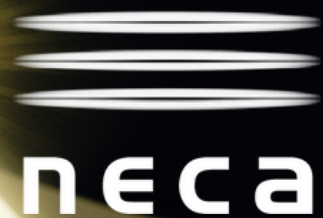




neca
EXCELLENCE
AWARDS
2024

Submission Guide

NECA EXCELLENCE AWARDS



national
electrical and
communications
association

About the Awards



A HISTORY OF EXCELLENCE

The NECA Awards are the electrical and communications industry's highest accolade and one of the most prestigious awards programs in Australia.

These Awards recognise outstanding achievement across the industry nationally.

Entering the Awards program provides an opportunity for your company to be acknowledged for outstanding commitment to excellence and professionalism.



NECA Excellence Awards
Submissions Open - Monday, 22 January 2024
Submissions Close - Friday, 17 May 2024

NECA Small Business Awards
Submissions Open - Monday, 22 January 2024
Submissions Close - Friday, 17 May 2024

NECA Apprentice Awards
Submissions Open - Monday, 22 January 2024
Submissions Close - Friday, 5 April 2024





Awards Presentation Event Dates



The NECA Awards are open to all NECA members and their apprentices. The NECA Awards celebrate achievements across the entire industry through three dedicated awards programs:

- NECA Apprentice Awards
- NECA Small Business Awards
- NECA Excellence Awards

The submissions are judged at a state level, with each state hosting a gala event between July and September. State winners then progress to the National Awards.

QLD Awards (lunch) | Friday, 19 July 2024 | Sofitel Brisbane Central

ACT Awards (dinner) | Friday, 26 July, 2024 | The QT Canberra

WA Awards (dinner) | Friday, 16 August 2024 | The Westin

VIC Awards (dinner) | Friday, 30 August 2024 | The Crown

SA/NT Awards (dinner) | Friday, 30 August 2024 | Adelaide Convention Centre

TAS Awards (dinner) | Saturday, 7 September 2024 | Wrest Point

NSW Awards (lunch) | Friday, 20 September 2024 | The Star

National Awards (dinner) | Thursday, 28 September 2024 | Sofitel Melbourne on Collins



Other important dates

INTERVIEW / SITE INSPECTION DATES

The dates below indicate the periods during which interviews (or site inspections for projects) will be scheduled.

Your local state branch representative will be in touch to confirm the exact date and time following the submission closing date, but please mark your calendar with this indicative timeframe so that you can ensure a suitable team representative will be available to attend.

QLD

Submission closing date: Friday 17 May 2024

Interview schedule: from Wed 22 May - Wed 12 June 2024

VIC

Submission closing date: Wed 17 May 2024

Site inspection schedule: from Mon 3 June - Fri 28 June 2024

TAS

Submission closing date: Wed 17 May 2024

Site inspection schedule: from Mon 3 June - Fri 12 July 2024

ACT

Submission closing date: Wed 17 May 2024

Judging schedule: from Wed 22 May - Fri 7 June 2024

SA/NT

Submission closing date: Wed 17 May 2024

Site inspection schedule: from Mon 3 June - Fri 28 June 2024

NSW

Submission closing date: Wed 17 May 2024

Site inspection schedule: from Mon 5 June - Fri 26 July 2024

WA

Submission closing date: Wed 17 May 2024

Site inspection schedule: from Mon 3 June - Fri 28 June 2024

Step-by-Step Guide

1

Create a log in to the NECA Awards platform and read through the category criteria and submission requirements.

CLICK HERE to access the NECA Awards platform or visit:
<https://necaawards.awardsplatform.com>

If you are participating in the awards for the first time in 2024 or are using the awards platform for the first time, please register your account to begin.

If you created an account last year, you will be able to use the same login details.

2

Obtain your client's permission to participate in the NECA Awards, including the use of project images as part of the submission.

3

Start to collate your submission content, testimonials, images and video. You may wish to consider these items in the early stages of your submission.

IMAGE NOTES: You will have the opportunity to upload supporting images throughout the submission that can illustrate certain aspects of the submission/project installation or particular challenges.

In addition, you will be required to upload 10-20 high resolution images (directly to the portal) showing the submission/project in its completed stage. These high resolution images will be used to create the multimedia videos for the awards presentation event.

VIDEO NOTES: You have the opportunity to upload a short (max 5 minutes) video to support your submission. This video is not compulsory and is not judged on the professionalism or editing of the footage - smart phone device footage is acceptable.

4

Upload all the required content and supporting documents to the portal before the closing date. Please check the closing dates and mark your calendar as there are strictly no extensions to the submission timeframe (including submission / project images).

5

Immediately following the closing date, judges will be given access to the online portal to begin reviewing your submission.

You will then be contacted to schedule your site inspection or interview. Indicative dates for site inspections and interviews can be found on the previous page of this Submission Guide.

You will need to be available at your designated site inspection / interview time. If you are unable to attend, you will need to nominate a suitable replacement who can answer questions about the project. It is your responsibility to arrange (in advance) access to the site and ensure that either yourself (or a suitable representative) is there to meet the judges at the agreed time and day.

6

Book your tickets to your state's awards presentation event!

HINTS:

- All fields except those marked as 'optional' in the portal must be answered for your submission to be valid.
- Answers given must specifically relate to the category that you are entering, avoid copy/pasting if you are entering multiple categories for the same project as you may be penalised in the scoring.
- A project can be entered into a maximum of 2 categories only (with the exception of the Innovation Award).



Excellence Awards Categories

1. Innovation

A custom designed and produced service, product, tool, system, technology (or similar) that required outstanding problem-solving, innovation and creativity. This innovation may be a physical product, digital platform/system or any other format - but must be directly relatable to the electrical/ communications industry, or specifically designed to support an electrical/communications project or business.

2. Work Health & Safety – Excellence in Action

Recognition for companies who have demonstrated an ‘above and beyond’ commitment to Health and Safety management within their business and/or for major innovative new hazard controls, safety improvements or safety solutions.

3. Women in Energy (Individual)

A recognition award for an individual who is championing change for women in the electrical and communications industry. Their demonstrated actions and efforts have resulted in positive outcomes for women in their business and/or the wider industry community.

4. Leaders in Diversity (Business)

A recognition award for businesses who are industry leaders in diversity and inclusion, with demonstrated actions, policies or strategies that have resulted in positive diversity-related outcomes.

5. Domestic Residence

A single residence project in the domestic sector (as described in AS/NZS 3000, clause 1.4.53) where the contractor has worked with the homeowner to deliver an electrical installation of outstanding quality and use of technology.

6. Lighting Design & Construct

A commercial, industrial, residential, hospitality, retail, entertainment or sports project of any value, where the applicant’s influence on lighting resulted in a higher or improved creative and aesthetic design, and/or technical excellence than the original design or concept.

7. Green Energy

A project where the applicant’s direct and proactive influence on design, product selection, lighting, processes or technologies resulted in a substantially improved and more sustainable energy efficient installation than the original design or concept.

8. Voice/Data Communications & Audio Visual

An information, voice/data, communications & audio-visual project of any contract value, where the applicant’s influence on the project resulted in a higher or improved level of performance and technical excellence than the original design or concept.

9. Industrial Small

An industrial project which may also include, but is not limited to, undertakings of a civil, mining, high voltage, manufacturing or process nature; where the applicant’s contract value is less than \$1 million.

10. Industrial Large

An industrial project which may include, but is not limited to, undertakings of a civil, mining, high voltage, manufacturing or process nature; where the applicant’s contract value is greater than \$1 million.

11. Commercial Small

A commercial project where the applicant’s contract value is less than \$2 million, which may include multiple domestic and residential electrical installations (as described in AS/NZS 3000 clauses 1.4.54 and 1.4.55).

12. Commercial Medium

A commercial project where the applicant’s contract value is greater than \$2 million and less than \$6 million, which may also include multiple domestic and residential electrical installations (as described in AS/NZS 3000 clauses 1.4.54 and 1.4.55).

13. Commercial Large

A commercial project where the applicant’s contract value is greater than \$6 million, which may also include multiple domestic and residential electrical installations (as described in AS/NZS 3000 clauses 1.4.54 and 1.4.55).

Innovation CRITERIA

CATEGORY DESCRIPTION:

Innovation

A custom designed and produced service, product, tool, system, technology (or similar) that required outstanding problem-solving, innovation and creativity. This innovation may be a physical product, digital platform/system or any other format - but must be directly relatable to the electrical/ communications industry, or specifically designed to support an electrical/communications project or business.



Section 1 - Contact Information

Section 2 - General Submission Information

Section 3 - Evidence of Excellence (see below)

Section 4 - Testimonials (optional)

Section 5 - Media Images

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Section 7 - Site / Project Video (optional)

Section 8 - Confirmation page

Evidence of Excellence:

PROFILE

Describe in less than 300 words, your company profile, with a specific focus on the sector your business operates in. Additionally, provide some context for why an innovative solution was needed.

IDEA - THE INNOVATION

In 500 words or less, please describe generally, how the product or service developed is innovative.

COMMERCIALISATION

In 500 words or less, describe how your company went from conception to commercialisation.

CORPORATE CITIZEN

In 300 words or less, describe how this innovation contributes to being a socially responsible 'Corporate Citizen'.

WHAT'S NEXT FOR YOUR INNOVATION?

Every good idea deserves another. How would winning this award drive your company to continue on the innovation pathway?



WHS - Excellence in Action

CRITERIA

CATEGORY DESCRIPTION:

Work Health & Safety - Excellence in Action

Recognition for companies who have demonstrated an 'above and beyond' commitment to Health and Safety management within their business and/or for major innovative new hazard controls, safety improvements or safety solutions.



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Evidence of Excellence:

WHS TECHNICAL OR INNOVATION

Describe in 300 words or less, the most exceptional or significant technical or WHS innovation initiatives your company has implemented.

WHS SYSTEM

Please select which WHS System / WHS management plan you have in place (choose from a check box).

RISK MANAGEMENT

Describe in 300 words or less, the hazard & risk management procedures your company has implemented.

TRAINING

Describe in 300 words or less, the training processes your company has implemented to improve your WHS outcomes.

WHS COMMUNICATION AND CONSULTATION

Describe in 300 words or less, your company's WHS communication and consultation process.

WORK HEALTH AND SAFETY PERFORMANCE

Describe in 300 words or less, how your company's safety performance is improving.

MANAGEMENT WHS COMMITMENT

Describe in 300 words or less, the way your management team demonstrates their commitment to WHS.

Women in Energy

CRITERIA

CATEGORY DESCRIPTION:

Women in Energy (individual applicant)

A recognition award for an individual who is championing change for women in the electrical and communications industry. Their demonstrated actions and efforts have resulted in positive outcomes for women in their business and/or the wider industry community.



Section 1 - Contact Information

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Evidence of Excellence:

INTRODUCE YOURSELF (OR THE NOMINEE)

(max 600 words)

- Tell us about yourself (or the nominee). We encourage you to include information about your role in the business, current responsibilities, the organisation you work for, current projects and any other relevant information that you may wish to include.
- Please tell us what motivated you to work in the electrical industry, and what support and/or challenges influenced you during your journey.
- Tell us why championing women in industry is important to you. What motivated you to promote change?

YOUR CONTRIBUTION

(max 600 words)

Describe how you have been leading the way for women in the electrical industry. This may include;

- Actions you've taken
- Strategies you've initiated or been part of
- Participation in mentoring
- Participation in advisory groups
- Employment initiatives
- Anything else that demonstrates how you are a champion for women in the electrical industry

YOUR IMPACT

(max 400 words)

- Describe any other outcome(s) that demonstrate the positive impact of your actions for women in the electrical industry.
- Describe the way your contributions have made a difference for other individuals, your workplace, community, clients and/or projects.

Leaders in Diversity

CRITERIA

CATEGORY DESCRIPTION:

Leaders in Diversity (business applicant)

A recognition award for businesses who are industry leaders in diversity and inclusion, with demonstrated actions, policies or strategies that have resulted in positive diversity-related outcomes.



Section 1 - Contact Information

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Evidence of Excellence:

INTRODUCE YOUR BUSINESS

(max 400 words)

- Provide a general overview of your company/organisation, a description of your team, recent projects (if applicable) and any other details that are contextually relevant.

WHY DOES DIVERSITY MATTER?

(max 400 words)

- When it comes to diversity, people have varied ideas about what diversity is and how we can achieve it. Tell us what diversity means in your organisation.
- What motivated you and your management team (if relevant) to make diversity-related changes within your business?
- Why do you believe diversity matters in the electrical industry?

YOUR CONTRIBUTION

(max 600 words)

- Describe the steps, strategies, actions and/or changes that your business has implemented (big or small) and that have improved diversity in your workplace.

YOUR IMPACT

(max 400 words)

- Describe the impact that these changes or strategies have had on your business, team, projects, clients, community and/or any other positive outcomes that resulted from your efforts.
- Tell us about any challenges you have overcome and how you overcame them.

Domestic Residence

CRITERIA

CATEGORY DESCRIPTION:

Domestic Residence

A single residence project in the domestic sector (as described in AS/NZS 3000, clause 1.4.53) where the contractor has worked with the homeowner to deliver an electrical installation of outstanding quality and use of technology.



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Evidence of Excellence:

COMMERCIAL FACTORS

Describe in 300 words or less, the key/outstanding commercial initiatives your company implemented, and that you believe make this project a worthy Excellence Award entry.

TECHNICAL & INNOVATION

Describe in 300 words or less, the significant/exceptional technical and/or innovative initiatives that your company implemented and that you believe make this project a worthy Excellence Award entry.

SUSTAINABILITY & ENVIRONMENT

Describe in 300 words or less, the most substantial and noteworthy sustainability and/or environmentally friendly initiatives that your company implemented and that you believe make this project an Excellence Award entry.

QUALITY

Describe in 300 words or less, the most significant and noteworthy quality initiatives that your company implemented and that you believe make this project a worthy Excellence Award entry.

MANAGEMENT

Describe in 300 words or less, the most important and meaningful management initiatives that your company implemented and that you believe make this project a worthy Excellence Award entry.

WORK HEALTH AND SAFETY

Describe in 300 words or less, the most significant WHS initiatives your company implemented and that you believe make this project a worthy Excellence Award entry.

TRAINING

Describe in 300 words or less, the most important training initiatives that your company implemented and that you believe make this project a worthy Excellence Award entry.

Lighting Design & Construct

CRITERIA

CATEGORY DESCRIPTION:

Lighting Design & Construct

A commercial, industrial, residential, hospitality, retail, entertainment or sports project of any value, where the applicant's influence on lighting resulted in a higher or improved creative and aesthetic design, and/or technical excellence than the original design or concept.



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TRAINING

Describe in 300 words or less, the most important training initiatives that your company implemented and that you believe make this project a worthy Excellence Award entry.

AESTHETIC DESIGN ACHIEVEMENT

Describe in 300 words or less, the most important aesthetic design initiatives that your company implemented and that you believe make this project a worthy Excellence Award entry.

Green Energy CRITERIA

CATEGORY DESCRIPTION:

Green Energy

A project where the applicant's direct and proactive influence on design, product selection, lighting, processes or technologies resulted in a substantially improved and more sustainable energy efficient installation than the original design or concept.



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TRAINING

Describe in 300 words or less, the most important training initiatives that your company implemented and that you believe make this project a worthy Excellence Award entry.



Voice/Data Communications & Audio Visual

CRITERIA

CATEGORY DESCRIPTION:

Voice/Data Communications & Audio Visual

An information, voice/data, communications & audio-visual project of any contract value, where the applicant's influence on the project resulted in a higher or improved level of performance and technical excellence than the original design or concept.



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WORK HEALTH AND SAFETY

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TRAINING

Describe in 300 words or less, the most important training initiatives that your company implemented and that you believe make this project a worthy Excellence Award entry.

Industrial Small

CRITERIA

CATEGORY DESCRIPTION:

Industrial Small

An industrial project which may include, but is not limited to, undertakings of a civil, mining, high voltage, manufacturing or process nature; where the applicant's contract value is less than \$1 million.



Section 1 - Contact Information

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Section 3 - Evidence of Excellence (see below)

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MANAGEMENT

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WORK HEALTH AND SAFETY

Describe in 300 words or less, the most significant WHS initiatives your company implemented and that you believe make this project a worthy Excellence Award entry.

TRAINING

Describe in 300 words or less, the most important training initiatives that your company implemented and that you believe make this project a worthy Excellence Award entry.

Industrial Large

CRITERIA

CATEGORY DESCRIPTION:

Industrial Large

An industrial project which may include, but is not limited to, undertakings of a civil, mining, high voltage, manufacturing or process nature; where the applicant's contract value is greater than \$1 million.



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Section 3 - Evidence of Excellence (see below)

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Evidence of Excellence:

COMMERCIAL FACTORS

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MANAGEMENT

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WORK HEALTH AND SAFETY

Describe in 300 words or less, the most significant WHS initiatives your company implemented and that you believe make this project a worthy Excellence Award entry.

TRAINING

Describe in 300 words or less, the most important training initiatives that your company implemented and that you believe make this project a worthy Excellence Award entry.

Commercial Small

CRITERIA

CATEGORY DESCRIPTION:

Commercial Small

A commercial project where the applicant's contract value is less than \$2 million, which may include multiple domestic and residential electrical installations (as described in AS/NZS 3000 clauses 1.4.54 and 1.4.55).



Section 1 - Contact Information

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COMMERCIAL FACTORS

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TECHNICAL & INNOVATION

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MANAGEMENT

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WORK HEALTH AND SAFETY

Describe in 300 words or less, the most significant WHS initiatives your company implemented and that you believe make this project a worthy Excellence Award entry.

TRAINING

Describe in 300 words or less, the most important training initiatives that your company implemented and that you believe make this project a worthy Excellence Award entry.

Commercial Medium

CRITERIA

CATEGORY DESCRIPTION:

Commercial Medium

A commercial project where the applicant's contract value is greater than \$2 million and less than \$6 million, which may also include multiple domestic and residential electrical installations (as described in AS/NZS 3000 clauses 1.4.54 and 1.4.55).



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COMMERCIAL FACTORS

Describe in 300 words or less, the key/outstanding commercial initiatives your company implemented, and that you believe make this project a worthy Excellence Award entry.

TECHNICAL & INNOVATION

Describe in 300 words or less, the significant/exceptional technical and/or innovative initiatives that your company implemented and that you believe make this project a worthy Excellence Award entry.

SUSTAINABILITY & ENVIRONMENT

Describe in 300 words or less, the most substantial and noteworthy sustainability and/or environmentally friendly initiatives that your company implemented and that you believe make this project an Excellence Award entry.

QUALITY

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MANAGEMENT

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WORK HEALTH AND SAFETY

Describe in 300 words or less, the most significant WHS initiatives your company implemented and that you believe make this project a worthy Excellence Award entry.

TRAINING

Describe in 300 words or less, the most important training initiatives that your company implemented and that you believe make this project a worthy Excellence Award entry.

Commercial Large

CRITERIA

CATEGORY DESCRIPTION:

Commercial Large

A commercial project where the applicant's contract value is greater than \$6 million, which may also include multiple domestic and residential electrical installations (as described in AS/NZS 3000 clauses 1.4.54 and 1.4.55).



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Evidence of Excellence:

COMMERCIAL FACTORS

Describe in 300 words or less, the key/outstanding commercial initiatives your company implemented, and that you believe make this project a worthy Excellence Award entry.

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MANAGEMENT

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WORK HEALTH AND SAFETY

Describe in 300 words or less, the most significant WHS initiatives your company implemented and that you believe make this project a worthy Excellence Award entry.

TRAINING

Describe in 300 words or less, the most important training initiatives that your company implemented and that you believe make this project a worthy Excellence Award entry.

Conditions of Entry

About the Judging Panel

The judging panel is comprised of a chairperson and experienced electrical industry representatives. They are selected, or appointed by the relevant NECA Branch for State/Territory judging, and by NECA National for National judging. The National Chairperson's role is to be an independent judge and may assist other judges with disputes or assessment queries.

Note:

- Judging for State/Territory Awards is subject to the same categories, criteria and weightings as for the National Awards.
- The judges and NECA reserve the right to transfer entries into the category they deem more appropriate, to withhold an award in a category if it is deemed the nomination does not meet the standard required, or reject incomplete applications. Neither the judges nor NECA will enter into any correspondence regarding the judging process.
- No changes between the original State/Territory entry and the National entry will be accepted.
- The winning State/Territory entry for each category will be entered in the same category for the National Awards.
- Winners of a State/Territory Award will automatically be entered in the National Awards unless the entrant expressly advises (via email) to their State/Territory Branch office, that they do not wish to be entered and judged for a National Award.
- Site inspections and/or presentations (as and if required) will be at State/Territory level only and will be determined by the relevant Branch office.
- National judging is done solely on the online submission.

Conditions of Entry

- Entrants must be current NECA contractor members at the time of entry and throughout the award process.
- At the time of submission, the project needs to be beyond practical completion stage.
- All entries must be completed online via the Awards portal.
- All required questions must be completed for an entry to be valid.
- Entrants must adhere to the criteria of the Awards Category being entered.
- Projects may be entered into a maximum of two categories. Each entry must reflect the specific criteria of the Category, supported by visual evidence specific to that Category (with the exception of the Innovation Award category).
- Entrants must obtain client permission to submit a project. This includes obtaining written permission from the client to use photographs in the entry and gain site access for the purposes of judging where required.
- By entering a project, you give NECA permission to use project details and photographs on the NECA website, magazine, promotional material, social media and media.
- Entrants must clearly identify in their submission, any connection either the project or the entrant (or its Company) has with any NECA Board of Directors or a Branch Council/Committee representative.

EXCELLENCE AWARDS SPECIFIC CONDITIONS:

Entrants may enter the *Innovation Award* and *WHS - Excellence in Action* multiple / consecutive years, provided the submission / project / innovation / subject matter is different each time.

Privacy Policy

Information collected by the National Electrical and Communications Association (NECA) is protected by the Privacy Act 1988 and NECA's Privacy Policy. Information collected from the submissions is for the purpose of assisting NECA in the award judging process and Awards multimedia presentation material and will not be disclosed to a third party, except where prior written permission is obtained from the individual who supplied the information and to whom the information related. NECA will not retain personal information that is sensitive information. Please contact NECA if you wish to access or correct personal information collected or if you have any queries in regard to information handling procedures.

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