

**SUPERVISOR OF THE YEAR | ENTRY FORM**

This award recognises the quality of the supervision on projects nominated for the 2017 Master Builders Bankwest Building Excellence Awards for the Kimberley-Pilbara Region. The emphasis will be based on the on-site inspection of a team of judges. The job should demonstrate squareness of set out, plumbness of walls, attention to detail and cleanliness and finish of the job in general. In addition, the following information must accompany this nomination.

**NOMINATING COMPANY DETAILS**

Company Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_ P/Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_ ABN/ACN Number: \_\_\_\_\_

**SUPERVISOR AWARD DETAILS**

Name: \_\_\_\_\_

Company: \_\_\_\_\_ P/Code: \_\_\_\_\_

Project Title: \_\_\_\_\_ Project Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

**CRITERIA**

- Project Management
- Documentation Management
- Time performance
- Subcontractor co-ordination
- Supervision of apprentices and staff
- Site Management
- Safety
- Quality assurance
- Maintenance & repairs
- Site organisation
- Skills & Experience
- Project Supervisor (beyond that of their own trade)
- Communication skills
- Complaints handling
- Management of workplace culture
- Attention to detail
- Problem solving ability

**ENTRY REQUIREMENTS**

- Please supply the following on a USB:
  - A completed Entry form
  - A brief description of the business
  - A job description for the role of supervisor
  - A detailed description of the nominated supervisor who satisfies the judging criteria
  - A brief resume of the supervisor's previous experience
  - Description of the benefits experienced by your staff and business
- Supporting documentation ie. Feedback forms, client references etc.
- Please provide two (2) photos on USB of your supervisor – one head shot and one on-site shot which a resolution of 300dpi, image size of 210mm x 297mm in jpeg format.
- A copy of your company logo in .eps and .jpg formats.
- Entries and all supporting documentation must be received by close of business **Friday 3 February 2017.**

**PLEASE RETURN FORMS TO**  
 PO BOX 1525, GERALDTON WA 6531  
 T 9921 5061 F 9965 5025  
 EMAIL GERALDTON@MBAWA.COM  
 ALL ENTRIES DUE FRIDAY 3 FEBRUARY 2017