



THE INFRASTRUCTURE SUSTAINABILITY COUNCIL

# Annual Gala Awards

Application Guidebook

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# ISC Awards

The 2021 Infrastructure Sustainability Council Awards continue the Infrastructure Sustainability Council's well-established tradition of advancing leadership in sustainability by celebrating best practice across the Australia and New Zealand infrastructure sectors.

- *encouraging best practice*
- *acknowledging leadership*
- *recognising role models*
- *rewarding valuable contributions*
- *promoting leading organisations*

This year's awards will amplify excellence in sustainability across environmental, social, governance, and economic quadruple bottom line outcomes and outstanding contributions to market transformation at organisational, systemic and societal levels.

Submit your entry and join other industry trailblazers in demonstrating how you are delivering the outcomes and transformations needed to shape lives positively through infrastructure and build a world class sustainable industry to meet the formidable challenges and opportunities of this decade and beyond.

PwC have partnered with the ISC to provide guidance, oversight and assurance of the Infrastructure Sustainability Council Annual Awards processes.



# Eligibility Criteria

To be eligible to enter the Infrastructure Sustainability Council (ISC) Awards, entrants must meet the following criteria.

- If applying for an organisation award (Sustainability Leadership or Market Transformation categories) entrants must be a current Infrastructure Sustainability Council member.
- If applying for an individual award (Individual Leadership Awards) individuals must either be employed by an Infrastructure Sustainability Council member organisation or be an IS Accredited Professional (ISAP).
- To be eligible to enter the organisation award categories (**Sustainability Leadership or Market Transformation**) you are required to communicate an innovative process, method or technology with results achieved between 1 November 2019 through to 30 June 2021.
- To be eligible to enter the individual awards (**Individual Leadership Awards**), the individual must have been influential in the sector, as referenced in the application questions, between 1 November 2019 and 30 June 2021.
- The innovative process, method or technology concept must have been developed in Australia and / or New Zealand even if implemented outside the country for the **Sustainable Leadership and Market Transformation** categories.
- For the Individual Leadership Awards category, all nominees must permanently reside in either Australia or New Zealand.



# Entry Requirements

Applications for the ISC Awards are to be completed via the ISC website.

The following elements are required to complete your entry:

## Compulsory

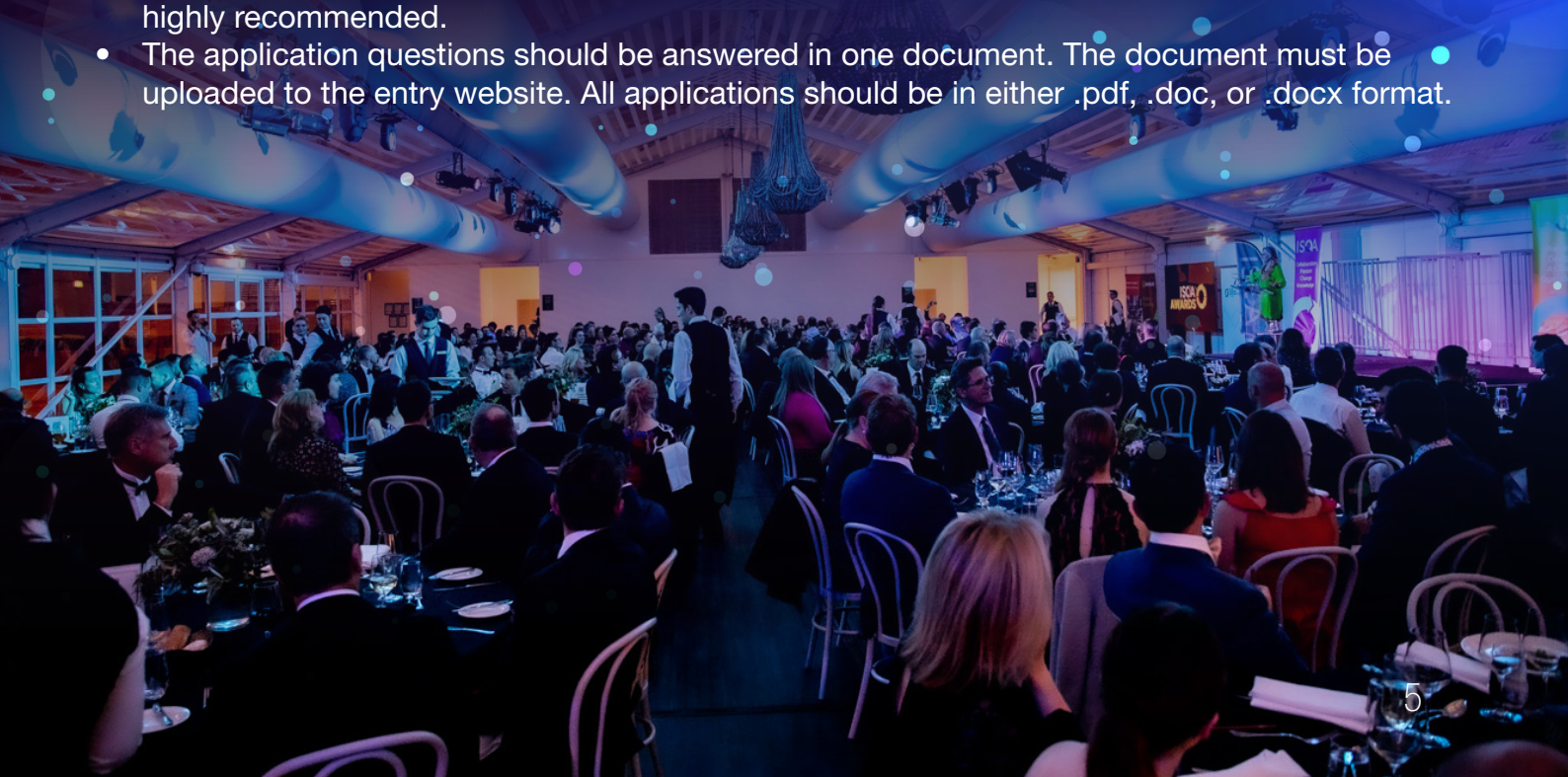
- Complete the applicant contact details.
- Complete each of the application questions. Your written response to each question must not exceed the word limit set for that question.
- Provide two PR/marketing summaries for your entry – a 500-word version and a 150-word summary. These summaries may be used for promotional purposes.
- Provide three images for the Sustainability Leadership and Sector Transformation categories, and up to three images, including at least one headshot, for the Individual Contribution category.
- Payment must be made in full by the closing date. Any entries that have not been paid will be considered incomplete and will be disqualified.

## Optional

You may submit other material and documents to support your entry. Please refer to these items in your submission document. A maximum of ten supporting documents is permitted.

## Application Questions

- Each question has a word limit. Any applications received over the word limits will be disqualified.
- Ensure you structure your answers according to the criteria provided.
- The inclusion of photos, graphics, charts and tables are encouraged and use of headings are highly recommended.
- The application questions should be answered in one document. The document must be uploaded to the entry website. All applications should be in either .pdf, .doc, or .docx format.



## PR Summaries

Two summaries are required for all entries – one 500-word version and the other a 150-word summary. This summary will not be assessed but will be used for promotional purposes across various platforms including but not limited to social media.

This summary should briefly describe your innovative process, method or technology, illustrate its impact and clearly demonstrate why it is unique and/or how it has impacted the sector.

Summaries should be uploaded to the entry website as two separate documents, suitably named.

## Images

Three images are required to accompany your entry. These images should be uploaded as separate files (.jpeg or .png format). Logos must not be included in your images. Any images with logos included will disqualify the entry.

Images must be provided in high resolution format (300 dpi). Inappropriate resolution will mean images will not be included during the awards presentation, within any publications or on the website.

The images are not assessed. They will only be used for promotional purposes, should you become a finalist or a winner.

## Payment

Entry fees are to be paid online, through the award website using MASTERCARD or VISA (AMEX cards will not be accepted). Note: Entries are not regarded as submitted until payment has been received in full.

On completion of your entry via the website you will be required to click “submit”, where you will be directed to the online payment page to pay your entry fee.

Once paid, you will receive an email and tax receipt confirming your payment has been received.

## Supporting documentation (optional)

Additional material may be submitted to support or better illustrate your impact and results.

It is essential that all supporting documentation be referenced to a relevant claim or statement within the submission document.

Examples of supporting documentation include sustainability reports, testimonials, media coverage, analytics and statistics, examples of marketing material, extra photos and videos.

Supporting documentation will only be accepted in .pdf, .mp4, .png, .jpeg, .doc or .docx formats.

A limit of 10 supporting documents may be uploaded to accompany your entry.

# Award Process

1

Complete the applicant details on the website. There should be one primary contact for the entry. This will be the person ISC will communicate with throughout the process.

2

Complete the application questions in either .pdf, .doc or .docx format.

3

Upload your entry documents including images and PR summaries along with any additional supporting documents you wish to submit.

4

Make the application payment

5

The ISC Awards Team will assess all entries for eligibility and completion. Disqualified entries will be notified.

6

Judges will complete Stage 1 scoring according to the judging criteria.

7

Judges will convene for Stage 2 scoring where finalists and winners will be selected.

8

Finalists will be announced.

9

Winners will be announced at the Gala Dinner and Awards evening on Thursday, 3 March 2022.

# Obligations of Finalists

A representative from each winning award will be required to make a short acceptance speech at the Gala Dinner and Awards Night. Acceptance speeches should be no longer than 3 minutes.

A representative from each winning award will be expected to work with the ISC to promote their success in 2022 and beyond.

Entrants give consent for the entry summaries to be used to promote finalists, winners and the ISC Awards through multiple channels including but not limited to media.

# Judging Criteria

Please ensure that you have addressed each one of the criteria and be aware that judges cannot assume information that hasn't been documented in your entry. Judges will not source information outside of what has been provided in your entry.



# Submission Questions

Use the following questions to structure your submission. Judges will use your answers to assess your entry.

There is a 2,000 total word limit, with word limits ranging from 400 to 600 for each question. The weighting of each section provides an indication of how to structure your answers and how the judges will score your entry.

## Sustainability Leadership and Sector Transformation Categories

1. Describe **WHAT** you have done. Please provide a summary of your innovative process, method or technology
  - Worth 25% of the marks
  - Word limit: 500 words

*Introduce your innovative process, method or technology.  
What were the driving forces to commence this initiative or approach?*

2. How were the **OUTCOMES** of this innovative process, method or technology? And how were the outcomes shared?
  - Worth 25% of the marks
  - Word limit: 500 words

*Tell us about the result this innovative process, method or technology brought to fruition. How have you measured these results (provide qualitative and quantitative data to support your application)? How have you communicated and shared both the results and the innovative process, method or technology with others?*

3. Describe **WHO** has benefited from your innovative process, method or technology (e.g. workforce, supply chain, communities, stakeholders).
  - Worth 25% of the marks
  - Word limit: 500 words

*How has your innovative process, method or technology positively impacted those around you and in the sector? Has it impacted fewer people in a significant way, or had a wider impact across the broader sector?*

4. What **LEGACY** was achieved, including SDG contribution, as a result of this innovative process, method or technology?
  - Worth 25% of the marks
  - Word limit: 500 words

*Tell us about the legacy this innovative process, method or technology can provide to the short, medium or long-term future. Does it have a direct correlation to a particular SDG contribution?*

# Submission Questions

## continued

### Individual Contribution to a Sustainable Future Category

1. Describe **WHAT** sets the individual apart.

- 20% of marks
- Word limit: 400 words

*Introduce this person. Tell us what is unique or outstanding about the individual you are nominating.*

2. **HOW** has this individual influenced positive change?

- 25% of marks
- Word limit: 500 words

*What has this person done to influence or instil change in the sustainable infrastructure sector? What steps have they taken, or what milestones were reached, as part of that journey?*

3. Describe the **OUTCOMES** this individual has contributed to?

- 25% of marks
- Word limit: 500 words

*What results have come about due to this individuals' contribution or influence? The results may be tangible at a project level or have wider implications to the sector.*

4. How enduring is this persons' **LEGACY**?

- 30% of marks
- Word limit: 600 words

*Tell us about the lasting impact this person has on the sector or people around them. What long term impacts has this person had?*



# Eligibility & More Information

## Who is eligible to enter?

To be eligible to enter you require an innovative process, method or technology with results achieved between 1 November, 2019 and 30 June, 2020 for the Sustainable Leadership and Market Transformation categories.

To be eligible to enter the individual awards (Individual Leadership Awards), the individual must have been influential in the sector, as referenced in the application questions, between 1 November, 2019 and 30 June, 2021.

The innovative process, method or technology concept must have been developed in Australia and / or New Zealand even if implemented outside the country for the Sustainable Leadership and Market Transformation categories. For the Individual Leadership Awards category, all nominees must permanently reside in either Australia or New Zealand.

Only organisations that are Members of the Infrastructure Sustainability Council or individuals who are currently registered ISAP's (Infrastructure Sustainability Accredited Professionals) are eligible to enter or be nominated.

## Who is not eligible to enter?

Any organisation or individual who has been prosecuted for, have pending charges or investigation into, a violation of any environmental, social or commercial law in Australia, New Zealand or overseas in the past 3 years are not eligible to enter. Prosecutions issued after the application has been submitted but before the Awards Night, will automatically disqualify the entry.

Anyone who does not wish to comply with the Infrastructure Sustainability Council's Sustainability Awards Terms and Conditions (provided at the end of this document).

## Can an organisation or individual re-enter in a future year?

Absolutely, if you have entered the ISC Awards previously, you are welcome to enter again. The ISC encourages ongoing improvements to sustainability so welcomes previous applicants to submit an entry.

## Is there a limit to the number of entries that can be submitted?

No. There is no limit to the total number of entries. An organisation or individual can enter multiple categories.

## Fees

The application fee for each entry is \$AUD125 plus GST.

# Terms & Conditions

All entries for the 2021 Infrastructure Sustainability Council Awards should reflect work being carried out over the eligibility period of 1 November 2019 to 30 June 2021. Entries can include relevant information prior to the eligibility period that is pertinent to the entry.

Entries remain the property of the Infrastructure Sustainability Council and are not returned.

Judges' decisions are final.

Entries that have been found to be misleading may be withdrawn from the judging process or have the award revoked.

Any organisation or individual who has been prosecuted for, has pending charges or investigation into, a violation of any environmental, social or commercial law in Australia, New Zealand or overseas in the past 3 years, are not eligible to enter. Prosecutions issued after the application has been submitted but before the Awards Night, will automatically disqualify the entry.

Entries are not registered as submitted until payment has been received in full.

It is strongly recommended 2021 finalists attend the 2021 Infrastructure Sustainability Council Awards Night but attendance is not mandatory.

The Infrastructure Sustainability Council accepts no responsibility for entries that are not received, delayed, incomplete or are lost due to a technical problem.

The Infrastructure Sustainability Council reserves the right to withdraw a category and cancel the award if an insufficient number of entries has been received, the quality of entries does not meet the criteria, or the entries are deemed inappropriate for any reason. In these circumstances entry fees will be refunded.

The Infrastructure Sustainability Council shall be entitled to use all public relations material supplied as part of the Entry (including, but not limited to, images, video recordings, written content and any other supporting documentation submitted as part of the Entry) as necessary in any media and in any form to promote Entries. Entrants consent to the Infrastructure Sustainability Council's use of their public relations material on social media to promote the Entrants submission and acknowledges that the Infrastructure Sustainability Council cannot accept responsibility for use of the public relations material by third parties once this material is used on social media.





[www.iscouncil.org](http://www.iscouncil.org)