



CIVIL CONTRACTORS FEDERATION
EARTH AWARDS
Excellence in Civil Construction

2020 CIVIL CONTRACTORS FEDERATION EARTH AWARDS SUBMISSION GUIDELINES

2020 SUBMISSION GUIDELINES

- The maximum word count for the submission is 7000 words, allowing entrants to address particular criteria as they see fit. However, it is important that you accurately describe 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.

Project Overview

This overview section should include a concise summary of up to 1000 words of the project that succinctly describes the project and its most noteworthy features. It should highlight all of the key aspects covered in the remainder of the submission. It might help if this section was the last to be completed.

Entry Submissions must include information below:

CCF Earth Awards for the ACT is an [online Awards platform](#) process and include the information listed below.

- Project name – as it would appear on an awards certificate.
- Project value (including GST).
- Role of company.
- Name of entrant – if this is an alliance, then list the names of the companies that make up the alliance. If there are joint entrants, then clearly identify the companies involved.
- Roles and names of consultants and the 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: 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 - 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.
- 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).
- 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



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presentation (should you be selected as a finalist at a state and/or national level). These items should be clearly labelled by the entrant.

- *You are able to indicate at which point(s) in the script certain images or footage are relevant. If more than 140 words are supplied, CCF will edit the content to fit the strict word limit without notice given to the entrant.*

Photographs / Video

- Wherever possible / practicable, entrants should support their entry with photos (before, during and after) which demonstrate the progress of the project.
- Your submission is to be provided on 2 x USB3s that contain a minimum of 20-30 high resolution digital photos and/or a video no longer than 90 seconds.
- By signing the privacy & confidentiality form, providing this to CCF the entrant gives permission to CCF to use images and content for marketing and the promotion of the Earth Awards. Entrants are requested to identify material where they wish to withhold permission (marked **confidential – not for publication**).

Submission Criteria

Submissions will be assessed against the following criteria:

- 1. Project & Construction Management (30%)**
 - Project planning & management
 - Construction excellence and industry best practice
 - Technical complexities
 - Project timing/milestones and budgets
- 2. Innovation (20%)**
 - Innovation concept and implementation
- 3. People Development & Training (10%)**
 - Initiatives / programmes / recognition
- 4. Quality (10%)**
 - Planning management and outcomes
- 5. Safety (10%)**
 - Planning management and outcomes
- 6. Environment (10%)**
 - Planning management and outcomes
- 7. Stakeholders (10%)**
 - Planning management and outcomes.



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PRIVACY & CONFIDENTIALITY STATEMENT FORM

By lodging your submission for the Earth Awards with the Civil Contractors Federation (CCF), you agree for the use of the documents and information you provide to CCF (your Earth Awards entry) as follows:

In assessing and judging entries for the Earth Awards, CCF will provide your Earth Awards entry on a **confidential** basis to:

- CCF staff who manage the Earth Awards; and
- External industry experts who have been appointed by the CCF to judge the Earth Awards.

If you are selected as a finalist or as the winner of an Earth Award, CCF may reproduce or publish your Earth Awards entry or any part of it including images and video recordings for the purposes and promotion of the Earth Awards.

However:

- Your Earth Awards entry may contain personal information. CCF deals with any personal information it receives strictly in accordance with CCF's privacy policy (available on request).
- Your Earth Awards entry may contain confidential information or trade secrets. If so, you must notify CCF that the information is confidential by marking the relevant part of your Earth Awards entry '**confidential – not for publication**'. CCF will not publish or reproduce information marked in this way without your consent.



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