



Entrant Information

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INTRODUCTION

Thank you for your interest in submitting an entry into the Engineers Australia, Sydney Division Engineering Excellence Awards for 2008.

The purpose of this information document is to assist you in preparing your submission. The document also highlights the Awards objectives.

The Engineering Excellence Awards program is the pinnacle of our professional calendar because it recognises the commitment engineers make to the wellbeing of the community, the excellent levels of engineering achieved and the innovative designs being performed every day by our profession.

Entry into the 2008 Engineering Excellence Awards is a two (2) Level process. After consideration by the Judges entrants will be notified of their progress, and those who qualify will be invited to submit a Level 2 entry. All entrants invited to enter Level 2 automatically become category finalists.

The Engineering Excellence Awards provides all finalists an opportunity to showcase their work to the stakeholders in the industry.

Other Benefits Include:

- Publicity for your company and its projects;
- Contact/recognition from industry;
- Listing in the Engineers Australia Sydney Division newsletter and on the website;
- Inclusion in the "Engineering Showcase" book – material distributed to industry, universities and schools;
- Peer recognition at the formal presentation dinner and elsewhere;
- All Finalists, Category Winners and Highly Commended principal entrants receive a framed certificate;
- Winning co-entrants will receive a certificate;
- Framed certificate of the Bradfield Award presented to the Principal and all co-entrants of the winning entry;
- Framed certificate of the President's Award presented to the Principal and all co-entrants of the winning entry;
- Invitation for category winners to submit to the National Engineering Awards;
- The right to use the Engineering Excellence Awards "winners" logo on corporate letterhead and promotional material for a period of two years following receipt of the award;
- Potential for display at the Powerhouse Museum.

CRITERIA FOR ENTRY

The criteria to which the 2008 Judging Panel will refer in assessing engineering excellence, may include, but are not limited to the following points.

- The ability to demonstrate the "areas of excellence" of the project: A concise description of the entry which demonstrates the principle elements of its claim for excellence.
- Benefits to the community and focus on customer needs: the entry should demonstrate a positive contribution to the communities and customers who use it. This may relate directly to cost, time, environment or general amenity of the users.
- Innovation in design, construction, maintenance or management practices: the entry must demonstrate that it contains significant original application of engineering or demonstrate ingenuity in achieving the best solution for the required specifications or user requirements.
- Environmental sustainability: the entry should demonstrate achievement of a majority of the six principles of sustainability which are; inter-generation equity, precautionary principle, biodiversity, economy in use of resources, mitigation of environmental impacts and remediation of environmental damage.
- Use of sound engineering practices/principles: the entry clearly demonstrates that the design, use of materials, use of continuous improvements from other projects, construction or manufacture is based on demonstrable sound engineering principles and practices that meet or exceed client expectation.
- An engineering challenge: the entry provided engineers with some unique challenges in achieving a solution.
- Commercial viability and quality of work: the entry should demonstrate a contribution to the economy as a whole and/or deliver significant economic benefits to its clients/users. This could relate to the whole-of-life costs or the value the entry adds to engineering construction, manufacture, maintenance or application. The product is of appropriate quality for its application.
- Significance of the work as a benchmark of Australian engineering: the entry should establish a new benchmark(s) consideration of the use of the entry in setting a new benchmark which others could work towards.
- Extent to which the work represents world's best practice: the way in which the entry can be matched against similar engineering achievements and be demonstrated to represent world's best practice.
- Adherence to budget and program: the entry should demonstrate that the entry has met the budget parameters and timelines relevant to the scope.

Additional detailed information is available in the "Category Judging Criteria" PDF document.

ELIGIBILITY

Projects or industry engineering activities must have been completed or substantially completed within a 24-month period prior to the closing date for the entries. Engineering activities located anywhere in the world are eligible for entry provided that a significant element of the engineering component was completed or co-ordinated in the Sydney Division.

AWARD CATEGORIES

The following categories are available for entry in the Engineering Excellence Awards 2008:

Industry Awards

Control Systems and Communications

This category is for projects, products, and developments in process control, automation, and telecommunications environments.

This includes an Australian individual or team effort in the design, development, integration and commissioning of control and communication systems and/or products in industries such as (but not limited to) mining, oil and gas, water, manufacturing, medical, power generation and distribution, buildings, transportation infrastructure, environmental sensing and control, and similar industries.

Systems used by engineers to realize automation tasks may comprise SCADA, PLC, DCS or PC automation, OEM equipment, and terrestrial and wireless networking, in local and/or wide area contexts.

Judging will be based on the demonstrated achievement of engineering excellence through delivery of benefits to the users and community; innovation, environmental sustainability, sound engineering, commercial viability, quality, and notability in comparison to world's best practice.

Software and Embedded Systems

This category provides for successfully developed and applied products, projects, services, and developments in embedded control, monitoring and software systems. This includes an individual or team effort in the analysis, design and development of software, hardware, microelectronics, computer applications and embedded systems including digital, analogue and mechanical sub-systems for portable / fixed / or mobile devices and/or OEM equipment that are cost, power and real-time sensitive and exhibit value-added functionality through intelligent software.

Judging will be based on the demonstrated achievement of engineering excellence through delivery of benefits to the users and community; innovation, environmental sustainability, sound engineering, commercial viability, quality, and notability in comparison to world's best practice.

Products, Manufacturing Facilities and Processes

This award recognises excellence in any aspect of manufacturing where Australian engineering work has made a vital contribution. It covers all industry sectors (so clothing, foods, software, leisure, rural and health care products are eligible, as well as consumer products, the process industries and products for transport, mining and construction) and all scales of operation (from low-volume custom products to multiple units to commodity products). "Facilities" embraces the complete range from a single item of manufacturing

equipment to an entire factory. "Processes" can include information or management systems, provided they relate to manufacturing.

To be accepted for this category, the products, facilities or processes must have been "active in the market place" for a sufficient time to demonstrate a proven commercial track record. Without this level of commercial maturity, the entry would be regarded as still at the "idea" or "design" stage and therefore be re-classified (for example into the category for "Innovations and Inventions").

Environment & Heritage

Ecological sustainability is an integral part of this category and good engineering practice. The award recognises engineering activities particularly directed to achieve improvements in the quality of life, to protect our natural environment, or conserve our engineering heritage, to assess and mitigate environmental impact and to remediate environmental damage.

The Award recognises projects that deliver direct benefits to the environment or conservation, or projects and/or products that have been carefully completed with minimum disturbance or positive benefits to the environment.

The Award also recognises excellence in the conservation and recording of items of heritage significance; in recording engineering accomplishment and the development of technology; or in education and raising awareness in engineering heritage and achievements.

Welfare, Health and Safety

This category specifically recognises engineering activities, which address the welfare, health and safety of people. Examples may relate to all aspects of safety and training in engineering construction; design and development of ergonomic products; innovative safe work practices; and activities in the field of biomedical engineering.

Education and Training

This category specifically recognises engineering activities, which address the education and training of people. Educational activities may include innovative engineering courses, subjects, projects or other innovative educational initiatives. Training may include formal, work-life and on the job / workplace educational activities.

Innovations & Inventions

Most excellent engineering projects or activities involve considerable innovation. The Innovations & Inventions scope in this category is for projects and activities that could not have proceeded without a fundamental innovation of engineering knowledge or a technology. It also aims to recognise engineering inventions of any type that have been developed by an engineer to the point of practical application.

Research & Development

This category looks at the means by which innovative ideas are applied. R&D consists of reviewing existing engineering knowledge, formulating new engineering ideas and concepts, and testing and developing them

by analysis or experiment. Research outcomes can include new artefacts, systems, products, processes, techniques, materials and business plans.

Project Awards

Project Management

This category provides for the management of a project or an engineering work which achieves client requirements in harmony with the environment, business and community considerations, while meeting time, cost and quality targets.

Infrastructure Projects

This category provides for projects in any engineering discipline, which provide facilities or amenities for the use by, service of or service to the community. This includes facilities for transport (bridges, roads, bus ways, railways), water, sewerage, energy, waste, chemical treatment, communications, defence, transmission of electricity and gas.

Building & Structures

This category covers building and structures of all types ranging from offices, hospitals, housing, art galleries, museums, retirement and resort villages and city and public buildings to transport terminals, wharfs and sporting or recreational facilities. Modifications and additions to existing buildings and structures of sufficient complexity and engineering challenge are also appropriate.

Small Business Ventures

This category is intended to recognise excellent engineering specifically undertaken in small organisations (less than \$20m turnover and fewer than 100 employees). All fields or engineering and any aspect of a project life cycle will be considered.

Engineering Reports

This category is intended to recognise excellent engineering reflected into investigations and/or reports, where the importance of this work resides in its ability to influence decisions, practices, and future directions. Entries for this category will be accepted from organisations or any size and without limit to the topics covered in the report, analysis or assessment.

Engineering for Regional Communities

Excellent engineering can make major contributions to a regional community. The project or activity should demonstrate how engineers have, by imagination, provided benefits to the economy, environment, and resource development of the lifestyle of a particular community. This award aims to recognise the particular contributions of engineers working in regional areas.

The Bradfield Award

The Bradfield Award recipient is chosen from the winners of all categories. This award recognises the overall finalist which is assessed to have achieved the highest level of engineering excellence.

The President's Award

This award is presented at the discretion of the Sydney Division President for an entry considered outstanding for its engineering and innovative qualities, however may or may not have achieved Excellence within a specific category.

THE ENTRY PROCESS

Entry into the 2008 Engineering Excellence Awards is a two (2) Level process.

Entries may be submitted into a maximum of 2 categories.

After consideration by the Judges, entrants will be notified of their progress and those who qualify will be invited to submit a Level 2 entry. All entrants invited to enter Level 2 automatically become category finalists.

ENTRANCE FEES

Level 1 has a non-refundable entrance fee \$220.00. If entering into 2 categories the entrance fee is \$330.00

Level 2 (finalist) has an additional non-refundable entrance fee of \$880.00. This fee includes two (2) tickets to the Awards Evening. If entering into 2 categories the entrance fee is \$1,320.00

For Level 2, country based entrants, organisations with less than fifteen employees and universities may enter for a reduced additional non-refundable fee of \$330.00. This entry fee includes an Awards Evening ticket for one person.

If entering into 2 categories the entrance fee is \$495.00

All pricing is GST inclusive.

JUDGES AND JUDGING

A panel of judges will be appointed for both entry levels. The judges may seek advice from outside sources when considering particular projects. The judging panel for each award will relate the general judging criteria to the specific attributes of their category. During the course of judging, the judges may be required to call upon the entrants to review the project.

Judges will look favorably upon submissions which demonstrate and give appropriate recognition to the team effort contributions. The judges' decisions in these Awards will be final and no further correspondence will be entered into.

HOW TO ENTER

Level 1 – entries close 28 March 2008

Please consider the Award Category information prior to selecting your entry's category.

1. A clear summary in less than 150 words of your entry's "areas of excellence".
2. In addition, provide between 600 - 1000 words which comprehensively explain the attributes of your entry.
3. Up to three (3) electronic images that will allow the judges to visually distinguish your entry.
4. Individual project entries may be placed into a maximum of two categories. When constructing the written submission referred to in points 1 and 2 above, consideration should be given to the information provided in the "Category Judging Criteria" document.

Whilst on-line entries are encouraged for Level 1, hard copy entries will also be accepted. Hard copy entries should include actual photographs or copies on a CD or DVD.

For a hard copy of the Level 1 entry form, please contact Robyn Worthing on 9410 5612.

Level 2 (finalist) - entries close 20 June 2008

Level 2 entry is by hard copy and applicable only to entrants selected by the Judges to progress to finalist status.

Entrants to submit a concise submission demonstrating the appropriate aspects of the entry, designed to inform the judging panel of the level of engineering merit. Submissions should contain no more than 6000 words or 12 pages.

When a project has been invited to progress to Level 2 in two categories, individual submissions should be written addressing the appropriate category judging criteria. Please refer to the "Category Judging Criteria" PDF document.

The following guidelines outline a suggested format and content of submissions. Note that not all sections will be relevant to your award category. Please use them as a helpful structure only.

Cover Page

The cover page must include:

- The Name of the Project, the Category in which it is entered, and the Entry ID Number. Please state the title of the project as you wish it to appear in forthcoming communications.
- Principal entrant details including the company name and address, entrant name, contact phone numbers and e-mail address.
- Joint Entrant details as above for each Joint Entrant.

Note this information will be used in material published for the Excellence Awards. Please ensure the information is exactly as you wish it to be published.

Content

Executive Summary

Please include a 150 word summary providing a concise description of the entry, which demonstrates the principle elements of its claim for excellence. This summary will be used to promote your project in the showcase booklet distributed on the presentation evening, and in other forms of communications.

Introduce your project then list each 'feature of excellence' in point format followed by a brief statement that explains each feature.

Particular attention should be drawn to aspects where the entry meets/exceeds client or community objectives, demonstrates improvement to the economic wealth, job creation, social equity and environmental needs of these parties.

We suggest that you review the project with your team, experienced staff from your company not directly involved in the projects, clients and others to itemise up to six features of your entry. These items may demonstrate:

- The overall nature of your project
- Elements which required complex engineering or resolution of problems
- Elements requiring complex co-ordination
- Innovative engineering solutions
- Unique design solutions
- Resolution of an engineering problem in the context of economic, financial, social, environmental or other constraints
- Performance against critical client targets

Description of Entry

This section should describe the entry in a precise and logical manner so that the reader can understand such aspects as:

- Must include details of other parties
- Reasons for development of the activity, product or project
- Client and potential users
- Engineering features
- Objectives and performance targets
- Innovations, unique designs or unusual applications of engineering technology and materials
- Relationships with previous projects, products or developments
- Aspects to meet particular community, environmental or other concerns
- Features that provide for excellence in engineering performance

Technical data / Information

This section is suggested where a summary of technical information/data or specification is necessary to gain an adequate understanding of the entry. In many cases sufficient information may be included in the previous section. This section should address criteria described for the category being entered

Normally this section would present information in the form of summary tables of data or information. If extensive information is provided this should be appended to the submission and summarised only in this section. This section should be no more than 1 or 2 pages.

Control Systems or Reviews

Nearly all engineering activities must be developed against agreed technical objectives and time, cost and quality targets. In this section the entrant should outline those objectives and targets and indicate the level of performance achieved against them. Items to be included might be:

- Technical objectives relating to Australian or International Standards or client objectives for function or performance
- Cost objectives for an overall project or to meet particular markets
- Time targets or total time of development relevant to targets. If no targets are set, then overall time or production time may be relevant.
- Quality - nearly all engineering activities should now meet the requirements of Australian Standards AS3901 or AS3902.

Your entry may also have used a broad range of techniques such as Total Quality Management and Value Management to assess or monitor engineering performance. If utilised these should be included in your entry.

Resources

Organisation

This section should include:

- The organisation structure of the companies and key consultants or contractors involved in the entry
- A section highlighting the role of the entrant
- The relationship with the client and any external authorities or organisations involved in setting particular performance criteria for the project/product.

People

This should include a list of key personnel stating their positions and roles. Key personnel should include other professionals who had a significant involvement in the project. The roles and responsibilities of the key engineers are to be emphasised.

In some cases the entry will relate to a particular part of an overall development, a component of a project, development from previous work or be a significant component of a product range. In these cases the link should be acknowledged and the contribution of others in setting the wider objectives or previous activities should be recognised.

Similarly, clients can often have a very significant role in encouraging engineering excellence, innovation or performance. We would like to see their contribution clearly acknowledged in the submission.

Plant and Equipment

It may be appropriate to list the plant and equipment. In some cases, particularly in the area of research and development or product development, the development of specific plant and equipment may be a major component of the submission.

Materials

This section could be an indication of material types used or may indicate the special application of a range of materials to perform engineering functions. Where the selection of particular materials was fundamental to achieving an excellent engineering outcome, then this should be discussed.

Other Awards

In many cases activities that demonstrate engineering excellence are recognised by awards in other fields or by other engineering related bodies. This section should include any other awards won by the entry or submissions being made for other awards, for example, the Association of Consulting Engineers, Australia or Royal Australian Institute of Architects awards.

Referees

Entrants are encouraged to include letters of commendation from clients or others who have participated in or benefited from the activity.

As judges may wish to make contact with a client or representative to discuss the features of the activity, achievement of excellence and performance against agreed targets, contacts and telephone/fax numbers would be helpful.

Many engineering opportunities only exist because clients need facilities or services, and excellence relates to the ultimate delivery of the service to the client. We would therefore like to acknowledge your client in award entry summaries or other publicity. Please obtain your clients approval or advise Engineers Australia, Sydney Division if any restrictions apply.

Illustrative Material

High quality visual media in the form of video or photographs is essential. Include, as a minimum, 5 photographs in hard copy or on a CD or DVD. Ideally, video footage should aim to present the project from inception, through development to completion. Videos must be provided in high quality DVCAM, MiniDV or DVD, or PAL colour system, in either regular or wide screen version.

Level 2 entries require four (4) copies of each submission, three (3) bound and one (1) unbound, plus a CD or DVD of the complete written submission. An equal number of copies of supporting material (photographs, discs, videos) should also be included.

When making an entry, entrants will agree to allow Engineers Australia to release copies of submissions, or part thereof, to the media. Entrants also agree to allow Engineers Australia to use submission material in any written, audio-visual, video or media material prepared or distributed by Engineers Australia for the Engineering Excellence Awards or related promotional activities.

AWARDS PRESENTATION EVENING

Winners of the 2008 Engineering Excellence Awards will be announced at a formal black tie gala evening on Friday 19 September 2008.

KEY DATES

Level 1 Entries Due:	Friday 28 March 2008
Level 2 Entries Due:	Thursday 20 June 2008
Judging:	July – August 2008
Awards Evening:	Friday 19 September 2008

DELIVERY ADDRESS DETAILS

Robyn Worthing

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Level 3, 8 Thomas Street
CHATSWOOD NSW 2067
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ENQUIRIES

Robyn Worthing

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