Winners of the Australasian Project of the Year, Organisation and Research Awards will be awarded a learning scholarship.

The purpose of the scholarship is to support two-way learning for leaders in the field of public participation. Scholarship funds of $1500 per major award winner can be used towards any IAP2 Australasia training courses (terms and conditions apply). The scholarship is available for up to 12 months unless agreed otherwise.

All winners, including each project category winner, will receive:

- Award logo provided to be used on organisation’s stationery
- Framed certificate, and
- The opportunity to present at various networking events.

Projects may also be turned into case studies, videos or other materials, and showcased on the IAP2 Australasian and International websites.

Winners of the 2020 IAP2 Australasian Core Values Awards will be encouraged to share their learning stories through several means with the IAP2 community throughout 2020-2021. These opportunities will be determined with the winners, and may include:

- Presenting at events,
- Providing resources for the IAP2 Australasia website, and/or
- Writing about their project or organisation or research.

The three major winners will have their successful submissions entered into the 2020 IAP2 International Awards.

Judging Process

The judging panel/s will:

1. Assess each application against the IAP2 Core Values (see page 2)
2. Use the criteria, IAP2 Core Values and a rating scale to assess and score each application
3. Select a short list of entries for dialogue and deliberation with the other judges
4. Decide on finalists* and winners
5. Decide the overall winner of the Australasian Project of the Year, and the finalists and winners for the Australasian Organisation of the Year and Australasian Research Award.

*Finalists are determined based on a benchmark score, and is not indicative of an entry or organisation receiving an Award.

Note: The judges reserve the right to decline giving an award in any category if they believe there are no exceptional applicants in a given year. The judges reserve the right to change or move a project submission to an alternate category.
How to Enter

To get started, log in to IAP2 Australasia's SM Apply submission system: https://iap2a.smapply.io/

You will need to create an account with SM Apply before logging in for the first time. Please see the section below “Helpful Information” for more information on using the portal.

Please upload and submit your entry by: MONDAY 6 APRIL 2020 4:30PM AEST. No submissions (or part thereof) will be accepted after this date and time. Emailed / posted entries cannot be accepted.

Submissions size for all award categories must be:

- No more than eight single-sided A4 pages.
- Plus one A4 page summary.
- One category per entry/project. Multiple submissions is not permitted.
- Submission/entry name: limited to 70 characters, including spaces.

Entry Fee

An entry fee applies to each application: $175 plus GST for IAP2 members, $425 plus GST for non-members. To determine if you or your organisation is a member of IAP2, contact our Membership team at membership@iap2.org.au. Information on becoming a member is available at www.iap2.org.au.

If your organisation would like to request exemption from the entry fee (such as due to charity status or organisational policies), please feel free to email info@iap2.org.au (attention Marketing Manager) to explain your position.

Key Dates

- Applications open: Friday 7 February 2020.
- Applications close: 4.30pm (AEST) Monday 6 April 2020.
- Finalists for each category will be notified by September 2020 (usually earlier)
- Australasian Project of the Year, Organisation of the Year, Research Award and Project Category winners and finalists will be announced on 21 October at the 2020 Core Values Awards Dinner, Melbourne.
Helpful information

We recommend you create your account in the SM Apply submission system at least 2 weeks prior to the deadline to ensure you are familiar with what is required and comfortable with the online submission system. This also gives you the opportunity to seek help if you are having any technical issues. You can save, edit and even re-submit your entry as required up until the deadline.

All entrants will receive a confirmation email from the SM Apply submission system to acknowledge the successful lodgement of their submission within 2 business days. If you do not receive this email, please check your spam or junk folder, and check with your organisation’s IT if your firewall allow emails from SM Apply. For additional assistance, contact the Marketing Manager via email info@iap2.org.au.

Some organisations may have difficulty accessing SM Apply submission system, or receiving emails from SM Apply due to IT firewalls, policies or configuration. We suggest you speak to your IT department about granting access; or use an alternative email address (such as a Gmail or personal address) to receive validation emails.

For further information on how to use the SM Apply submission system, visit their FAQ page at: smapply.zendesk.com/hc/en-us/articles/115001445354-Applicant-FAQ.

2019 Core Values Awards, Sustainable Development award and Infrastructure (Construction), Highly Commended for NorthConnex, RMS, Transurban and Lendlease Bouygues Joint Venture.
Words from our 2019 Winners

“As a boutique consultancy, based in far north Queensland, winning a Core Value Award allowed Working Visions the chance showcase authentic and culturally appropriate Indigenous engagement. As the Dengue Out Program - *Wolbachia* project - was a collaboration across four organisations and the entire community of the Northern Peninsula Area, the Award also provided the opportunity to highlight the work of our partners. It also provided cumulative recognition of our regional engagement work over many years.”

*Tracey Wilson, Working Visions*

*Working Visions with World Mosquito Program, Northern Peninsula Area Regional Council and Tropical Public Health Service Project: Dengue Out Program Northern Peninsula Area Cape York Qld*

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“Winning the Award for Infrastructure – Planning and Design for Nepean Redevelopment Stage 1 has been a great motivator for our project team as we head into the planning and design phase for Stage 2. It has also reassured us that we are on the right track when it comes to meaningful and effective community engagement.

In 2020, the recognition we received at the IAP2 awards will help us break down some of the traditional boundaries around early and regular community participation in the hospital design and planning process. I am also hoping it will give us a mandate to try new methods of engagement across all our health projects.”

*Nepean Hospital Redevelopment Team*

*Winner: Health Infrastructure and Nepean Blue Mountains Local Health District Project: Nepean Hospital Stage 1 Redevelopment*

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Health Infrastructure and Nepean Blue Mountains Local Health District team receiving their award at the 2019 Core Values Awards.
Entry Template

Entries in all award categories are required to meet the following guidelines:

- Entries to be no more than eight (8) A4-size pages. Please do not include a cover page or appendices.
- Section headings to be in boldface.

Suggested section headings

- Introduction (optional)
- Judging criteria (required)

Organisation of the Year Category entries:
1. Committed to IAP2 Core Values
2. Leadership
3. Satisfaction
4. Staff Participation
5. Track Record
6. Adaptability

Research Category entries:
1. The Problem and Challenge
2. Methodology and Theoretical Frameworks
3. Research Results
4. Contribution to the Body of Knowledge
5. Alignment with Core Values

Project Categories entries:
1. Objectives
2. Challenges
3. Methodology
4. Satisfaction
5. Innovation

Can you show how you have addressed each of the IAP2 Core Values?

For all entries, judges will be looking for you to demonstrate how your organisation or project meets ALL of the IAP2 Core Values. You may wish to include this information in a separate table within your entry, or highlight this throughout your entry, so it is easy for judges to see how your application aligns with the Core Values.

Judges also appreciate entries with a header or footer which includes:

Award category; Project name; Applicant/sponsoring organisations; Page number

And, don’t forget the importance of an effective proofread!
Checklist

- **Name of your submission/entry.** Submission names should be 70 characters or less.
- **Name of all sponsoring organisations.** Please list all organisations who should be acknowledged on a certificate should your submission receive an award.
- **Contact details.**
- **Select relevant award category (one category per entry).**
- **Upload a 1 page summary PDF or Word document.** This is your opportunity to provide a clear executive summary that will be a case study for others to access should you be successful (see the 2018 or 2019 Core Values Showcase Booklet for examples).
- **Upload a maximum 8 page PDF or Word document entry** ensuring all the judging criteria is met and presented in the order of the judging criteria in this entry kit.
  - Ensure that your 8 page entry demonstrates and clarifies to what extent your entry meets each IAP2 Core Values.
  - See the Entry Template on page 17 for a suggested layout.
- **Optional: answer additional criteria questions online to enter the Smart Budget or Advocacy Awards.**
- **Upload a high-res version of your organisation’s logo(s).**
- **Provide details for at least two (and up to five) independent referees who can provide a written comment on the organisation’s engagement work and verify claims made in the award submission, upon request.** You will be given the opportunity to invite referees to provide a written comment through the online portal; or alternatively you can upload a written reference to the portal. Referees should not be members of your organisation or of its governance structure but ideally should include members of the public who have been involved in the engagement process.
- **Give consent to Reproduce Material (online question).** Entrants may be requested to provide a case study at a later stage (which may be in a prescribed format) to support other IAP2 activities, such as sharing of best practice and supporting our advocacy program.

Should you be shortlisted as a finalist, you will also be required to submit:

- A 30 second video outlining the engagement process of your project/organisation
- Artwork for an A1 sized Poster/Storyboard for display at the 2020 IAP2A Conference in October 2020.

Further details on these will be provided when finalists are announced.

**Need help or have any questions?**

For all other enquiries please contact Marketing Manager, IAP2 Australasia, via email info@iap2.org.au. No correspondence or interaction with the judges will be entered into.