



NATIONAL AIRPORT INDUSTRY AWARDS 2023

ENTRY
INFORMATION
GUIDE

WELCOME TO THE AAA NATIONAL AIRPORT INDUSTRY AWARDS 2023

The Australian Airports Association (AAA) National Airport Industry Awards celebrate and honour contributions and achievements made by AAA Members over the past financial year.

The Awards seek to acknowledge the organisations who have achieved excellence within Australia's airport industry.

Participating in the Awards helps you highlight your most outstanding qualities, largest successes, and creative initiatives during the year.

This guide provides information on the award categories being contested this year and lists the criteria that each category will be assessed under.

We urge you to carefully review the information provided to prepare your submission.

Please note that some categories may have changed from previous years.

Good luck to you all and we look forward to seeing you at the AAA National Conference and Gala Dinner in Melbourne this November.

James Goodwin
Chief Executive
Australian Airports Association



Key Dates 2023

Submissions open – Tuesday 15 August 2023

Submissions close – 5pm AEST, Friday 22 September 2023

Winners presented – Wednesday 15 November 2023

National Airport Industry Awards and Gala Dinner

Date: Wednesday 15 November 2023

Venue: Melbourne Convention and Exhibition Centre

Time: 7pm for pre-dinner drinks, Awards commencing at 7.30pm to midnight

[PURCHASE TICKETS](#)



**NATIONAL
AIRPORT INDUSTRY
AWARDS 2023**

Overview of the 2023 Award Categories

Airport of the Year Awards

- Small Regional (non-RPT) Aerodrome of the Year
- Small Regional (RPT) Airport of the Year
- Large Regional Airport of the Year
- Major Airport of the Year (not based in a capital city)
- Metro Airport of the Year (located in the greater Metropolitan area of a capital city)
- Capital City of the Year

Airport Excellence Awards

- Commercial
- Infrastructure
- Innovation
- Operations
- Sustainability
- Diversity, Equity and Inclusion Leadership Award

Corporate Project of the Year Awards

- Small Regional Airport/Aerodrome
- Large Regional Airport
- Major, Metro and Capital City Airport

Emerging Airport Leader Award (individual award)

Why enter?

1. The Awards are all about recognising success. Enter the Awards to acknowledge your team and their work.
2. Use the submission process to profile your airport practices and understand what 'worked' to create the success that will form the basis of your submission.
3. Benefit from the media coverage generated by the Awards to boost your airport's profile. All Award winners will be published in industry media.
4. Use the prestige of winning an Award in your marketing and collateral to further promote your airport's credibility.
5. Create a rewarding experience for your staff to know that they are part of a winning team.

Award Partnerships

The AAA National Airport Industry Awards acknowledge organisations achieving excellence within Australia's airport industry.

The Gala Dinner will provide the perfect platform to present these prestigious awards and celebrate the success of the Awards recipients and the success of the 2023 National Conference.

There are five opportunities to partner Awards at this exclusive dinner:

- Commercial
- Infrastructure
- Innovation
- Operations
- Sustainability (SOLD)

For further information in partnering these Awards, please contact the AAA's Senior Manager – Events & Partnerships, Erin Livingston on 0429 589 066 or email elivingston@airports.asn.au.

AAA National Airport Industry Awards 2023

The following pages provide further detail on each award category, judging criteria, eligibility and the terms and conditions.

All entries must be submitted online at <https://www.judgify.me/AAANationalAirportIndustryAwards2023>

The AAA National Airport Industry Awards are presented to eligible AAA members who have shown excellence in the respective Award category/s during the period of 1 July 2022 to 30 June 2023 (Award Period).

Tips for preparing your entry

Understand the guidelines

Clear guidelines and limits are provided in the Terms and Conditions of Entry and category criteria. Ensure you adhere to them when preparing your entry.

Make sure you thoroughly read the criteria for the category/s you are entering and address all questions. Ensure your answers are detailed, specific and relevant to the question being asked. Demonstrate genuine, noteworthy achievements that can be verified with clients and/or third parties.

Don't rush

Schedule time prior to the close of entries to prepare your submission. Don't leave it to the last minute. Preparing an Award entry can be a valuable experience, allowing time to reflect on personal and business successes. It can often result in ideas for future planning or strategies.

Work as a team

When entering an Award, involve the whole team in discussions. Allocate team members a role in preparing specific entry material. Review the entry before submission as a group.

A third party may be able to assist with proof reading, correcting any grammatical errors and ensure acronyms are fully explained previously.

Appoint a central coordinator

It is a good idea to appoint a central coordinator in your team to be responsible for ensuring responsible parties are on track to meet the entry deadlines, collating and uploading the final entry for submission.

Be honest

You may not excel in every judging criteria or have a response to every question, but that is ok. Don't be afraid to outline steps that have/are being taken to address any gaps or identified weakness.

How to enter

1. Identify the award category/s you would like to enter and check eligibility.
2. Create a login and password on the online Awards portal <https://www.judgify.me/AAANationalAirportIndustryAwards2023>. Once set up you will receive a confirmation email. Keep the details in a safe place for future reference.
3. Draft your submission and collate necessary information as per the criteria. Note: Answers to the criteria questions must be entered directly into the relevant field in the online portal. You cannot upload your answers in PDF, Word or other format. Consider drafting your responses offline and copy and pasting into the portal. Supporting material, however, may be uploaded in PDF format. Don't forget to save your nomination as you go and return to it at another time. Select 'save as draft' at the bottom of the screen to be able to come back to your nomination/s
4. When ready to submit, log into the Awards portal, confirm entry details and enter your submission. Don't forget to upload a high-resolution colour photos or your organisation logo/profile image to compliment your entry.
 - For the Airport of the Year Award categories, upload a colour version of your airport logo (EPS format required)
 - For the Airport Excellence Award categories, upload a colour version of your airport logo (EPS format required)
 - For the Corporate Project of the Year Award categories, upload a colour version of your organisation logo and project images
 - For the Emerging Airport Leader Award, upload your profile photo/image and colour version of your airport logo (EPS format required)
5. Entries must be submitted by **5pm AEST, Friday 22 September 2023**. Changes can be made to your entry up to this date, but not after. Hard copy submissions or supporting material will not be accepted and/or passed onto judges.

Terms and Conditions of Entry

To be eligible to enter the AAA National Airport Industry Awards, entrants must agree to abide by the Terms and Conditions of entry and satisfy the eligibility requirements outlined and criteria for the category or categories they wish to enter.

Eligibility

To be eligible to enter any category in the AAA National Airport Industry Awards 2023, your airport or organisation must be a AAA member at the time of entry and remain so until winners are announced at the Gala Dinner on Wednesday 15 November 2023. *Note: this means you must have paid your membership for the 2023/24 financial year. At all relevant times, membership fees and other amounts payable to the AAA must be fully paid.*

For additional eligibility requirements, please refer to the criteria for the category/s you wish to enter. When determining the size of your airport, please refer to the membership list at the end of this document.

The AAA National Airport Industry Awards are presented to current financial AAA members who are adjudged to have shown excellence in the Award. Categories during the period of 1 July 2022 – 30 June 2023 (Award Period).

Declaration

Entrants must complete a declaration through the online Awards portal confirming you agree:

- You cannot withdraw your entry, add to, amend or substitute with another entry after submission.
- You confirm the information in your entry is true and correct and the matters on which your entry is based occurred entirely within the award period.
- Your entry becomes the property of the AAA and will not be returned to you.

Should your contact details change between the lodgement of your submission and the Gala Dinner, please contact the AAA by emailing awards@airports.asn.au.

Terms of entry

The AAA does not charge a fee to enter the Awards. Entrants are responsible for any costs associated with entering or attending the AAA National Airport Industry Awards Gala Dinner on Wednesday 15 November 2023, being held at the Melbourne Convention and Exhibition Centre.

The AAA reserves the right to change or update any aspects of the award categories and criteria.

If the submission is entered into a category for which it does not qualify, the AAA reserves the right to move the submission to an appropriate category, with prior consent from the entrant.

If the AAA considers there are insufficient eligible entries for one or more categories, or if there are no eligible entries for an Award category by the deadline, it may, at its discretion:

- Extend the deadline for entries for the respective category/s or
- In lieu of extending the deadline, not present an Award in that category/s.

It is the entrant's responsibility:

- To ensure the correct category has been entered.
- To ensure the entry is submitted/completed by the close of entries date.

Judging

An independent judging panel will be appointed by the AAA for each Award category.

Judges are selected for their knowledge and expertise in the category to be judged and will assess the nomination against the criteria using marking sheets provided by the AAA. They may, or may not, be directly involved in the aviation industry.

Every effort will be made to ensure that judging panels do not have any conflict of interest, and that judging processes are transparent. Judges are required to sign a declaration and confidentiality agreement.

The identities of the judges specific to your category will remain confidential and will not be disclosed.

Judges will only award one (1) winner in each category, unless exceptional circumstances exist.

Judges reserve the right to decline to present an Award in a particular category if a minimum standard of excellence has not been reached. If it is the opinion of the AAA that your entry has been submitted in an incorrect category, the AAA may assign it to a category which the AAA considers it appropriate.

The judges' scores and comments determine the winner and finalists in each category. The judges' decision is final and no correspondence will be entered into.

Publicity and Warranties

The AAA may use any part or all of your entry to promote by any medium the Awards, Award winners and also to promote future AAA Awards or their equivalents.

Winning a AAA Award provides a powerful marketing tool for you and your organisation

Following the Awards each winner will receive a AAA Award logo, specifying your Award title and certificate.

If you have any questions, please contact:

Erin Livingston

Senior Manager – Events & Partnerships

Australian Airports Association

E: elivingston@airports.asn.au

T: 0429 589 066



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Airport of the Year Awards

These Awards recognise the overall success of how the airport is achieving excellence. Winners of these awards will have had the greatest impact on the progression of the airport sector and be an industry leader providing a benchmark for others to follow. They will demonstrate outstanding strategic thinking and innovative direction for the growth of their business and the wider industry.

Award Categories

- Small Regional (non-RPT) Aerodrome of the Year
- Small Regional (RPT) Airport of the Year
- Large Regional Airport of the Year
- Major Airport of the Year (not based in a capital city)
- Metro Airport of the Year (located in the greater Metropolitan area of a capital city)
- Capital City of the Year

Award Criteria

For your nomination to be considered, you could include (but are not limited to), projects or initiatives in areas such as environmental sustainability, customer service, airside improvements, non-aeronautical development, terminal development, pavement, lighting or security projects or adaptation to the impacts of the COVID-19 pandemic.

It is necessary to answer all questions below and your nomination should clearly demonstrate how your airport has delivered specific outcomes.

If a long-term project or initiative has several phases, it is important that the nomination clearly indicates which phase of the project or initiative is being nominated.

Nomination Questions (*maximum of 500 words per statement*)

- Please provide a brief overview of your airport or aerodrome*
- Please provide a brief overview of your nomination*
- Please outline the outcomes and lessons learnt from your project/initiative
- What is unique about your nomination? (i.e. used sustainable building materials, reduces the airport's carbon footprint, increased passenger numbers, increased local employment or safety outcomes)
- Who benefited and how? (i.e. local community, staff or other stakeholders)
- Discuss the budget implications and how they were managed (i.e. received grant funding or managed costs)
- Is there anything further you would like to share in support of your application?

* *Maximum of 100 words*

Each criterion above is of equal value

Airport Excellence Awards

The Airport Excellence Awards recognise the many projects, activities and initiatives which contribute to the success of an airport and its future.

The Airport Excellence Awards are open to all AAA Airport Members.

Commercial

Business diversification has always been important for operating successfully. This award is presented in recognition of outstanding commercial developments, initiatives which improve value, or responses to specific challenges. Projects such as property developments, retail offerings, food and beverage enhancements and other initiatives aimed at boosting local tourism and the commercial appeal of the airport all qualify for nomination.

Diversity, Equity and Inclusion (DEI) Leadership Award

This Award has been established in 2023 to recognise the contributions of airports whose impact and achievements in advancing DEI within their organisations and/or communities are exemplary. This award is for airports who have demonstrated an active commitment and leadership within the DEI space, with demonstrated positive outcomes (e.g. raising awareness about challenges and opportunities related to DEI, working to increase opportunities for women, First Nations and other underrepresented peoples within the airport sector, advocating for DEI practices, resources and tools).

Infrastructure

Airport infrastructure is the backbone of the industry and provides the foundation for safely and efficiently facilitating aviation services. This award is aimed at recognising excellence in the delivery of significant aeronautical and non-aeronautical infrastructure projects at an airport. Nominations may include projects such as runway or apron redevelopments, terminal upgrades and expansions or innovative ground transport solutions.

Innovation

Airport owners and operators are innovators – known for thinking outside the box and looking at new ways to make real changes in order to achieve a better user experience. Projects, initiatives or activities which may be included in this award are those which drive organisational or transformative change or external programs which improve the engagement or outcomes for our communities and partners. Examples of initiatives include diversity and inclusion programs, technology enhancements, new ways to finance projects or a community engagement program which is educating your customers.

Operations

Operational effectiveness and efficiency is a necessity in any airport operation. In an industry currently focused on continued improvement and recovery, airports often go above and beyond what is required and demonstrate industry best practice and leadership in airport operations. This award recognises those achievements.

Nominations may include (but are not limited to) infrastructure enhancements which improve airside or landside activities, improving health, hygiene and safety standards or initiatives which enhance the way operational staff work in the field.

Sustainability

Ensuring that appropriate sustainability and management practices are in place at airports has always been a high priority for the industry. This category recognises projects or initiatives which reduce an airport's carbon footprint, increase its sustainability, reduce its reliance on fossil fuel power sources or generally improve sustainability outcomes for the local community.

Criteria

Projects, activities or initiatives must either be completed (e.g. in the case of a building or runway development) or they might also be ongoing e.g. a new customer service, diversity, equity and inclusion initiatives which is going to continue indefinitely. Projects should clearly demonstrate how they have delivered specific outcomes.

If a long-term project or initiative has several phases, it is important that the nomination clearly indicates which phase of the project or initiative is being nominated.

Airports may nominate a maximum of one project, activity or initiative per category. Nominations will need to show how this has had a significant impact on the airport and how the project, activity or initiative has gone above and beyond the airport's usual operations.

Nomination Questions *(maximum of 500 words per statement)*

Please provide a brief project overview of how your airport is achieving excellence in the following areas. Please also indicate what the unique attributes of each particular project, activity or initiative may be.

- Please provide a brief overview of your airport or aerodrome*
- Please provide a brief overview of your nomination*
- What are the unique attributes of the project, activity or initiative?
- Describe the significance, scale and the impact of the project.
- How has this project, activity or initiative contributed to the overall success of your airport this year and/or into the future? Or advanced diversity, equity and inclusion, at your airport or in your community? Describe the benefits.
- Is there any further information you would like to share in support of your nomination?

* *Maximum of 100 words*

**Please note: Each criterion above is of equal value*

Corporate Project of the Year Awards

The AAA's Corporate Members are critical to the future of a thriving Australian airport sector, providing the services and infrastructure requirements the industry needs to continue to be safe, secure and operational now and into the years beyond. These awards highlight the unique projects and initiatives developed by Corporate Members which allow our nation's airports to be among the best in the world.

- Small Regional Airport
- Large Regional Airport
- Major, Metro and Capital City Airport

Corporate Project of the Year Awards are open to AAA Corporate Members only. Projects should clearly demonstrate how they have delivered specific outcomes.

If a long-term project or initiative has several phases, it is important that the nomination clearly indicates which phase of the project or initiative is being nominated.

All entries must be endorsed by the airport at which the project took place. If this is applicable, please attach a supporting letter from the airport.

AAA Corporate Members may nominate up to a maximum of three projects across all categories.

Entry Details (*maximum of 500 words per statement*)

- Please provide a brief overview of your organisation*
- Please provide a brief overview of your project*
- What are the unique attributes of the project, activity or initiative?
- Describe the significance, scale and the impact of the project.
- How has this project, activity or initiative contributed to the overall success of your airport this year and/or into the future? Describe the benefits.
- Is there any further information you would like to share in support of your nomination?

* *Maximum of 100 words*

**Please note: Each criterion above is of equal value*

Emerging Airport Leader Award

This Award has been established in 2023 to recognise the contributions of employees at AAA member airports whose impact and achievements are exceptional for their years of experience. This award is given annually to one individual who has demonstrated an active commitment to the airport sector and the profession as a whole.

Eligibility:

- Airport employer is a current member of the AAA
- Less than 35 years of age OR less than 10 years working at/for an airport

Entry Details (*maximum of 500 words per statement*)

- Please provide a brief overview of your career*
- Please provide 1-2 examples of how you have contributed to the industry
- Describe your achievements/contributions to the airport sector and explain why you feel these are exceptional for their years of experience (please include any awards, certifications, education, and professional recognition from the past 12 months)
- Is there any further information you would like to share in support of your nomination?

* *Maximum of 100 words*

**Please note: Each criterion above is of equal value*