Core Values Awards 2019

ENTRANTS' KIT

Applications open: 6 Feb 2019

Applications close: 26 April 2019

iap²
international association
for public participation
AUSTRALASIA

IAP2 Australasia 2019 Core Values Awards

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.

In 2019, IAP2 is offering three major awards. IAP2 Australasia will also award eight Project Categories 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 four special awards. A separate entry is not required for these four awards. See page 10 for more information.

- All entries are welcome to enter the **Sustainable Development Goals Award**. Entrants can answer the optional question relating to this award in the online application.
- 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 $100,000 (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.

All applications should include a one A4 page summary for inclusion in the IAP2 Core Values Showcase Booklet published by IAP2 International each year.

IAP2 International Core Values Awards

The major award winners will have their successful submissions entered into the 2019 IAP2 International Awards.

IAP2 Spectrum of Public Participation

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	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.	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.	We will implement what you decide.

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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

5   This value or criteria is expressed at the highest level of achievement

4   This value or criteria is well expressed

3   This value or criteria is demonstrated at a basic level

2   This value or criteria is demonstrated but inconsistently

1   This value or criteria is demonstrated to little or no extent

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

JUDGING CRITERIA
1.   Demonstrate a commitment to the Core Values for Public Participation through their policies, strategies, practices and/or procedures;
2.   Provide evidence that the leader/s in the organisation have a good understanding and have integrated public participation into the way they work;
3.   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;
4.   Describe how internal/staff participation has set the tone for public participation;
5.   Provide evidence about their track record in, or long-term commitment to, effectively involving the public in decision-making and policy setting;
6.   Demonstrate their adaptability in the face of major challenges, reputation risk or unexpected outcomes;
7.   Provide email details for at least two (and up to five) independent referees who can provide an email comment on the organisation's engagement work and verify claims made in the award submission, upon request. (Please see 'How to Enter' for guidelines);
8.   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. All entries to be submitted online via 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

5   This value or criteria is expressed at the highest level of achievement

4   This value or criteria is well expressed

3   This value or criteria is demonstrated at a basic level

2   This value or criteria is demonstrated but inconsistently

1   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. Applicants are encouraged to respond to all five specific criteria below.

JUDGING CRITERIA
1.   The Problem and Challenge: Briefly describe the overall research question or problem, and its alignment with public participation.
2.   Methodology & Theoretical Frameworks: Briefly describe the research methods used and how you approached your research question or problem. Note also any theoretical frameworks which underpinned your research.
3.   Research Results: 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?
4.   Contribution to the Body of Knowledge: 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?
5.   Alignment with Core Values: Describe how the IAP2 core values are reflected in your methodology and/or your findings. This might include some or all of the following: • Those who are affected by the decision were involved in the decision-making process. • The public's contribution influenced the decision. • The decision was sustainable and recognised and communicated the needs and interests of all participants, including decision makers. • The involvement of those potentially affected by or interested in the decision was sought out and facilitated. • Participants provided input into designing how they participated in the decision. • Information provided to participants supported meaningful participation. • Participants were informed about how their input affected the decision.
6.   Provide email details for at least two (and up to five) independent referees who can provide an email comment on the organisation's engagement work and verify claims made in the award submission, upon request.
7.   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. All entries to be submitted online via https://iap2a.smapply.io/. Emailed or posted entries will not be accepted.

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 nine 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. The Australasian Project of the Year will be selected from one of the Project Category winners.

The Australasian Award category 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 August 2019.

Multiple submissions

Entrants submitting to more than one category:
- Organisations submitting to more than one Project category, for example Infrastructure, Planning or Environment, must submit different projects for each category.
- A limit of three entries per organisation subject to the submission responding to the specific category criteria.

Judges' Rating Scale

5   This value or criteria is expressed at the highest level of achievement

4   This value or criteria is well expressed

3   This value or criteria is demonstrated at a basic level

2   This value or criteria is demonstrated but inconsistently

1   This value or criteria is demonstrated to little or no extent

IAP2 Australasia Project CATEGORIES_____

Please see 'How to Enter' for guidelines.

CATEGORY	DETAILS
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 (eg 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, and 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 (planning and design) Award categories.

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

The judging criteria have been built based on the seven IAP2 Core Values. Applicants are encouraged to respond to all five specific criteria below.

QUESTION	CRITERIA
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 as 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 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 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_____

Infrastructure (construction) Category

The judging criteria have been built based on the seven IAP2 Core Values. Applicants are encouraged to respond to all five specific criteria below.

QUESTION	CRITERIA
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 following answer in your 8 page entry submission or 1 page summary. A separate entry or submission is not required to enter these awards.

Sustainable Development Goals Award
Optional award category for all entrants

In September 2015, the General Assembly of the United Nations adopted the 2030 Agenda for Sustainable Development that includes 17 Sustainable Development Goals (SDGs).

The 17 Sustainable Development Goals (SDGs), with their 169 targets, form the core of the 2030 Agenda. They balance the economic, social and ecological dimensions of sustainable development, and place the fight against poverty and sustainable development on the same agenda for the first time.

Refer to this website for more information on the SDG's:
https://www.un.org/sustainabledevelopment/sustainable-development-goals/

Promoting well-planned and meaningful engagement contributes towards the achievement of the 2030 Agenda on Sustainable Development and its framework of these SDGs. It is recognised that local institutions have a large role to play in demonstrating engagement to contribute to achieving one of the SDGs.

All entries into the 2019 Core Values Award are welcome to be considered for the "Sustainable Development Goals Award" category, by demonstrating engagement to contribute to achieving one of the SDGs.

To enter this award, entrants need to answer the following questions in the online submission form.

1. Please indicate which SDG your project, organisation or research addresses.
2. Please describe in 500 words or less how your project, organisation or research supports the indicated SDGs.

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

Advancing the practice and strengthening engagement
Entrants for the Research Award or Organisation of the Year Award will have the option to enter this category, by responding to an optional question in the online submission process as follows:

1. 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$100,000 or NZD$100,000). Submissions from any of the project categories can enter this award if their engagement budget is $100,000 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.

Optional question for Smart Budget Award category:

Describe any challenges, benefits or strengths of working with limited budget and/or resources in such as 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, for:

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

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 (public or in-house).

Scholarship 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 2019 IAP2 Australasian Core Values Awards will be encouraged to share their learning stories through several means with the IAP2 community throughout 2019-2020. 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 2019 IAP2 International Awards.

JUDGING PROCESS

The judging panel 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.

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

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

Submissions size for all award categories must be:

- No more than eight single-sided A4 pages
- Plus a one A4 page summary

KEY DATES

Applications open: Wednesday 6 February 2019.

Applications close: 4.30pm (AEST) Friday 26 April 2019.

Finalists for each category will be notified August 2019.

Australasian Project of the Year, Organisation of the Year, Research Award and Project Category winners and finalists will be announced on 31 October at the 2019 Core Values Awards Dinner.

HOW TO ENTER YOUR SUBMISSION ONLINE_____

All entry submissions are to be submitted via IAP2 Australasia's SurveyMonkey Apply portal: https://iap2a.smapply.io/

Please upload and submit your entry by: FRIDAY 26 APRIL 2019 NO LATER THAN 4:30PM AEST.
NO SUBMISSIONS WILL BE ACCEPTED AFTER THIS DATE AND TIME.

We recommend you create your account in the SurveyMonkey 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. You will be sent an automatic

Note: All entrants will also receive a confirmation email to acknowledge the successful lodgement of their submission within 2 business days. If you do not receive this email, please contact Josie Gruber via email josie@iap2.org.au.

1. **Name of submission and your contact details.**
2. **Select relevant award category.**
3. **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 2017 or 2018 Core Values Showcase Booklet).
4. **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.
5. **Answer the questions (online) asking to demonstrate and clarify to what extent your entry meets the IAP2 Core Values** (150 word maximum per Core Value)
6. **Optional: answer additional criteria questions online to enter the Smart Budget, Advocacy or Sustainable Development Goals Awards.**
7. **Upload a high-res version of your organisation's logo(s).**
8. **Provide a written reference and email 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. 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.
9. **Upload or provide a link to a video** (30 seconds maximum) which gives a clear overview and summary of the project engagement process and outcome. The video will be used to introduce finalist entries during the Core Values Awards Dinner, so should be of sufficient quality to be shown on a large screen. Alternatively, a good quality PowerPoint Presentation is acceptable. The video may also be used for promotional and case study purposes. MP4 or AVI formats are preferred, and please do not include backing music in the video – this will be added in for you.
10. **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.**

Need help or have any questions?

For further information on how to use SurveyMonkey Apply, visit their FAQ page at: https://smapply.zendesk.com/hc/en-us/articles/115001445354-Applicant-FAQ
No correspondence or interaction with the judges will be entered into.

For all other enquiries please contact Marketing Manager, IAP2 Australasia, Josie Gruber via email josie@iap2.org.au.