

**Strategy Capabilities
APPLICATION FORM**

Business name:

(insert here)

(insert here)

SCHEME CAPABILITIES

Please tick the capability/capabilities applied for. If you tick more than one capability, you will need to provide additional project examples to support each capability.

OFFICE PROFILE

In this section, please describe the values and attributes of your office. You should consider in your response, how your firm will contribute effectively within the complex government environment

Which strategic capability (or capabilities) is your firm applying for?

1. STRATEGY

- a) Project Initiation: Definition, Justification, Risk Assessment
- b) Project Governance and Management
- c) Business Case Development
- d) Financial and Economic Analysis
- e) Stakeholder Engagement and Management
- f) Strategic Planning
- g) Aboriginal Cultural and Spatial Intelligence

What is your firm's work ethos? Describe your core capabilities and values.

(75 words)

What is your firm's strategic methodology? How does this approach add value to a project?
How does it lead to innovation?

(75 words)

How does your team work with diverse stakeholder groups?
What are your skills and attributes that contribute to successful collaboration?

(75 words)

TYPE OF PROJECTS

Tick the project typologies that your office has experience with. Estimate the percentage of projects undertaken in your office for each typology.

Project Type (Office Experience)

Tick	%	Abbrev.	Typology	Examples
		Health	Health and Science	Hospitals, Laboratories - precinct, programs, stakeholders
		Education	Educational facilities	School, Tertiary, TAFE - precinct, curriculum, community
		Sport/Rec.	Sport and Recreation	Sport & Entertainment - venue strategy & operation
		Community	Community Engagement	Aboriginal and Torres Strait Islander engagement
		Cultural	Cultural Events and Facilities	Festival, Public Art, Theatre, Religious – events, logistics, community engagement, competitions
		Local Park	Local park facilities	Local and district parks and playgrounds
		Nat Park	National park facilities	National park infrastructure strategies - tracks, tourist amenities, bush regeneration, fire & park management
		Justice	Justice Facilities	Courts, Police, Juvenile Justice, Corrections
		Heritage	Heritage Facilities	Adaptive reuse, heritage restoration, interpretation
		Defence	Defence Facilities	Munitions depot, Training campus, Ports, Barracks
		Transport	Transport Facilities	Airport, Bus interchange, Train Station
		Multi Res	Residential Apartment	Medium/high rise apartment development
		Commercial	Commercial	Retail, Industrial – planning, phasing, management
		Urban	Precinct Masterplan	Town Centre Revitalisation, Urban Renewal, Precinct Scale
		NGO	Not for profit sector	Not for profit and charity sector projects
		Other		(Please specify)

AWARDS

List here the key industry awards that your firm has achieved within the last 5 years. Please use bullet points and include:

- Year of award
- Name of award
- Category
- Project (if applicable)section

Professional and Industry Awards

(maximum 100 words)

KEY PERSONNEL

Evaluation Criteria 10.1 (a) as per Scheme Conditions

List key personnel working within your office including directors, team leaders, specialist staff. Include any relevant qualifications or professional memberships, including any nominated and/or registered professionals.

Please note that CV's are not required as part of this application but may be requested by buyers on a project-by-project basis.

Key Personnel, Qualifications & Associations Membership Details

Name	Position	Qualifications & Association Memberships	Nominated Capability e.g. Strategy f) Strategic Planning

HOURLY RATES

Evaluation Criteria 10.1 (h) as per Scheme Conditions

The hourly rates specified in this application shall remain fixed for an initial 24-month period. After that time, an application may be made by a Service Provider in accordance with the Scheme Conditions to change the hourly rates specified in an application

Nominated Hourly Rates

Nominated Work Category e.g. Strategy c) Business Case Development	Level of Personnel/Position (e.g. Partner, Lead Architect)	\$ Per Hour

WORK EXPERIENCE 1

(Insert project name here)

(Insert project name here)

Capability applied for (please tick):

Strategy	Project Initiation: Definition, Justification, Risk Assessment	
	Project Governance and Management	
	Business Case Development	
	Financial and Economic Analysis	
	Stakeholder Engagement and Management	
	Strategic Planning	
	Aboriginal Cultural and Spatial Intelligence	

Project function (please tick):

Health	Defence	Community	
Education	Transport	Multi Res	
Sport/Rec.	Justice	Commercial	
Cultural	Heritage	Urban	
Local Park	Nat Park	NGO	

Scope completed (please tick):

Initiation	
Planning and Development	
Procurement	
Delivery	
Operation	

Project Example 1 – Overview

Client Contact:	Name:	Tel:
Client Organisation:		
Project Duration and Completion date:		
Project Contract Value:	\$ (incl GST)	Engagement Fee \$ (incl GST)
Project: Provide a short description of the project, including site context, scope and strategic outcomes.		
(maximum 75 words)		
Process: Describe how your firm approached this project. How was complexity managed? How did you respond to or enhance the client's brief? How did your process contribute to innovation?		
(maximum 75 words)		
People: Describe how your team engaged with the client and stakeholders. How did you manage conflict? How did you mitigate risk? How did the project respond to the needs of the client and the community?		
(maximum 75 words)		

WORK EXPERIENCE 1

(Insert project name here)

(Insert project name here)

General Note: Please provide drawings, images or sample documentation from your project. This may include executive summaries, tables and diagrams, research and analysis, photographs of process and outcomes and other evidence of work. Please include at least one sheet that explains the project in its site context.

Format note: Applicants can replace these sheets with their own branded sheets. The format required is A4 landscape orientation, and the number of sheets must not exceed the number provided in this application form.

WORK EXPERIENCE 1 – SITE CONTEXT

A large empty rectangular box with a black border, intended for applicants to provide drawings, images, or sample documentation related to their project's site context.

WORK EXPERIENCE 1 – OUTPUT SAMPLE

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WORK EXPERIENCE 1 – OUTPUT SAMPLE

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WORK EXPERIENCE 1 – IMAGES

A large, empty rectangular box with a thin black border, intended for pasting images related to work experience.

CLIENT REFERENCE 1

Project name: **(Insert here)** _____

Client name: **(Insert here)** _____

Client Organisation: **(Insert here)** _____

Client mobile No: **(Insert here)** _____

Client signature: **(Insert here)** _____

As the client who paid for this service, did the Service provider meet your expectations?

Did the service provider meet your expectations in the following areas?	U = Unsatisfactory M = Marginal A = Acceptable G = Good S = Superior					
	N/A	U	M	A	G	S
Requirements: Demonstrated understanding of your needs and project requirements						
Time Management: Kept the project on time to achieve milestones, overcome delays and report progress within the planned time frame						
Cost: Met agreed budget. Actual cost did not exceed cost estimate without prior agreement						
Personnel: Provided and managed suitable staff with skill and experience for the project						
Cooperative Relationships: Developed and maintained co-operative relationships between key stakeholders. Demonstrated a commitment to resolving issues						
Communication: Provided appropriate level of reporting and feedback throughout the project						
Quality Outcomes: Services completed to the agreed standards. Delivered the finished as per agreed quality standards						
Overall Standard of Service: Met the brief, budget, provide value for money, with no over servicing or under servicing						
Recommendation: Would you recommend the Service Provider for similar type of work?	YES			NO		
Overall comment: How was the overall design process? Was the applicant good to work with? How did the Service Provider enable you to realise a vision and/ or enhance your project brief? (maximum 100 words)						

WORK EXPERIENCE 2

(Insert project name here)

(Insert project name here)

Capability applied for (please tick):

Strategy	Project Initiation: Definition, Justification, Risk Assessment	
	Project Governance and Management	
	Business Case Development	
	Financial and Economic Analysis	
	Stakeholder Engagement and Management	
	Strategic Planning	
	Aboriginal Cultural and Spatial Intelligence	

Project function (please tick):

Health	Defence	Community	
Education	Transport	Multi Res	
Sport/Rec.	Justice	Commercial	
Cultural	Heritage	Urban	
Local Park	Nat Park	NGO	

Scope completed (please tick):

Initiation	
Planning and Development	
Procurement	
Delivery	
Operation	

Project Example 2 – Overview

Client Contact:	Name:	Tel:	
Client Organisation:			
Project Duration and Completion date:			
Project Contract Value:	\$ (incl GST)	Engagement Fee	\$ (incl GST)
Project: Provide a short description of the project, including site context, scope and strategic outcomes.			
(maximum 75 words)			
Process: Describe how your firm approached this project. How was complexity managed? How did you respond to or enhance the client's brief? How did your process contribute to innovation?			
(maximum 75 words)			
People: Describe how your team engaged with the client and stakeholders. How did you manage conflict? How did you mitigate risk? How did the project respond to the needs of the client and the community?			
(maximum 75 words)			

WORK EXPERIENCE 2

(Insert project name here)

(Insert project name here)

General Note: Please provide drawings, images or sample documentation from your project. This may include executive summaries, tables and diagrams, research and analysis, photographs of process and outcomes and other evidence of work. Please include at least one sheet that explains the project in its site context.

Format note: Applicants can replace these sheets with their own branded sheets. The format required is A4 landscape orientation, and the number of sheets must not exceed the number provided in this application form.

WORK EXPERIENCE 2 – SITE CONTEXT



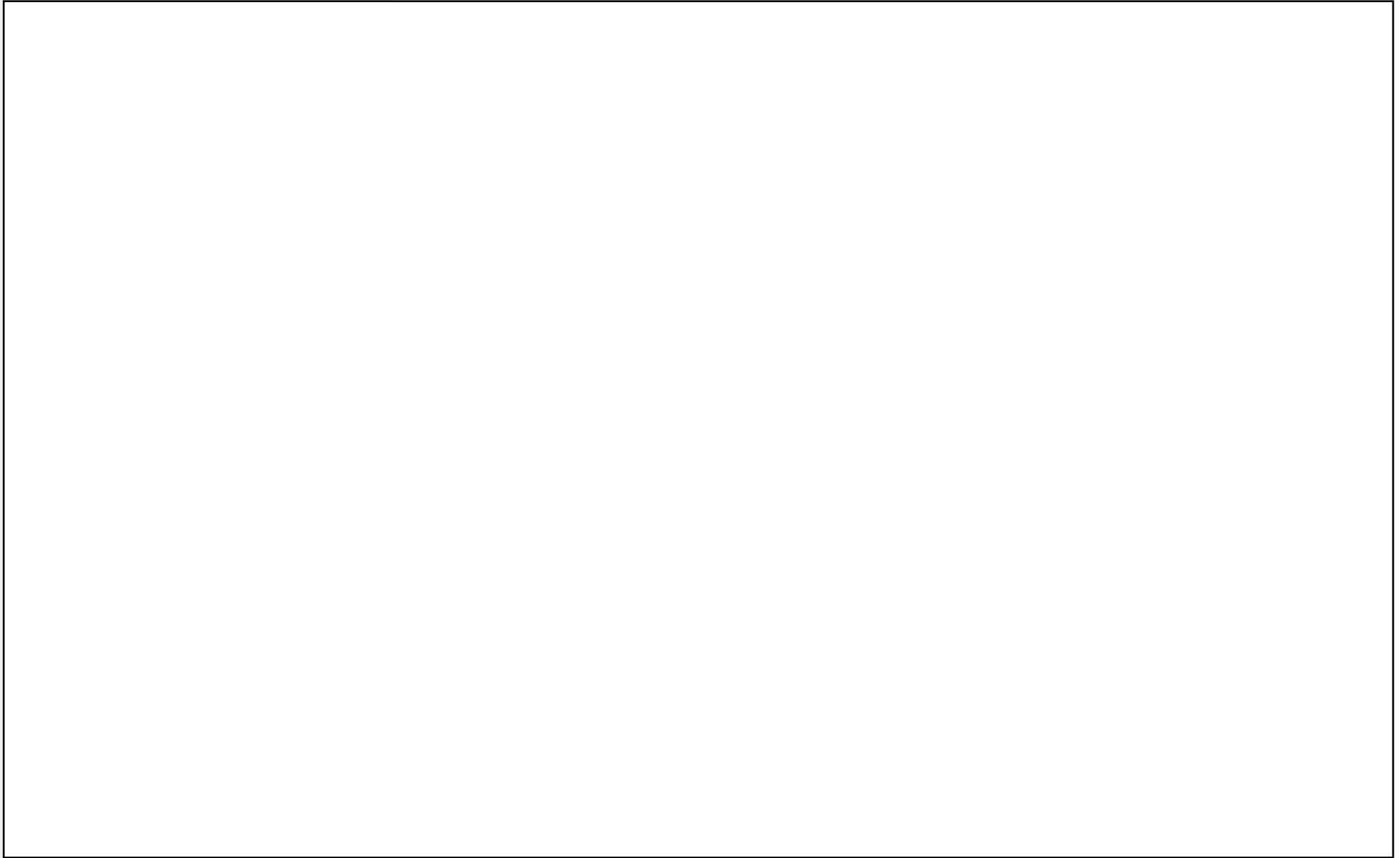
WORK EXPERIENCE 2 – OUTPUT SAMPLE

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WORK EXPERIENCE 2 - IMAGES

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CLIENT REFERENCE 2

Project name: **(Insert here)** _____

Client name: **(Insert here)** _____

Client Organisation: **(Insert here)** _____

Client mobile No: **(Insert here)** _____

Client signature: **(Insert here)** _____

As the client who paid for this service, did the Service provider meet your expectations?

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Overall comment: How was the overall design process? Was the applicant good to work with? How did the Service Provider enable you to realise a vision and/ or enhance your project brief? (maximum 100 words)						

WORK EXPERIENCE 3

(Insert project name here)

(Insert project name here)

Capability applied for (please tick):

Strategy	Project Initiation: Definition, Justification, Risk Assessment	
	Project Governance and Management	
	Business Case Development	
	Financial and Economic Analysis	
	Stakeholder Engagement and Management	
	Strategic Planning	
	Aboriginal Cultural and Spatial Intelligence	

Project function (please tick):

Health	Defence	Community	
Education	Transport	Multi Res	
Sport/Rec.	Justice	Commercial	
Cultural	Heritage	Urban	
Local Park	Nat Park	NGO	

Scope completed (please tick):

Initiation	
Planning and Development	
Procurement	
Delivery	
Operation	

Client Contact:	Name:	Tel:
Client Organisation:		
Project Duration and Completion date:		
Project Contract Value:	\$ (incl GST)	Engagement Fee \$ (incl GST)
Project: Provide a short description of the project, including site context, scope and strategic outcomes.		
(maximum 75 words)		
Process: Describe how your firm approached this project. How was complexity managed? How did you respond to or enhance the client's brief? How did your process contribute to innovation?		
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People: Describe how your team engaged with the client and stakeholders. How did you manage conflict? How did you mitigate risk? How did the project respond to the needs of the client and the community?		
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WORK EXPERIENCE 3

(Insert project name here)

(Insert project name here)

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WORK EXPERIENCE 3 – SITE CONTEXT

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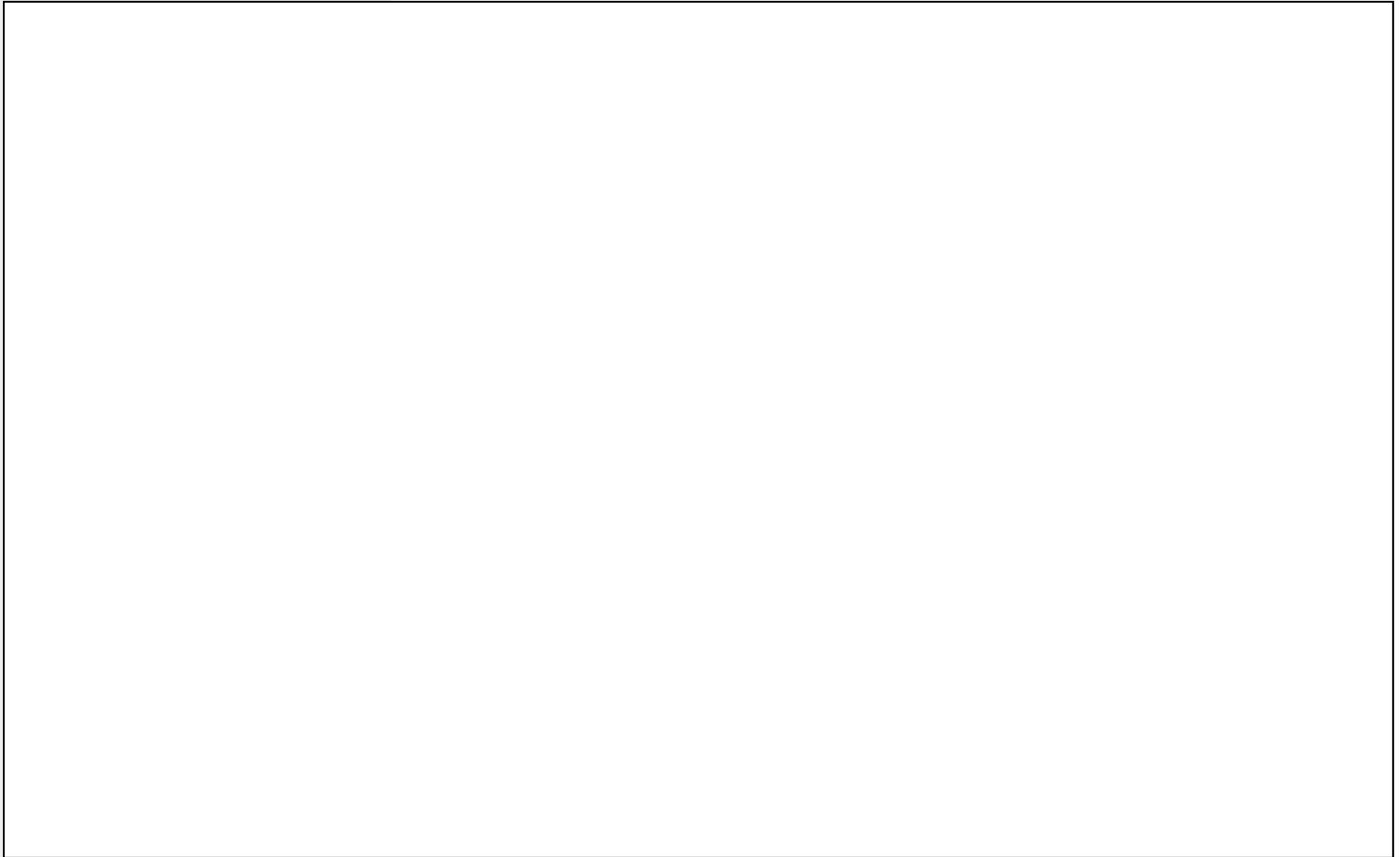
WORK EXPERIENCE 3 – WRITING SAMPLE

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WORK EXPERIENCE 3 – DRAWING/ DIAGRAM

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WORK EXPERIENCE 3 – IMAGES

A large, empty rectangular box with a thin black border, intended for pasting images related to work experience.

CLIENT REFERENCE 3

Project name: (Insert here)

Client name: (Insert here)

Client Organisation: (Insert here)

Client mobile No: (Insert here)

Client signature: (Insert here)

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