



**ENGINEERS
AUSTRALIA**
Northern Division

The Official Awards Guidelines

**Celebrate
Engineering Excellence**

By Nominating for
Engineers Australia Northern Division

2012 Engineering Excellence Awards

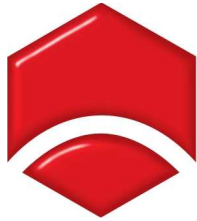
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2012 YEAR OF
**THE REGIONAL
ENGINEERING TEAM**
REGIONAL AUSTRALIA: THE HEART OF ENGINEERING



**ENGINEERS
AUSTRALIA**



ENGINEERS
AUSTRALIA
Northern Division

The Official Awards Guidelines & Entry Form

2012 Engineering Excellence Awards

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Introducing the 2012 Awards

2012 Northern Division celebrates its 31st year of hosting the Engineering Excellence Awards and are the pre-eminent event in Engineers Australia Northern Division's annual calendar. These awards reinforce the values that are central to Engineers Australia which are to provide leadership, foster excellence, encourage innovation and promote community confidence in Australian engineering.

The Engineering Excellence Awards allow us to showcase the achievements, success, sustainability and innovation of Northern Division engineering within the engineering team and also to the wider community.

Awards Categories

2012 ENGINEERS AUSTRALIA NORTHERN DIVISION ENGINEERING EXCELLENCE AWARDS

These awards celebrate engineering achievements. Projects located anywhere in the world are eligible for entry, provided that a significant element of the engineering component (eg. manufacture, design, construction etc) was completed in the Northern Division.

There are three categories:

- **Engineering Excellence Award**
- **Reports Procedures and Systems**
- **Small Business Ventures and Projects**

The Engineering Excellence Awards are covered in more detail in **this guide**.

Why Enter the Awards?

All entrants to the 2012 Engineering Excellence Awards will receive tangible benefits from entering the awards:

- Promotion of your organisation/project or individual achievements to the engineering industry and business leaders.
- Public recognition of your organisation/project or individual achievements by your peers.
- Inclusion in material used by the Division to promote the Awards before, during and after the Awards presentation dinner.
- 2 complimentary tickets per submission to the Awards presentation except for the people in engineering awards as these are free entries.

In addition, all 2012 Engineering Excellence Award and People in Engineering Award winners will be eligible for entry to the 2012 Australian Engineering Excellence Awards (AEEA). The

AEEA showcases the finest engineering that Australian industry has to offer and are the culmination of divisional Engineering Awards throughout Australia. Projects and people attaining recognition at this event are deemed to be truly outstanding achievers and pre-eminent in their field.

About this Guide

This Guide is designed to assist you with all aspects of the 2012 Award nomination and submission process.

The Guide contains, guidelines, key dates, and details on how to enter and contact details you will need to refer to.

Awards Contacts

Enquiries regarding the 2012 Awards should be directed to:

Engineers Australia Northern Division
Bronwyn Russell, Director or
Karen Relph, Office Manager
14 Shepherd Street
Darwin NT 0800
GPO Box 417
Darwin NT 0801

Telephone: 08 8981 4137
Fax: 08 8941 3449
Email: krelph@engineersaustralia.org.au

KEY DATES FOR THE 2012 AWARDS

There are several stages to entering the 2012 Engineering Excellence Awards. Key dates for each of these stages are outlined below.

Payment of entry fees is online and you will be directed to an expression of interest form for completion once payment is made.

Step	Details	Key Dates
1	<p>For Engineering Excellence Award entries only Pay entry fee and lodge expression of interest online by visiting http://www.engineersaustralia.org.au/northern-division/awards</p>	29 February 2012
2	<p>a) Lodge submission(s) following the Guidelines contained in this document. b) Posters may be lodged at a later date but must be pre-strung for hanging (see details in entry checklist)</p>	13 April 2012
3	<p>Judging Process including review of submissions. For Engineering Excellence Award entries, site visits and technical presentations will be arranged.</p>	May 2012
4	<p>2012 Awards Presentation Dinner – The Marquee Fannie Bay Racecourse, Darwin Turf Club, Fannie Bay</p>	26 July 2012

ENTRY FEES FOR THE 2012 AWARDS

Fees for entering and attending the 2012 Awards is as follows:

Award Category	Fee
<p>Engineering Excellence Awards</p> <ul style="list-style-type: none"> - Standard Entry (includes 2 tickets to awards dinner) - For individuals and organisations with fewer than 5 employees (includes 1 ticket to awards dinner) <p>Tax invoices will be issued for all entries.</p>	<p>\$1100.00 (inc. GST) per entry (Sub 2) \$660.00 (inc. GST) per entry (Sub 1)</p> <p>Note: These fees are payable before lodging the Expression of Interest Form at Stage 1. Follow the link as follows www.engineersaustralia.org.au/northerndivision/awards to pay online (a tax invoice will be automatically sent with confirmation email)</p>
<p>People in Engineering Awards</p>	<p>Free entry</p>
<p>2012 Awards Presentation Dinner</p>	<p>\$160.00 members \$170.00 non-members Early bird rates available until 16 May 2012 Check website for details</p>



2012 Engineering Excellence Awards

The Awards recognise significant engineering projects. Projects located anywhere in the world are eligible for entry, provided that a significant element of the engineering component (eg. manufacture, design, construction etc) was completed in the Northern Division (ie. within the Northern Territory, Indonesia or East Timor).

Who can Enter

Any individual, firm, corporate body or government authority may submit projects. The entry should contain the names of individuals and organisations that carried out major engineering work for the project.

If the entrant is not the project owner, a written statement of permission for the project to be entered from the owner should accompany the submission. Permission from engineers involved in the innovative work on the project should also be obtained.

Eligibility of the Project

The entry project must be an engineering project and should have been completed and put into service in the last two years.

Projects located anywhere in the world are eligible for entry, provided that a significant element of the engineering component (eg. manufacture, design, construction etc) was completed in the Northern Division (ie within the Northern Territory, Indonesia or East Timor).

All engineering projects located in the Northern Division (Northern Territory, Indonesia or East Timor) are eligible for entry.

Conditions of Entry

Submissions that have not been paid will not be considered by the judges.

The projects must be available for viewing by the judging panel at a mutually convenient time.

Engineers Australia accepts no responsibility or liability regarding any loss of patent rights or any other commercial privileges or any other thing which constitutes loss or damage as a result of entry into the Engineering Excellence Awards.

The decision of the judging panel will be final and irrevocable.

Pursuant to the goals of the Engineering Excellence Awards, the names and description of entries will be included in promotional material, media releases and newspaper features.

Submission Criteria

The judges consider the following criteria when reviewing submissions:

- Meeting or exceeding the objectives of the project brief and the expectations of the client.
- Application of sound engineering practices including inter alia, quality of the product and simplicity of operation and maintenance.
- Extent of innovation, originality or ingenuity in engineering solutions.
- Environmental sustainability and community benefit.
- Financial viability.
- Special considerations – unique or defining aspects of the project.
- Extent to which the work has provided a safe and healthy working environment.
-

Submission Criteria & Guidelines

Entrants should supply **six (6) bound copies** of their submission. Accompanying photographs, CD (recordable) should be clearly labelled. Please refer to check list on Page 12 before sending in submission.

The Submission should incorporate the following content:

- Data Sheet:** Once you have completed your online Expression of Interest form, a copy of your Data Sheet will be e-mail to you. Please print this and attach to your submission.
- Abstract:** **The submission should begin with an abstract, which describes the project, summarises the significance and the principal elements of engineering excellence.
- Submission Body:** The length and composition of the submission is at the entrant's discretion, but it should include:
- A detailed description of the project
 - Technical information
 - Performance against targets and
 - Address the submission criteria outlined above as appropriate to the project
- Resources and Referees:** Entrants are invited to include details of key personnel and companies involved in the project and to include letters of commendation from their clients. Please note that if you wish these to be acknowledged at the Award Presentation or in the Showcase booklet please highlight names and company accordingly.
- Accompanying Attachments:** The submission should also include the following promotional material for the joint purposes of judging and providing material for display and publication.

- **Display Board** – an **A1** display board of the project in portrait configuration. This will be used for public display and should therefore combine simple but concise text and eye-catching design with high quality photographs or drawings to promote the project. It should be mounted on corflute or similar type mounting suitable for hanging with Velcro at various displays points, including Casuarina Shopping Centre and Technical Presentations. **IT IS IMPORTANT THAT YOUR POSTER IS MOUNTED ON CORFLUTE AND PRE-STRUNG FOR HANGING PURPOSES. IF YOUR POSTER IS NOT STRUNG THEN IT WILL BE RETURNED AND YOU WILL BE ASKED TO ARRANGE FOR THIS.**
- ****Press Release** – the press release of up to one (1 A-4) page in length should describe the critical aspects of the project and highlight its outstanding features. This will be used for various media releases and stories.
- ****Colour Electronic Photographs** – See Appendix – Guide to Electronic Photographs.
- **Organisations Logo** – See Appendix – Guide to logos
- **Video Footage** – a 1-2 minute video of interesting aspects of the project, if available. This may be viewed by the judging panel.
- **Mini DV Tape or 12 Still Photographs**– a 90 second mini DV tape, of the project or a collection of approximately 12 still photographs for the presentation evening (see below). (Please note DVDs are NOT suitable as they can not be manipulated).
- ****Excellence Awards Booklet Information** - Half Page Summary of the Project suitable for inclusion in the Engineering Excellence Awards Booklet in word format (not PDF)
- **Supplementary Information** – such as additional photographs, a folio of A3 drawings or other additional documentation may be added to the submission if required.

****Required electronically as word documents or photography in JPEG format at least 300dpi.**

Technical

Presentations:

All Entrants will be required to make a 10 minute technical presentation at a venue to be decided (this includes all regional and international entrants). The presentation may include power point, video and photography. It is recommended that you have a key member of your team make the technical presentation.

Note:

Engineers Australia Northern Division reserves the right to retain all material submitted for later display and to publish photographs of projects in any official announcement concerning the Engineering Excellence Awards.

Entry Checklist

I confirm that I have completed or provided the following information:

- Completed the Registration of Interest Form online
- Paid for entry online prior to completing Registration of Interest Form
- Provided 6 x Hard Copies of the Submission
- Provided 1x Electronic Copy of the Submission (**word format please not PDF**)
- Provided 1 x A1 Poster to be **mounted on coreflute** (to be used for publicity at presentations and Casurina Shopping Centre and Technical Presentations). **All posters are to be mounted on corflute only and pre-strung for hanging for presentations.**
- Provided Video presentation on recordable CD (Optional)
- Provided DVD or 12 still photographs in JPEG format (300dpi)
- Provided Organisations logo (in JPEG format at least 300 dpi)
- Provided Media Release suitable for print purposes (word format please not PDF)
- Provided Half Page Summary of the Project suitable for inclusion in the Engineering Excellence Awards Booklet (word format please not PDF)



Appendix

Guide to Electronic Photographs

Below are tips and requirements for the electronic photographs to accompany your entry.

Submission images entered for judging are to be photographed by a professional photographer. This will ensure that the photographs displayed in the publication are of the highest quality for potential future clients.

If a professional photographer is not available to photograph your submission by the required deadline a minimum 12 mega-pixel digital camera can be used.

It is advised that the following steps be taken if you will use this option:

- Photograph at least twelve (12) photographs of your project. (Do not print any photographs send them in on a disk in jpeg format.)
- Photograph different sections of your entry. For example photograph the front, side, back incorporating different angles. Try to capture each key element of your submission to be displayed to potential clients.
- All photographs must be at least 300 dpi resolution and supplied in JPEG format.

Guide to organisations logo

- All logos to be supplied in JPEG format and at least 300dpi resolution

