



CIVIL CONTRACTORS FEDERATION
EARTH AWARDS
Excellence in Civil Construction



CIVIL CONTRACTORS FEDERATION 2024 EARTH AWARDS OPERATIONS & FUNCTIONS GUIDELINES

The CCF Earth Awards have the specific aim of recognising and rewarding excellence in civil construction. The awards recognise civil construction companies who have recently been involved in a project which has excelled in:

- Project & Construction Management
- Innovation
- People Development & Training
- Quality
- Safety
- Environment
- Stakeholders

The awards are divided into seven categories according to the value of the projects – ***note that each project category value is GST inclusive***. This reflects the general break-up of work done in the civil construction sector:

- Project value Up to \$2M
- Project value \$2M to \$5M
- Project value \$5M to \$10M
- Project value \$10M to \$30M
- Project value \$30M to \$75M
- Project value \$75M to \$150M
- Project value greater than \$150M

Entry Fees

Entry fees are invoiced by and paid directly to the respective states/territories. It remains as state/territory income to assist with the cost of local Earth Awards operations (i.e., judging costs). States/territories may choose to charge or not charge entry fees at their own discretion; the approach must however be consistent across all entries for that state/territory. All fee prices on the following page include GST.

CATEGORY OF THE ENTRANT'S PROJECT	STATE/TERRITORY MEMBER PRICE	NON-MEMBER PRICE
Project value Up to \$2M	\$300	\$600
Project value \$2M to \$5M	\$600	\$1200



Project value \$5M to \$10M	\$1200	\$2400
Project value \$10M to \$30M	\$1800	\$3600
Project value \$30M to \$75M	\$2300	\$4600
Project value \$75M to \$150M	\$2600	\$5200
Project value greater than \$150M	\$2900	\$5800

Conduct of the Awards

The Earth Awards is the signature awards night for CCF nationally and the civil industry in Australia. As such, the CCF National Board provides strategic direction for the CCF Earth Awards program. In 2024 the day-to-day activities will be administered by the nominated representatives from each CCF State/Territory. The CCF National Office administers the Earth Awards procedures; however, activities for functions are at a state/territory level. CCF National is not providing any funding to states/territories in relation to conduct of the Earth Awards or the state/territory functions. There is a single set of criteria, against which all entrants will be judged. All issues and queries in relation to the Earth Awards are to be directed to CCF National.

Promotion of the Awards

CCF States/Territories are requested to promote the awards through a range of state/territory communication mediums with members and the wider industry. Sponsors are to be recognised as the facilitators of these awards for the improvement of the industry as a whole through individual projects and achievements. The Earth Awards logo and will be provided to assist in same. Sponsor logos can be used on the presentation videos at the state/territory event. **NOTE:** Sponsors logos are to be removed from media presentations that are sent to CCF National as it is not possible to promote state/territory sponsors at the national event.

Governance

The Earth Awards state/territory series is managed by the individual CCF states/territories. This includes:

- All state/territory events being completed by the end of August each year.
- Abiding by the Earth Awards style guide (any changes should be approved by the national office and/or national board where relevant).
- Earth Awards state/territory administration.
- State/territory judging.
- State/territory Earth Awards presentation function.
- Providing the state/territory award winners' details and their project submissions to CCF National for judging when the state/territory judging is completed (this will be held in confidence until the



- state/territory event has been held).
- Providing the state/territory event multimedia video (each entry to be no longer than 90 seconds long) of the winning projects the first to CCF national in the working week after the state/territory event. Ensure all State/territory sponsor information is removed from the video, music and video voice-over is to occur when project video begins and not on holding slides.
- Maintenance of a communication line between the state/territory Earth Awards coordinator and the national Earth Awards coordinator.

Governance – National

The CCF national office will be responsible for the following actions/items:

- CCF National CEO will act as the judging coordinator
- CCF National CEO will act as the national coordinator
- Appointment of a national judging panel will be in conjunction with states/territories
- Coordination and administration of national judging activities
- Development of the national awards presentation videos (with input from the states/territories)
- Preparation and release of a national press release following presentation of the national awards
- Coordination of the National Earth Awards event to be held in Canberra on Friday 11th November 2024.
- Preparation and provision of the National Earth Awards certificates for national winners.

Certificates

Certificates for winners and finalists on a state/territory level will be prepared and printed by the state/territory as per the template provided. States/territories will then present and/or distribute as appropriate.

Where there is more than one company named as an entrant, a set of certificates will be created mentioning all companies, with the names rotating to give each entrant prime position.

CCF national will produce a national category winner certificate for each company/companies named as a national category finalist (with the rotation of multiple businesses involved in the one project as per above).

NOTE: Where a joint venture is the national category winner, each company within the joint venture will receive a copy of the certificate.

States/territories should consider providing a low resolution PDF of an individual certificate upon request from participating companies for use in promotional and tender materials.



Earth Awards Style Guide and Use of Logos

The Earth Awards Style Guide is provided to ensure that all designs, logos and fonts for use in marketing and promotional material ensures uniformity for the earth awards branding.

No state/territory may make changes to colours, fonts or use the brand that is not outlined in the Style Guide. If a state/territory wishes to make changes, approval must be granted by CCF national and/or the CCF National Board where appropriate. CCF national will make available a copy of the Earth Awards logo for use in promotional material to all state/territory and national winning companies. The certificates will clearly identify whether the company has been a winner of a state/territory or national award and the year in which that occurred.

State/Territory Award Presentations

State/territory winners in each project value category from each state and territory will be announced between May and August at CCF state events. State/territory presentations will be held in 2024 on:

ACT – Canberra	31 May
NSW – Sydney	14 June
NT – Darwin	TBA
TAS – Hobart	30 August
SA – Adelaide	TBA
QLD – Brisbane	9 August
VIC – Melbourne	TBA
WA – Perth	20 September
NATIONAL – Canberra	TBA

The national winners in each project value of the earth awards will be announced at the CCF National Earth Awards event in Canberra. The date of this event will be announced soon.

Expression of Interest Register

States/territories are to maintain a register ensuring all information provided from an entrant is completed correctly and in full. It is critical that this information is correct as it will be used for any finalist and winner certificates as well as the finalist video production.

Eligibility

1. The awards are open to all Australian civil construction companies.
2. A project is eligible for the Earth Awards if it is completed in the 12 months to 31 March in the year of the awards; or have reached “practical completion” level (as defined in AS4000 1997) at 31st March in the year of the Awards.
3. The Awards are open to:



- a. A single principal contractor
 - b. Two or more contractors engaged in a joint venture to construct the project (N.B. one point of contact in the joint venture must be nominated by the entrants).
 - c. The partners to an alliance or PPP (Public Private Partnership).
Note 1. One point of contact must be nominated by the entrants.
Note 2. Where an alliance or PPP project is entered, the entry must include the all project construction contractor/s.
4. Entries must be received at the appropriate state/territory office by the set closing date provided by the state/territory. If after this date EOIs may be considered as eligible at the discretion of the CCF National judging coordinator.

Entering the Awards

An Expression of Interest (EOI) document must be lodged by the required date. This can be done by completing an EOI form online and/or by direct contact with the state/territory awards coordinator who may complete the preliminary checklist, on behalf of the entrant. The state/territory awards coordinator or a delegated officer shall explain the process to potential entrants where they will be asked questions to ensure all details provided by the entrant on the EOI are current and correct. This would normally be done by phone or direct contact. On receipt of the EOI the state/territory coordinator should email the entrant thanking them for their EOI and provide them with the submission guidelines.

The submission guidelines will include:

- Closing date for submissions
- Payment details (section to be completed by each state/territory)
- State awards event and coordinator contact details (section to be completed by each state/territory)
- Privacy & confidentiality statement form.

The state/territory awards coordinator will check the quality of the submitted digital photography and video to ensure that it is of a high enough quality and that a sufficient amount of images are provided.

Entrant Submissions

The completed Earth Awards submissions assist the judges to be familiar with the project and to know what the entrant considers as the strong points of the entry. The maximum word count for a submission is 8,000 words, allowing entrants to describe particular criteria as they see fit, however, it is important that an entrant accurately describes how the project addresses each of the criteria. Entries which depart radically from the criteria or fail to answer the specific information requested may be marked down or disregarded.



Entry Submissions Must Include:

- Project name – as it should appear on an awards certificate.
- Project value (including GST).
- Role of the company.
- Name of the entrant – if this is an alliance, then list the names of the companies that make up the alliance. If joint entrants, clearly identify the companies involved.
- Roles and names of consultants and principal – where an entry is from more than one party, the entry should clearly state the names of all of the partners involved.
- Project description, including the: type, size, total cost, impact on the community; and project specific actions relevant to the evaluation criteria.
- Concise and specific details of the project cost and timing schedule (including completion date).
- Client requirements, which should be limited to major considerations. Where relevant, include a statement from the client on how well the project met its needs, time requirements and budget constraints.
- Description of features and solutions that indicate meritorious and/or innovative construction and/or environmental solutions, as distinguished from what would be regarded as standard construction practice and professional competence.
- A script of 130-140 words (one continuous paragraph with no dot points, giving an overview of the project) must be included alongside the submission with relevant images/videos (20-30 hi-resolution images and/or a video no longer than 90 seconds) that will be used to create the finalist video presentation (should you be selected as a finalist at a state and/or national level). These items should be clearly labelled by the entrant.
- Any images that are of relevance to the submission (i.e., before, during and after progress shots) that should be considered in the judging process must be *included in the body of the submission* (as well as being provided as separate files accompanying the submission).
- Note: the project overviews describing the project and its most noteworthy features are used for promotional purposes including media releases.

Photographs / Video

- Wherever possible / practicable, entrants should support their entry with photos (before, during and after) which demonstrate the progress of the project.
- Their submission is to be provided on 2 x USB3 that contains a minimum of 20 high resolution digital photos (no more than 30) and digital video material is also accepted and very much appreciated (no longer than 90 seconds).
- By signing the privacy & confidentiality form and providing this to CCF the entrant gives permission to CCF to use images and content for industry promotion and the promotion of the Earth Awards. Entrants are requested to identify material where they wish to withhold permission (marked **confidential – not for publication**).



Judging

Earth Awards submissions are judged against the common set of criteria. Each state/territory establishes a judging panel to assess entrants' submissions on an entry by entry basis. State/territory winners in up to seven project value categories are identified to receive a state/territory project value category Earth Award. Winners at the state/territory level are judged in their category to identify the National Earth Awards winners.

The state/territory and national judging panel should include:

1. A chief judge who is a qualified civil engineer with extensive and recent (preferably within last 5 years) practical experience in civil construction.
2. Supporting judge/s with recent and strong practical expertise in civil construction across a variety of areas; they do not necessarily need to be formally qualified.

Judging Criteria

Submissions will be assessed against the following criteria:

1. Project & Construction Management (30%)

- a) Project planning and management
- b) Construction excellence and industry best practice
- c) Technical complexities
- d) Project timing/milestones and budgets

2. Innovation (20%)

- a) Innovation concept and implementation

People Development & Training (10%)

- a) Initiatives / programmes / recognition

2. Quality (10%)

- a) Planning management and outcomes

3. Safety (10%)

- a) Planning management and outcomes

4. Environment (10%)

- a) Planning management and outcomes



5. Stakeholders (10%)

- a) Planning management and outcomes.

CCF State/Territory Judging

1. A state/territory judging panel should consist of a chief judge and at least one other judge. In order to avoid the potential for conflicts of interest, it is suggested a third judge be nominated prior to judging commencing. Please note the recommended criteria for judges (refer above).
2. Judging is initially carried out at a state/territory level and comprises a review of the entry submission and potentially a site visit by the state/territory judging panel.
 - a. Ideally, each entry is to be visited plus an interview with the entrant, after the preliminary checklist is assessed. Where there is logistical difficulty in visiting the site to judge, the state/territory awards coordinator in consultation with the entrant and chief judge may recommend that a site visit not take place however a formal interview process is to be undertaken with the entrant.
 - b. The state/territory awards coordinator and chief judge confer on the judging interview program and process. The need for additional help in judging is assessed and provided by the state/territory if necessary.
 - c. The state/territory coordinator makes arrangements for the judges to visit each entry at the project and/or (refer point 2a above) where necessary at their office or offices.
3. If the state/territory judges consider the quality of information contained in the submission is not of appropriate quality or achievement, they may choose not to proceed with a site inspection or the presentation.
4. A 'pass mark' of 50 out of 100 points must be achieved before a state/territory winner can be awarded.
5. State/territory judges evaluate and score each project in accordance with the judging criteria.
6. Judging for all states/territories must be completed as determined by state/territory awards.
7. State/territory winners automatically become national finalists.
8. The state/territory Earth Awards coordinator is to notify the national office of the state/territory winners when state/territory judging is completed and:
 - a. That state/territory chief judges must complete a summary of state/territory judging assessment sheets for archive purposes.
 - b. The state/territory chief judge is to prepare a short bullet point report emphasising the strengths and weaknesses of each winning project with reference to each of the criteria; this is to be forwarded with the winning entries to the national coordinator.
 - c. Contact details for the state/territory chief judge are to be provided to the national coordinator to enable contact by the national chief judge should that be required.



9. On the first working day following the state/territory awards presentation event, the state/territory is required to forward to the national coordinator the state/territory multimedia (submissions and supporting files, expression of interest forms, signed confidentiality forms, video resyncing forms and state/territory coordinator checklist) on a USB 3.

CCF National Judging

1. The national judging panel will review and assess all state/territory winners.
 - a. The national judging panel shall consist of a chief judge and at least one other having the same qualifications and experience levels, as expected at state/territory level.
 - b. The judging panel may contact (by phone or email) the state/territory chief judge and the relevant entrant representative if clarification is required on any point.
2. The national judging panel will be provided with the submissions of the state/territory winners in each category by the national coordinator together with the written report provided by the state/territory chief judge. The national judging panel will assess all state/territory winners and may contact the state/territory chief judge and/or the representative of the state/territory winner to seek clarification.
3. National winners will be determined and announced at the National Earth Awards to be held in Canberra on a date to be advised soon..
4. Each CCF state/territory shall communicate with and coordinate to ensure a representative/s from each national finalist company are in attendance at the national function.

Earth Awards Presentation Dinners

Timing

All states/territories will hold their events prior to the end of August.

Finances

All states/territories will fund their own Earth Awards dinner presentation event.

Set-Up and Pack-Up

Set up and pack up is the responsibility of the state/territory.

Name Tags and Registration

It is the state/territory's responsibility to provide all name tags for their function.

Run Sheets



The run sheet template below has been developed for you to use as a guideline when planning the event. All states/territories are encouraged to present the awards in a dinner format. It is each state/territory’s responsibility to create a run sheet for their event.

Earth Awards Dinner – Indicative Run Sheet

1830 to 1900	Pre-Dinner Drinks
1900 to 1910	Guests Seated
1910 to 1915	MC Welcome
1915 to 1920	Function Sponsor Address
	Earth Awards Intro Video
1920 to 1945	Entrée Served 15 Min.
1945 to 2015	Guest speaker or Entertainment
2015 to 2100	Main Course Served 45 Min.
2100 to 2130	Earth Awards Presentations
2130 to 2200	Desserts served (Official EA Photos)
2200	Coffee Served
2200 to 2330	Entertainment and Networking

Table Theme Package

Please find below a list of event requirement with specifications on who is responsible for providing them. The requirements below list what is required per table.

White Tablecloths	Provided by venue and organised by state/territory
White Napkins	Provided by venue and organised by state/territory
Program/Menu	Coordinated and printed by state/territory or venue
Centrepieces (Optional)	Provided by state/territory at their discretion and cost
Chair Covers (Optional)	Provided by state/territory at their discretion and cost

Each state/territory will maintain the above theming to ensure the standard of excellence required for the CCF Earth Awards series.

Banners, Backdrop and Screens

It has been noted that each state/territory has differing set-ups; therefore stage backdrops can be of your own styling. However, it is a requirement to include in the production schedule a minimum of one (preferably two) large screen/s for the awards presentation photos and videos. States/territories are required to display a CCF Earth Awards 2024 ‘holding screen’ logo at various times during the function; these times are noted in the detailed run sheet.

States/territories are required to ensure there is a suitable location at the venue where “group photos” of the winning teams can be taken. Please work with your photographer to identify this location. Your



Earth Awards multimedia video will need to be supplied by a professional AV company, sourced and engaged by each state/territory. If this can't be achieved, state/territory coordinators are at liberty to team with another state/territory to have their video produced through their supplier.

Sponsorship

States/territories are to enter into local agreements for function sponsorship. It is recommended that all sponsorship arrangements are formally documented and signed off by the state/territory CEO and sponsor representative. A Sponsorship Agreement should be used. However, the CCF Earth Awards logo and styling is to always be the lead design to ensure continuity across all states/territories. States/territories may elect to secure sponsorship to any aspect of their events.

Sponsorship Opportunities

Following is a list of potential sponsorship opportunities (guide only):

- Function Principal Sponsor
- State Earth Awards Principal Sponsor
- State Earth Awards Supporting Sponsors
- 7 x Project Value Category Sponsors
- Table Sponsors
- Judging Sponsors (Be Cautious of any Conflicts of Interest)
- Silent Auction: Proceeds to Charity.

Sponsorship Recognition at the Event

States/territories are at liberty to make appropriate arrangements with sponsors both at the Earth Awards function and in pre and post function marketing activities.

Please note:

1. The Earth Awards logo holding slides must be shown on screen regularly in the lead up to the Earth Awards presentation segment of the event.
2. The Earth Awards logo holding slides must be given prominence immediately before (as the MC introduces the segments) and during the presentation of Awards.
3. The logo will need to have prominence in the multimedia presentation of the awards entries.
4. States/territories are at liberty to adjust the project value category introduction PowerPoint slides to include their category sponsor logos.
5. Sponsor logos can be used in state/territory media videos/ PowerPoint slides however the sponsor logo needs to be deleted before being issued to National.



Awards and Presentations

States/territories are required to determine who is to be involved in the presentation of the awards to the entrants i.e. state/territory judges, state/territory presidents, project value sponsors. It is recommended that awards presenters are briefed on how they are to do this prior to the function.

Photography

States/territories are required to engage, at their cost, a professional photographer to take appropriate photographs of winners receiving certificates and winning teams. The photographer will need to be on site to capture the awards presentation (on-stage) including individual shots for the state/territory and national media releases. As previously mentioned, a specific space for group winners will need to be identified prior to the event and advised to relevant parties.

Multimedia Requirements

States/territories are responsible for the development and production of the multimedia material for their Earth Awards presentation. This will include the following items:

- Engagement of a professional multimedia provider to:
 - Compile still and video footage for each entry to provide approximately a 60-90 second, high definition video clip (1080P or 25 frames a second) of each project. Please note that you will need to liaise with your multimedia provider regarding their development time requirements and deadlines.
 - Develop and edit an appropriate voiceover/music script to accompany each video clip.
 - Ensure voice over and music is applied only to the project video and not over holding slides.
 - Insert at appropriate locations in the video footage the provided holding slides introducing categories and winners.
 - The banner on the video to be on the lower 3rd of the video (no more than a ¼ of the screen).
 - No sponsors to be displayed on the project video (if this is done it needs to be removed prior to sending to national).
 - Provide your event audio visual company with the above material, in USB format.
- Please ensure that you work with your multimedia provider to review the material before final release to ensure that the voiceover, as far as possible, matches the scenes depicted on the video for that entry and that all details on the voiceover relate correctly to the particular entry.

Audio Visual Production (For Event)

It is each state/territory's responsibility to arrange the audio visual provider for the event and be on-site for sound check and run through, immediately prior to the function.



Please advise your AV supplier that all multimedia and holding slides will be provided to them from your multimedia provider and will be in a standard high definition format. Please instruct your multimedia provider to liaise directly with your AV Company to ensure that the presentation is of the highest quality.

The number of entries you have in your awards will determine the length of the video package. If you have multiple entries across each category, it is recommended that you restrict the video time of **each entry to 60-90 seconds**. If you have a lower number of entries, the timeframe can be extended out to approximately 90 seconds maximum.

Presentation Holding and Title Slides

States/territories will be provided with the Earth Awards title slide PowerPoint templates (to introduce the Earth Awards project value categories). The generic Earth Awards title slide will need to be shown on screen during the introduction to the presentation segment and where shown on the detailed run sheet. The PowerPoint templates will need to be inserted by your multimedia company in the video to differentiate between the project value category entries, you might wish to identify/recognise your project value category sponsors on these slides. Ensure no project voice-over or music is applied to these slides.

Certificates

Certificate templates will be provided to states/territories for their completion to recognise:

- State/territory finalists – A4 printed on quality certificate paper – framing of finalist certificates is at the States/territories discretion
- State/territory category winners - A3 printed on high quality certificate paper – frame provided by the state/territory

Each state/territory will produce (as per the template provided) a printed project value category finalist certificate for each company/companies named as successful in a project value category and for each company/companies named as a project value category winner.

Where there is more than one company named as an entrant, and a set of certificates may need to be created mentioning all companies, with the names rotating to give each entrant prime position. It is the state/territory's responsibility to arrange for framing and distribution of the certificates. A low resolution PDF of an individual certificate can be supplied upon request from participating companies for use in promotional and tender materials.

State/Territory Media Releases

Each state/territory is responsible to prepare and distribute media releases relevant to their state/territory Earth Awards program. In all cases where this is done, the Earth Awards 2024 Word template must be used.

It is recommended that states/territories do not release any media information regarding the presentation of Awards until 9:00am of the first business day following the awards presentation.



State/Territory Coordinator

States/territories are responsible for the effective operation of their local Earth Awards presentation dinner; particularly the promotion, entries, engaging and supporting entrants/client groups and a significant input to the operations of the state/territory functions. The full list of responsibilities is on the following page.

National Coordinator

National Coordinator Responsibilities
Develop and Maintain Earth Awards Operations and Functions Manual
Coordinate the National Earth Awards judging and event
<p style="text-align: center;">Provide States/territories with the following templates:</p> <ul style="list-style-type: none"> • Earth awards operations and functions manual • Expressions of interest forms • Submission guidelines • Privacy & confidentiality statement form • EA coordinators checklist • EA style guide <i>(no changes to the style guide unless approved by CCF National)</i> • Registration form • Judge - Conflict of Interest Statement • EA certificate draft/guide.

Please note: all official documents will be provided only to state/territory CEO's for their subsequent delegation within their state/territory.



State/Territory Awards Coordinator's Responsibilities	Due Date
Confirm with the national coordinator the date and venue for the state/territory awards dinner in 2024	March
Book photographer, entertainment and AV company	Finalise 8 weeks prior to the function
Negotiate appropriate sponsorship for the state/territory function	Finalise 8 weeks prior to the function
Send out Earth Awards invitations to state/territory members and industry stakeholders	As required – preferably upon finalisation of judging, no less than 6 weeks prior to event
Coordinate state/territory multimedia presentations, scripts, voice-overs, photo and video production	Ongoing
Finalise and print Earth Awards printed state/territory invitations	Ongoing
Register and collect fees from all attendees	Ongoing
Advise/provide the national coordinator of the winners	When judging is complete
Finalise state/territory Earth Award certificates; print and frame as required.	2 weeks prior to the function
Provide menu for content in table card and approve copy and arrange printing	2 weeks prior
Develop a detailed run sheet for the function	Finalise 5 working days before the function
Print name tags	Prior to function
Coordinate all aspects of the state/territory event, which may include: <ul style="list-style-type: none"> • Certificate handover • Event run through with MC and AV provider • Running of function F&B/AV • Registration table • Photographer • Entertainment – including sound check and rehearsals • Set-up and pack-up of venue 	Day of event
Forward to the national coordinator within 3-5 business days after the state/territory event with the below items on a USB3 posted to the address listed on the state/territory coordinator checklist (CCF National will advise in early 2024): <ul style="list-style-type: none"> • Completed & signed state/territory coordinator checklist • All winning submissions • All images/videos provided with submissions • Finalist videos created for state/territory awards (with all sponsor logos removed) • Video resyncing forms • Expression of interest forms • Confidentiality forms. 	Within 3-5 working days after the function
Provide finalists and winners with a congratulatory letter containing: <ul style="list-style-type: none"> • National Earth Awards invitation • Media release copy. 	Week following event