

# 2026 RULES AND REGULATIONS

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## NOMINATIONS

Nominations are made via the Quality Tourism Framework Portal:

<https://atic.qualitytourismaustralia.com/>

A submission for an award category cannot be made unless a nomination has been made and any associated fees paid.

All entrants must adhere to the nomination rules set out throughout this document.

The nomination collects specific contact information, category selection and agreement to the Awards T&C's.

## ENTRY FEES

Fee per category	
Tourism Council WA member	\$250+GST
Non-Member	\$750+GST

Entry fees cannot be refunded or credited should a nominee withdraw from or discontinue in the program. Nomination fees are payable prior to a submission being confirmed.

To access the Tourism Council WA member rate, the entrant must be a current financial member of Tourism Council WA.

## NOMINATION RULES

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1. If entering more than one category, then a separate and complete entry must be submitted for each category. However, entrants may only enter one submission in any one of the following categories:
  - a. Attractions – either category 1 OR 2;
  - b. Festivals and Events – either category 3 OR 4; *NOTE: As one business; entrants can enter both categories as long as their submissions are for different festival/events.*
  - c. Tour Operator – either category 11 OR 12;
  - d. Accommodation – enter category 17, 18, 19, 20, 21, 22 OR 23
  
2. Entrants that commenced trading/visitation/service delivery for the first time in the qualifying period MUST enter the New Tourism Business category.
  - a. Businesses that commenced trading between 1 July 2025 - 30 June 2026 are only eligible to enter the New Tourism Business category. They may also choose to enter the Excellence in Accessible Tourism category alongside the New Tourism Business category.
  - b. Entrants in the New Tourism Business category must have a separate ABN to an existing business or be able to provide evidence that they are operating separate to any existing business e.g. different staff, management, budget and other operating systems.
  
3. Entrants cannot change categories after the closing date for submissions in the state/territory tourism awards in which they have entered.
  - \* Except for those who enter into an accommodation category and in the course of completing their Accommodation Standards, they are found to be ineligible for that category and must be moved into a suitable category.
  
4. Qualifying Period
  - a. The qualifying period for the 2026 program is 1 July 2025 to 30 June 2026. All activities, achievements and innovations referred to within submissions must have occurred within this period.
  - b. Festivals and Events
    - i. Where multiple events have been held within the qualifying period each event can make a submission, however each submission must be specific to one event. E.g., FestivalAustralia 2025 and FestivalAustralia 2026 - each submission would focus on the activities, marketing etc. for the singular event.
    - ii. Where the festival/events run over the 30 June/1 July period:
      1. The majority of the Festival/Event must have run within the qualifying period.
      2. A festival/event which runs equally over June and July may choose which year of the awards program they enter, but can only enter the festival/event once (if entered in 2026, it is not eligible for the 2027 program).
      3. Data used e.g., visitation, visitor spend (as an outcome of the festival/event) etc. may include the entire period of the festival/event.

- iii. Planning and preparations which took place prior to the qualifying period may be included in the submission.
  - c. Tourism Marketing and Campaigns
    - i. The majority of the campaign/marketing activity must have been active within the current qualifying period.
    - ii. Planning and preparations which took place prior to the qualifying period may be included in the submission.
  - d. New Tourism Business
    - i. Planning and preparations which took place prior to the qualifying period may be included in the submission.
  
- 5. Trading Period
  - a. All entrants must have traded for the entire qualifying period except those entering the New Tourism Business category, or where trade ceased due to Government restrictions.
  - b. Specifically, entrants in the New Tourism Business category must have commenced trading/visitation/service delivery within the qualifying period. No minimum period of trading has been defined for this category.
  - c. Exceptions apply to seasonal businesses and facilities, festivals, events, marketing campaigns, media entries, training and tourism development projects, however the activity being put forward for consideration must have occurred within the qualifying period.
  - d. For Festivals/Events the entirety of the festival/event did not have to occur within the qualifying period, however the majority of the event must fall within the qualifying period.
  
- 6. Nominated state/territory
  - a. Entrants must be based or have specific operations in Western Australia.
  - b. Should a business have branches in more than one State/Territory they may enter in multiple State/Territory awards. However, the submission must focus on the activities undertaken in the state/territory they are submitting their awards entry in.
  
- 7. Business Standards
  - a. All entrants must demonstrate they satisfy the Business Standards relevant to their category or categories before submitting their final entry into the portal. This can be achieved by either holding a current accreditation equal to the Business Standard relevant to their category e.g. Sustainable Tourism Accreditation, or by completing the Business Standard question set and meeting the relevant accreditation standard.
  - b. Additional Fees may apply to achieve relevant accreditation standards.
  
- 8. Multiple Products
  - a. An entrant, such as a chain or franchise with multiple locations and/or multiple businesses must enter each individually. Only the individual business/location would be able to promote any outcomes. For example, an

accommodation chain such as Meriton or Accor would not be able to enter as an overarching chain - each property would enter as a separate nomination.

- b. If a 'group' of products have different trading names, each individual trading name would be required to enter separately.
- c. In some cases, where the ABN, policies, procedures, marketing and operating systems are the same across multiple locations, the head office may enter but any achievements, e.g. winner logo, may only be used by the corporate entity, not the individual products.
- d. Aside from those categories where stated, one business can submit multiple entries, including into the same category for different products. In this instance, they will be competing against themselves, however may see value in, for example, securing a gold and silver placing.

#### 9. Accommodation Categories

- a. Excluding Unique Accommodation, all accommodation category entrants will be required to meet Accommodation Standards specific to their category.
- b. It is not a requirement for a business to be officially Star Rated. Alternatively, the online accommodation standards will be used to demonstrate the entrant's pre-assessment rating.
- c. The specific accommodation category suitable to an operator is determined by the Star Ratings category outlines found here:  
<https://www.starratings.com.au/info/category-outlines>
- d. Accommodation standards required
  - i. 5 Star Luxury Accommodation
    1. Official 5 Star Rated  
**OR**
    2. A pre-assessment rating of 5 Stars within the Accommodation Standards (Hotel, Motel or Serviced Apartment)
  - ii. 4-4.5 Star Deluxe Accommodation
    1. Official 4 or 4.5 Star Rated  
**OR**
    2. A pre-assessment rating of 4 or 4.5 Stars within the Accommodation Standards (Hotel, Motel or Serviced Apartment)
  - iii. 3-3.5 Star Accommodation
    1. Official 3 or 3.5 Star Rated  
**OR**
    2. A pre-assessment rating of 3 or 3.5 Stars within the Accommodation Standards (Hotel, Motel or Serviced Apartment)
  - iv. Hosted
    1. Official 3+ Star Rated  
**OR**
    2. A pre-assessment rating of 3+ Stars within the Accommodation Standards (Hosted Accommodation)
  - v. Caravan Park
    1. Official 3+ Star Rated

**OR**

2. A pre-assessment rating of 3+ Stars within the Accommodation Standards (Caravan-Holiday Parks)
- vi. Self-Contained
  1. Official 3+ Star Rated

**OR**

2. A pre-assessment rating of 3+ Stars within the Accommodation Standard (Self Catering)

## **SUBMISSIONS**

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An entrant must nominate for an award before they can commence preparing their submission.

Submissions are made via the same system as the nominations. This can be accessed at: <https://atic.qualitytourismaustralia.com/>

All submissions must include the following:

1. Nomination details
2. Demonstration of meeting minimum Business Standards, relevant to their category.
  - a. This can be demonstrated via relevant accreditation within the Quality Tourism Framework (QTF)

**OR**

  - b. As a part of the Business Standards question set within their submission.
3. Completed answers in each category question, including supporting images.
4. Word Count
  - a. A minimum of 4,000 words will be accepted, with the maximum being 7,500 words per submission for national categories 1-25. Accessible tourism (category 26) has a minimum of 2,000 words, and maximum of 3,000 words.
  - b. Words within a table are included in the submission word count.
  - c. It is the responsibility of the entrant to ensure their submission meets the minimum word count and does not exceed the maximum word count.
  - d. Hyperlinks to external sources are not allowed.
5. If a business deliberately combines words by removing spaces (e.g. BusinessPlan) or using a symbol (e.g. &, -, / Product&Experience, Retail-Store), and it is found to be a deliberate trend throughout their submission, up to 5 points will be deducted from the total score.
  - a. The use of a hyphen (-) where appropriate or commonly used will be accepted e.g. e-commerce, year-on-year.
  - b. Deliberate means combining words in this manner more than 5 times per submission, and for combinations of more than three words, with the intent of reducing word count.

## 6. Images

- a. The submission can include up to 30 images (in addition to those uploaded to the Media & Promotional section) with captions in categories 1-25 and up to 10 images in category 26.
    - It is at the discretion of the entrant as to how many images are used for each question, but the maximum number across the whole submission will apply.
  - b. Images can include infographics, charts, graphs and pictures. Any image used must be for the sole purpose of supporting the submission by providing evidence. Images cannot be used to form part of the written response to a question. A good rule of thumb is 'if you remove the images, will the written word still provide a robust answer?
  - c. Captions are to be a maximum of 10 words, and are not included in the overall word count.
  - d. Images are attached via a gallery.
7. A description of no more than 100 words of the business/product, which will be used by media, for announcements at the presentation ceremony, in promotional material and on website listings. As this will be edited and compiled by people who have not viewed the submission, please remember to include the business/product name and where it is located geographically. This should be written in the third person.
8. An additional ten images which illustrate the entrant's operation should accompany each submission in each category entered. These images will be used for exposure at the presentation ceremony and in official advertising and publications. (Note: 500 dpi files in a JPEG format are required). These should be the best representation of the business/product and be of a professional standard.  
Note: The national awards event production prefers high-resolution images (1920x1080 in dimensions).
9. Submissions entered after the deadline will not be accepted.

## **COMPLIANCE WITH COMPETITION RULES**

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1. The Licensee, with Chair of Judges, reserves the right to withdraw submissions if an entry is not compliant with the rules.
2. All submissions are reviewed for compliance with the submission guidelines. This will be undertaken initially by the Program Manager, however the withdrawal of a submission would be reviewed and implemented by the Chair of Judges and the Auditor.
3. All entrants must clearly demonstrate how they meet the eligibility requirements of each respective category that they choose to enter in Q1. If this is not adequately demonstrated, then that entrant may be disqualified.
  - a. For example:

- Major Tour & Transport Operators/Tour & Transport Operators – the two categories are separated by the number of full time (equivalent) employees.
4. By participating in the Awards program, all entrants agree to display the trademarked logos issued with corresponding accreditation, programs or awards programs, including (but not limited to) Quality Tourism Accreditation trademarks, finalist logos and winner logos.
- a. The licence to display these logos is valid for one year, and the entrant must annually renew their Tourism Industry Council membership or pay the annual ATIC licence fee to continue to display these logos.

### **INSOLVENCY OF AN ENTRANT**

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1. At any time, following submission of an entry in the State Awards or Australian Tourism Awards, but prior to the presentation ceremony, should the business become insolvent or be placed under administration, the entrant is no longer eligible to receive an award.
  - a. If, following the presentation ceremony, the business returns to solvency, then an award cannot be reclaimed.
  - b. The next state finalist will not be elevated to the status of national finalist.

### **ONSITE VISIT**

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1. There is no awards site visit undertaken in Western Australia.
2. Onsite visits are not undertaken for the purposes of national judging in the Australian Tourism Awards.

### **New business (not yet accredited)**

1. If a business is not yet accredited or does not yet meet the relevant accreditation requirements for their category, they will be required to undertake a business verification visit.
2. If a business wishes to obtain a higher level of certification, additional questions would be required to be assessed relevant to the level module of certification.

### **Existing Certified Business (not meeting certification requirements)**

1. Sustainable Tourism Certification
  - a. If a business is certified at Sustainable Tourism Accredited Business level, but does not meet the Sustainable Tourism Onsite Visit Certification Requirements, they may be required to undergo a business verification visit for the purposes of meeting Awards requirements.
2. Higher-Level Certifications & Other Modules

- a. If a business is certified at a level higher than Sustainable Tourism but does not meet the Sustainable Tourism Onsite Visit Certification Requirements, they may be required to undergo a business verification visit for the purposes of meeting Awards requirements.

## **DIGITAL REVIEW**

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1. A Digital Review will be undertaken to assess the entrant's online activities including:
  - a. The entrant's website
  - b. The entrant's search engine optimisation
  - c. The entrant's external listing sources
  - d. The entrant's online accessibility score via Google Lighthouse (min 70%)
  - e. The entrant's social media channels
  
2. The Digital Review will account for 20 points
  - a. Except in 26. Excellence in Accessible Tourism where it will account for 10 points
  - b. Except 14. Tourism Marketing & Campaigns where it will account for 0 points

## **CONSUMER RATING**

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1. The consumer rating will be derived from the GRI provided by ReviewPro and will account for up to 20 points, with some category exceptions:
  - a. Where there is a specific question set and the consumer ratings do not match what is being assessed, no consumer review score is incorporated for these categories:
    - 6. Cultural Tourism
    - 7. Aboriginal and Torres Strait Islander Tourism Experiences.
  - b. A consumer rating will not be applied to the following categories:
    - 3. Major Festivals and Events
    - 4. Festivals and Events
    - 8. Retail, Hire and Services
    - 10. Business Event Venues
    - 14. Tourism Marketing and Campaigns
    - 24. New Tourism Business.
  - c. For those categories where there is a mix of products included, then the consumer rating value is 5 points. This includes:
    - 5. Ecotourism
    - 9. Visitor Information Services
    - 25. Excellence in Food Tourism
    - 26. Excellence in Accessible Tourism.
  
2. A minimum of 25 reviews must have been received across the platforms which ReviewPro analyses for the qualifying period for the entrant to generate a GRI.
  
3. Businesses that do not have a GRI will receive 0 for their consumer rating score.

4. When signing a business up to the platform for accreditation or entering the awards, the entrant will be required to supply a TripAdvisor, Booking.com or Google Review link. An email will be generated once a nomination into an awards category is made where a GRI score is required. An email for instructions on how to achieve an account will be issued by the system. This will be the entrant’s responsibility to complete.
5. The responsibility to enter the correct TripAdvisor, Booking.com or Google Review link for the product in each entered category will lie solely with the entrant.
  - a. E.g. If a hotel with a restaurant wants to enter the restaurant into the awards, they will need to supply the TripAdvisor, Booking.com or Google Review account for the restaurant, not the hotel as it is the restaurant that is being scored.
6. Alternate review platforms that are not included within the ReviewPro analysis will not be able to be incorporated to determine the customer rating score. See ReviewPro Guide for further details.

### Statement of Achievement

1. In most categories entrants can score automatic points for Quality Tourism Framework programs they have completed or renewed within the qualifying period.
  - a. Scores will be allocated based on the number of achievements:
    - 1-2 achievements = 1.5 point
    - 3-4 achievements = 3 points
    - 5-6 achievements = 4.5 points
    - 7+ achievement = 5 points
  - b. An achievement is determined by:

Program	Achievement in Qualifying Period
<b>Quality Tourism Accredited</b>	Accredited or Renewed
<b>Sustainable Tourism Accredited</b>	Accredited or Renewed
<b>International Ready Accredited</b>	Accredited or Renewed
<b>EcoStar Accredited</b>	Accredited or Renewed
<b>Accessible Tourism Program</b>	Completed
<b>Accessible Tourism Accredited</b>	Accredited or Renewed
<b>Tourism Emissions Reduction Commitment Program (minimum of Level 3)</b>	Completed Level 3.
<b>Star Rated</b>	Accredited or Renewed
<b>Online Trade Distribution Program</b>	Completed
<b>International Trade Distribution Program</b>	Completed

<b>Risk Management Tool</b>	Completed
<b>Business Continuity Tool</b>	Completed
<b>Connecting to Culture Tool</b>	Completed
<b>Marine Tourism Accredited</b>	Accredited or Renewed
<b>Camp and Adventure Activity Accredited</b>	Accredited or Renewed
<b>VIC Accreditation</b>	Accredited or Renewed

## TERMS AND CONDITIONS

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All nominees must agree to the following terms and conditions:

- *By entering the Western Australian Tourism Awards, I authorise the use and/or reproduction of images and the 100-word description provided in relation to any editorial/advertising purposes initiated in conjunction with the awards and the Australian Tourism Awards.*
- *I understand that as an award nominee I am bound to the QTF Terms and Conditions, which includes reference to the use and display of any trademark, badge or logo achieved through the Awards process.*
- *I understand that the State/Territory licensee has ultimate decision making as to which category my product enters. I confirm that I have selected the most suitable category for my business to the best of my knowledge and confirm that the State/Territory Licensee has the right to move my nomination to an appropriate category if I am not eligible for the initially nominated category.*
- *My contact details may be supplied to agencies/sponsors engaged on behalf of award/organisers/committees for promotional purposes.*
- *I acknowledge that all decisions of the Awards judges and administrators relating to the outcome of the Awards are final and correspondence will not be entered into surrounding these results.*
- *Under no circumstances will judges be held responsible for any comment, viewpoint or expression, whether expressed or implied, concerning the standard or quality of an entrant's submission.*
- *By ticking the terms and conditions box, I agree not to bring a claim against any Judge, or state/territory Award owner in relation to feedback on my submission.*
- *I declare that the information provided in this submission be true and correct to the best of my knowledge and I agree to the terms and conditions as outlined.*

## TROUBLESHOOTING

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If you are experiencing delays or lost data, it could be for one of the following reasons.

- Check your connection speed and connection reliability, particularly if uploading data.

- Most internet service providers will give you decent download speeds to stream Netflix or access social media. However upload speeds tend to be much slower, and this is particularly prominent when you're uploading images to any online portal.
- One of the simplest solutions is to plug in a LAN cable into the laptop. A cable is hugely faster than going over Wi-Fi, especially when that Wi-Fi is already under pressure by multiple people.
- Check the size of your images
  - If images are larger than the recommended size (Images must be no bigger than 10MB each in .jpeg or .png format - preferably 500dpi files), then the system won't accept it.
  - Resizing images to within (the recommended size outlined above) before uploading is recommended.
  - Upload one image at a time. Wait until an image has finished uploading before starting on the next one.
- Pasting
  - We know that most entrants work on their submission offline (on a Word doc), to then copy and paste answers into the portal. Please be mindful that there can be problems with the amount of content you are pasting at one time.
  - Do not copy and paste multiple pages of text at the same time as the bandwidth can't cope.
  - Pasting content from websites can often incur similar issues as there's styling and hidden characters in a website that adds to what is being pasted.
  - Pasting is fine when done in moderation. A piece of text at a time – not multiple elements because unless you have a very good internet connection, it will create problems.
  - Multiple people working on the same submission can override other's work.
  - Your formatting and your word count may change from a Word or Google doc once pasted in the QTF. The QTF word count is the only one that is considered. Allow time to reformat your work once it is in the QTF.
- Outdated operating systems
  - It is advised not to try filling in an Awards submission on your phone. Laptops are the best medium.
  - Browsers like Chrome/Firefox/Edge offer the best experience and less issues. Ensure you have the latest version installed.
  - More recent operating systems, e.g., Windows 11, will also work better.

**If none of the above are the issue**, contact your Program Manager with the following information:

- Business name
- Which submission (if more than one)
- Device and browser type used

- Specific issues e.g., connection keeps timing out, freezing, losing information that was saved
- Any images/screenshots to demonstrate what the issue is or a word of source document that the entrant is working from.
- Copy of a file/image that was lost