

MASTER BUILDERS-COMMONWEALTH BANK BUILDING EXCELLENCE AWARDS



ABOUT MASTER BUILDERS WA

The Master Builders Association of Western Australia (Master Builders WA) is a member-based association that services the Building and Construction Industry.

Members of the Association consist of builders, subcontractors, suppliers and consultants in both the commercial and residential sectors covering the state of Western Australia.

The Association has been representing and promoting the views and interests of the building and construction industry in WA since 1898. Since that time, the association has grown to become the pre-eminent industry voice, recognised for its advocacy and strong lobbying influence.

Master Builders WA provides its members specialised products and services, which includes building contracts, training, legal services, industrial relations, technical advice, industry economics, insurance and safety advice.

VISION:

Master Builders WA assists members in growing the Building and Construction Industry's significant contribution to the economy and community.

MISSION:

Master Builders WA is the peak industry association for the building and construction industry.

PURPOSE:

Master Builders WA is a membership-based industry association providing our members with highly valued, specialised building industry services through:

- Strong Industry Advocacy and Representation.
- Trusted Advice and Information.
- Tailored and Relevant Products and Services.
- Quality and Relevant Training.
- Promotion of Construction Excellence.
- National Representation via Master Builders Australia.
- Career and Professional Pathways

CULTURE:

Master Builders WA will drive its vision with a culture that is:

- Forward thinking and committed to the growth of the Building and Construction Industry.
- Orientated to high performance and achieving goals to ensure our success.
- Service based, driven by integrity and collaboration.
- Committed to evidence-based decision making.
- Strong in leadership of the Building and Construction Industry across all sectors.

VALUES:

Integrity, Success, Service, Collaboration

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ABOUT THE BUILDING EXCELLENCE AWARDS

The **Master Builders-Commonwealth Bank Building Excellence Awards** showcases and rewards its members for demonstrating exceptional craftsmanship, and commitment to building excellence and upholding the highest professional standard.

The **Building Excellence Awards** are exclusive to residential Master Builders WA members and are an opportunity to recognise the quality of work achieved by staff and contractors through showcasing the first class workmanship and construction excellence for which the WA Building & Construction Industry has become renowned.

Hosted in each of the five regions within WA; Kimberley Pilbara, North West, South West, Great Southern and Goldfields Esperance, the **Building Excellence Awards** feature the best regional Builders through the major award categories; Best Country Home and Best Regional Project.

The resources used, the people employed and the overall stimulus to the economy that many of these projects provide is invaluable to Western Australia.

The Awards are recognised by consultants, government and our industry as the hallmark annual event for the commercial, industrial and civil engineering sectors.

Celebrate your successes alongside your team and industry peers at the highly prestigious and coveted Awards Evening.

[CLICK HERE TO ACCESS THE ONLINE ENTRY PORTAL](#)

All entries must be submitted online via the entry portal before 5pm on the close of entry date.

CONTACT US

If you have any questions please contact MBAWA Events or visit mbawa.com for further information

Email: events@mbawa.com

Phone: 08 9476 9800

IMPORTANT DATES

SOUTH WEST

Entries Open	Thursday 30 November 2023
Entries Close	Friday 9 February 2024
On-site Judging	Mid-April 2024
Awards Presentation	Saturday 25 May 2024

KIMBERLEY PILBARA

Entries Open	Thursday 30 November 2023
Entries Close	Friday 15 March 2024
On-site Judging	End of April 2024
Awards Presentation	Saturday 22 June 2024

GOLDFIELDS ESPERANCE

Entries Open	Monday 5 February 2024
Entries Close	Friday 10 May 2024
On-site Judging	Mid-June 2024
Awards Presentation	Saturday 10 August 2024

GREAT SOUTHERN

Entries Open	Monday 5 February 2024
Entries Close	Friday 7 June 2024
On-site Judging	Mid-July 2024
Awards Presentation	Saturday 14 September 2024

MID WEST

Entries Open	Monday 5 February 2024
Entries Close	Friday 12 July 2024
On-site Judging	End of August 2024
Awards Presentation	Saturday 26 October 2024

The above dates are subject to change, all entrants will be notified if there are changes.

ENTRY FEES

Awards are open to MBAWA members only unless otherwise stated. All prices are inclusive of GST.

RESIDENTIAL AWARD FEES

First Entry	\$390.00
Additional & Specialist Entry	\$290.00
Workplace Health & Safety Entry	\$550.00
Best Customer Service Entry	\$600.00

COMMERCIAL AWARD FEES

First Entry	\$950.00
Additional & Specialist Entry	\$650.00
Workplace Health & Safety Entry	\$1,650.00
Subcontractor Entry	\$200.00

APPRENTICE AWARD FEES

Entry Fee	Free-of-Charge
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PROFESSIONAL PHOTOGRAPHY

Photography Fee	POA
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Please contact MBAWA to make sure this service is available in your region.
Additional travel fees may be applicable on top of flat photography fee depending on project location.

RESIDENTIAL

CATEGORY OVERVIEW - RESIDENTIAL

RESIDENTIAL AWARD CATEGORIES

Members must first nominate into at least **one (1)** Residential Award category to be eligible for subsequent Major Award, Trade and Specialist Award categories.

The Residential Awards recognise excellence across various types of projects, including Display Homes, Contract Homes, Alterations and Additions, and Multi-Unit Developments.

BEST CONTRACT HOMES

Recognises excellence in Contract Homes entered within the price sub-categories:

Under \$300,000	\$800,000 - \$1,000,000
\$300,000 - \$400,000	\$1,000,000 - \$1,500,000
\$400,000 - \$500,000	\$1,500,000 - \$2,500,000
\$500,000 - \$600,000	\$2,500,000 - \$3,500,000
\$600,000 - \$700,000	Over \$3,500,000
\$700,000 - \$800,000	

BEST DISPLAY HOMES

Category not available for the following regions: Kimberley Pilbara and Goldfields Esperance.

Recognises excellence in Display Homes entered within the price sub-categories:

Under \$400,000	\$600,000 - \$700,000
\$400,000 - \$500,000	\$700,000 - \$850,000
\$500,000 - \$600,000	Over \$850,000

BEST ALTERATIONS & ADDITIONS

Recognises the excellence in Alterations & Additions entered within the price sub-categories:

Under \$150,000	\$550,000 - \$650,000
\$150,000 - \$250,000	\$650,000 - \$750,000
\$250,000 - \$350,000	\$750,000 - \$850,000
\$350,000 - \$450,000	\$850,000 - \$1,000,000
\$450,000 - \$550,000	Over \$1,000,000

BEST MULTI UNIT DEVELOPMENT

Recognises excellence in Multi Unit Developements within the the following sub-categories:

- 2-5 Units
- 5-10 Units
- 10-20 Units

MAJOR AWARD CATEGORIES

Winners from across all Residential Award categories compete for the overall Major Award categories.

Homes with the best overall score from all entries within the Residential Awards categories automatically become finalists for the Major Award categories.

The project must first be entered into a Residential Award category to be eligible to be a finalist for a Major Award.

TOP WA HOME

(Non-entered, presented at Perth Metro Housing Excellence Awards only)

Recognises the best overall Contract Home amongst all price categories.
Finalists include the winner of the overall Best Country Home and the overall best scoring contract homes.

BEST COUNTRY HOME

(Non-entered, presented at Perth Metro Housing Excellence Awards, 'Regional' Best Country Homes presented at each region's Building Excellence Awards)

Nominees are the winning homes from the Master Builders Bank Building Excellence Awards in the Kimberley Pilbara, South West, Goldfields Esperance, Great Southern and Mid West regions.

BEST DISPLAY HOME

(Non-entered, presented at Perth Metro Housing Excellence Awards, 'Regional' Best Display Homes presented at each region's Building Excellence Awards)

Recognises the Best Overall Display Home amongst all price categories.

BEST ALTERATIONS & ADDITIONS

(Non-entered, presented at Perth Metro Housing Excellence Awards, 'Regional' Best Alterations & Additions presented at each region's Building Excellence Awards)

Recognises the Best Overall Alterations & Additions amongst all price categories.

TRADE AWARD CATEGORIES

The Trade Awards recognise excellence in a particular construction trade featured in a nominated project.

The project must first be entered into a Residential Award category to be eligible to be nominated for a Trade Award.

Sub-categories within this award:

EXCELLENCE IN CABINET MAKING

EXCELLENCE IN CEILINGS

EXCELLENCE IN FLOOR & WALL TILING

EXCELLENCE IN PAINTING

EXCELLENCE IN PLASTERING

EXCELLENCE IN PLASTERBOARD LININGS

SILVER TROWEL AWARD

EXCELLENCE IN CONCRETING

EXCELLENCE IN CARPENTRY

EXCELLENCE IN ROOFING

EXCELLENCE IN EXTERNAL FINISHES

EXCELLENCE IN BRICK & BLOCK PAVING

SPECIALIST AWARD CATEGORIES

Specialist Awards recognise a specialised factor of building and construction.

The project must first be entered into a Residential Award category to be eligible to be nominated for a Specialist Award.

Sub-categories within this award:

INNOVATIVE CONSTRUCTION FOR SMALL LOTS

BEST ALTERNATIVE CONSTRUCTION HOME

EXCELLENCE IN ENERGY EFFICIENCY

EXCELLENCE IN RECYCLING

BEST WATERWISE HOME

BEST NEW BUILDER

SMALL / MEDIUM / PROJECT BUILDER OF THE YEAR

EXCELLENCE IN WORKPLACE HEALTH & SAFETY

TRADESPERSON OF THE YEAR

SUPERVISOR OF THE YEAR - SMALL / MEDIUM / PROJECT BUILDER

BEST CUSTOMER SERVICE AWARD - BUILDERS / SUPPLIERS

JUDGING CRITERIA

INTERNAL/EXTERNAL BRICKWORK/RENDER FINISH

- Sharpness of brickwork
- Horizontal bed joints and vertical perp alignment
- Selection of bricks (i.e. damaged, chipped, etc)
- Mixing of batches of bricks
- Consistency of mortar colour and joints
- Plumbness of windows
- Cuts to brickwork
- Sharpness of render
- Troweling
- Consistency in texture and colour
- Alignment of corbeling
- Alignment of cladding and fixing
- Trade attention to detail:
 - Concrete form work
 - Control of reinforcement placement and cover
 - Concrete placing compaction finishing and curing
 - Above average attention to practices achieving high quality and durable surface finishes
- Brick & block paving

- Fixing of appliance/sinks
- Plumbness of cupboards
- Alignment of handles

FLOOR & WALL TILING

- Setout
- Margins
- Grouting
- Jollies
- Waste cuts
- Alignment of hobs
- Steps
- Plane of wall tiles and floor tiles
- Scribing of tiles
- Position of borders
- Bath risers
- Sealing around baths
- Sealant to wall and floor tile junction
- Squareness of shower

INTERNAL/EXTERNAL CARPENTRY FINISH & FIXING

- Door margins
- Finishing to hinges
- Latches
- Strikers
- Sills and returned scotia
- Shelving
- Balustrading
- Jointing of mouldings
- General workmanship

CEILING FIXING

- Plane of plasterboard
- Visibility of joints/nails/screws
- Cornice joints
- Cornice fixing
- Alignment of cornice
- Squareness of bulkheads

INTERNAL PLASTERING/DRYWALL

- General surface texture and consistency
- Square and plumb arise
- Reveals
- Corners
- Cleaned door and window frames
- Map cracking/crazing
- Scouring to internal corners
- Window reveals

INTERNAL & EXTERNAL PAINTING

- General finish
- Preparation work
- Door painting (top and bottom)
- Top of door frames
- Under sills and mouldings
- Robe rails
- Paint runs
- Consistency of finish
- Coverage of paint to frames and mouldings

ROOF ALIGNMENT & NEATNESS OF FINISH

- Gutters and eaves alignment
- Fixings
- Neatness of cuts and joints
- Plane of roof
- Fixing of materials
- Flashings
- Hip and valley alignment
- Plumbness of downpipes
- Detail to exposed timber areas
- Selection of timber
- General tidiness

INTEGRITY OF STRUCTURE

- Visual signs of movement
- Cracking
- Excess shrinkage
- General defects

PROFICIENCY OF SUPERVISION

- Squareness of setout
- Plumbness of walls
- Setout of entities within the home
- Care of general supervision overall
- Cleanliness of job in general
- Attention to detail

CUPBOARD CONSTRUCTION & FINISH

- Bench top joints
- Door/drawer alignment
- Door stops
- Ease of drawers
- Internal quality of fixing
- Edging, colour consistency

TRANSITION (ALTERATIONS & ADDITIONS ONLY)

- Integration of new addition with existing structure
- Workmanship
- Fixing (old to new)
- Marrying building materials
- Internal and external
- General detail

INSPECTION TIPS & ADVICE

FINAL QUALITY CHECKS OF THE NOMINATED PROJECT:

- Identify any additions or changes to the project that are not part of the nominated submission
- Photograph the additions/changes and email in advance to MBAWA Events (referencing your entry code) for the judges consideration
- Thoroughly look for defects and immediately rectify
- Carry out any necessary maintenance **two to three (2-3)** weeks prior to judges arriving
- Consistent work quality is very important

PRIOR TO INSPECTION:

- You will be notified of your judging schedule/s a minimum of two weeks prior
- The judging date and time cannot be changed or rescheduled
- When the judging inspection date is known, immediately advise the client of date and time
- Send a calendar appointment to the client
- Call the client/s **twenty-four (24)** hours before the scheduled judging time as a courtesy reminder

ON INSPECTION DAY:

- Arrive at the project **ten (10)** minutes prior to the scheduled judging time, have project open and ready
- Meet judges at front door
- Home owner/s should be in attendance where appropriate
- Advise judges if any of the build was completed by owner/client
- Allow the judges time and space to view and judge the project
- Please do not ask the judges for feedback as they cannot provide it

ENTRY REQUIREMENTS

RESIDENTIAL AWARD CATEGORIES

BEST CONTRACT HOME

A dwelling which has been designed and built on contract specifically for that site and according to the requirements and brief of the client.

Also includes any dwelling that is opened by the builder for the purposes of display that, at the time of entry, has not been approved by the local authority or developer as a display home.

One Unit of a Duplex, Triplex, Unit Development or Group Housing is acceptable in any category (divide overall contract price by number of units to determine price category).

This category is available for entry under the following sub-categories:

Under \$300,000	\$800,000 - \$1,000,000
\$300,000 - \$400,000	\$1,000,000 - \$1,500,000
\$400,000 - \$500,000	\$1,500,000 - \$2,500,000
\$500,000 - \$600,000	\$2,500,000 - \$3,500,000
\$600,000 - \$700,000	Over \$3,500,000
\$700,000 - \$800,000	

BEST DISPLAY HOME

A dwelling which has been designed, built and displayed with the intention of building identical homes in other locations.

Must be on display and advertised as open to the public during regular specified hours between the date that entries close and six weeks after the Awards are presented, at a minimum.

Entries must be accompanied by a letter or similar advice from the permit authority that the home is approved for use as a designated display home.

A letter or similar advice from the permit (local) authority means either a development (planning) approval and/or a building permit clearly detailing the home was assessed and approved by the permit authority as a display home.

This category is available for entry under the following sub-categories:

Under \$400,000	\$600,000 - \$700,000
\$400,000 - \$500,000	\$700,000 - \$850,000
\$500,000 - \$600,000	Over \$850,000

BEST ALTERATIONS & ADDITIONS

An addition to, or alteration of, an existing dwelling. Must incorporate structural building work so as to alter, extend or renovate an existing house.

This category is available for entry under the following sub-categories:

Under \$150,000	\$550,000 - \$650,000
\$150,000 - \$250,000	\$650,000 - \$750,000
\$250,000 - \$350,000	\$750,000 - \$850,000
\$350,000 - \$450,000	\$850,000 - \$1,000,000
\$450,000 - \$550,000	Over \$1,000,000

BEST MULTI UNIT DEVELOPMENT

This category is available for entry under the sub-categories 2-5 Units, 5-10 Units or 10-20 Units, and includes:

A Multi-Unit Development for residential purposes constitutes the following:

Class 1A - a single dwelling being:

- A detached house
- One of a group of two or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit.

OR

Class 1B - a boarding house, guest house, hostel or the like:

- With a total area of all floors not exceeding 300 m² measured over the enclosing walls of the Class 1b and in which not more than 12 persons would ordinarily be resident which is not located above or below another dwelling or another Class of building other than a private garage.

REQUIREMENTS FOR ALL ENTRIES:

- A **sixty (60)** word synopsis of the home/project to be used in all editorials
- Current map with the exact location of the property clearly indicated
- Project details / client approval
- A simplified A4 floor plan (Alterations & Additions to also include 'before' plans)
- List of subcontractors/trades engaged on the project ([use excel template found here](#))
- Copy of contract and final statement including all variations to confirm the price
- High resolution professional photographs as per the Project Photography requirements (page 14)
- Any other supporting documentation i.e. additional plans, references, safety statistics etc

JUDGING INFORMATION

If your project requires an induction, security check or other procedure in order for the judges to access the project, please note this in your submission.

It is important that the builder and/or client are on-site for the inspection to answer any questions.

Further requirements for ALTERATIONS & ADDITIONS entries:

- Alterations & Additions to also include 'before' plans, please include **two (2)** INTERNAL and **two (2)** EXTERNAL high resolution 'before' photographs where possible

Further requirements for DISPLAY HOME Entries:

- A letter or similar advice from the permit authority that the home is approved for use as a designated display home
- A letter or similar advice from the permit (local) authority means either a development (planning) approval and/or a building permit clearly detailing the home was assessed and approved by the permit authority as a display home Sales Brochure

PROJECT PHOTOGRAPHY REQUIREMENTS

Master Builders provides **two (2)** options of submitting quality high resolution photographs of the project.

Should you require our photography service, please tick the 'photography' box in your entry. You will be required to pay for this when you check out with your award entries.

Option 1: Engage a Master Builders photographer

Master Builders can engage a professional photographer to provide a professional photography service to entrants.

Should you require the services of a photographer, please tick the box on the in the entry portal and we will coordinate the photography to take place during your allocated judging time slot.

Master Builders will liaise with the photographer directly to arrange delivery of your project's professional photography, so you won't need to lift a finger!

Option 2: Supply your own high resolution photographs

Please upload the following requirements at a minimum alongside your entry.

Photos must be of a high resolution (at least 300dpi) in JPEG or PNG format

- **Four (4)** internal photos showcasing aspects of the completed project
- **Four (4)** external photos showcasing the aspects of the completed project

Wherever possible, please include any images of the project during the construction process in addition to the above **eight (8)** photos required.

TRADE AWARD CATEGORIES

Awards which recognise a particular-trade of construction in the nominated project.

A project must first be entered into a Housing Award to be eligible to be nominated for a Trade Award.

All entries are automatically entered into all of the following trade awards, at no charge. Please ensure you provide all details requested when entering.

Further requirements for TRADE entries:

- **One (1)** page document that addresses the relevant criteria of the Trade Award nominating for and assists the judges in assessing the relative merits of each project for Trade Awards

Sub-categories within this award:

EXCELLENCE IN CABINET MAKING

Bench top joints, door/drawer alignment, door stops, ease of drawers, internal quality of fixing, edging, colour consistency, fixing of appliance/sinks, plumb-ness of cupboards and alignment of handles.

EXCELLENCE IN CEILINGS

Plane of plasterboard, visibility of joints/nails/screws, cornice joints, cornice fixing, alignment of cornice and squareness of bulkheads.

EXCELLENCE IN FLOOR & WALL TILING

Setout, margins, waste cuts, scribing of tiles, position of borders, squareness of shower, bath risers, alignment of hobs, steps, jollies, plane of wall tiles and floor tiles, grouting, sealing around baths, sealant to wall and floor tile junction. Compliance with AS3740 for falls in shower floors shall be sufficient to prevent water from ponding within the shower area and shall prevent water from discharging outside the shower area. Where a floor waste is installed, the floor must be constructed so that water flows to the waste without ponding.

EXCELLENCE IN PAINTING

Preparation work, coverage of paint to doors (top and bottom), frames, under sills and mouldings and robe rails, paint runs and consistency of finish.

EXCELLENCE IN PLASTERING

Surface texture and consistency, square and plumb arises, reveals, corners, cleaned door and window frames, map cracking/crazing, scouring to internal corners and window reveals.

EXCELLENCE IN PLASTERBOARD LININGS

Recognises workmanship in visibility of joints/nails/screws, flushing, cornice joints and squareness of bulkheads.

SILVER TROWEL AWARD

Sharpness of internal and external brickwork, horizontal bed joints and vertical perp alignment, selection of bricks, mixing of batches of bricks, consistency of mortar colour and joints, plumbness of windows and cuts to brickwork.

EXCELLENCE IN CONCRETING

Difficulty of area/site, use of construction joints, overall finish and appearance.

EXCELLENCE IN CARPENTRY

Recognises quality of workmanship in balustrading, door margins, jointing of moldings, finishing to hinges, latches, strikers, skills and returned scotias, shelving and general workmanship.

EXCELLENCE IN ROOFING

Recognises quality workmanship in the alignment of gutters, eaves, details to exposed timber areas, plan of roof, fixing of materials, flashing, hip and valley alignment and the finish of cuts and joints.

EXCELLENCE IN EXTERNAL FINISHES

Recognises innovative use of alternative external finishes and/or multiple finishes, such as feature walls, stone cladding, render etc.

EXCELLENCE IN BRICK & BLOCK PAVING

Recognises preparation of site, alignment of pavers, finish of edges and overall difficulty of the project.

SPECIALIST AWARD CATEGORIES

Awards which recognise a specialised factor of building and construction.

A project must first be entered into a Housing Award Category to be eligible to be nominated for a Specialist Award.

Further requirements for SPECIALIST entries:

- A **one to three (1-3)** page document that addresses the criteria of the relevant Specialist Award to assist the judges in assessing the merits of each project nominated for a Specialist Award

Sub-categories within this award:

INNOVATIVE CONSTRUCTION FOR SMALL LOTS

Innovative building techniques in constructing a home on a lot less than 400m² and overcoming challenges of a project on a restricted site.

BEST ALTERNATIVE CONSTRUCTION HOME

Includes modular homes built on-site or transported in one or more major sections, pole homes, framed construction as defined by the BCA, or any other home classed as alternative construction at the judges' discretion.

EXCELLENCE IN ENERGY EFFICIENCY

Design features beyond 6-star energy efficiency requirements. This includes lighting and energy management systems that reduce the home's carbon footprint.
An accredited assessors rating must be included.

EXCELLENCE IN RECYCLING

Entrants should demonstrate that they have successfully diverted waste from landfill during a construction project. Builders should identify how they have avoided, reduced and reused waste during the planning and construction processes and the outcomes achieved.

BEST WATERWISE HOME

Implementation of water efficiency in construction, considering water pressure regulation, grey or black water systems, water harvesting, water fixtures (including taps, showers, baths, toilets, spas, pools and any appliances), and any outside landscaping or irrigation done.

BEST NEW BUILDER

The Best New Builder Award will be presented to a residential builder who has been registered for **five (5)** years or less in WA and for **five (5)** years or less nationally, however must have been trading for a minimum of **two (2)** years.

The builder must not have owned a building company previously. A builder is not eligible to enter this Award if they have previously entered this category.

The Builder must also enter the **2024 Best Customer Service Award** in order to be eligible.

Entrants should write a submission outlining how they qualities which are befitting of a 'Master Builder' in their nominated project/s, including the following:

- Quality of workmanship
- Attention to detail
- Pride in the Job
- Excellent safety standards
- Innovative building techniques
- Project management (Cost, Quality, Time, etc.)

SMALL / MEDIUM / PROJECT BUILDER OF THE YEAR

This award recognises a builder who as achieved the highest construction excellence across all projects entered in this year's Master Builders-Commonwealth Bank Housing Excellence Awards.

Sub categories include:

Small Builder (less than 10 projects per year)

- Must have entered **three (3)** or more projects and achieved a winning result in a minimum of **one (1)** price category award to be eligible.

Medium Builder (11-50 projects per year)

- Must have entered **five (5)** or more projects and achieved a winning result in a minimum of **one (1)** price category award to be eligible.

Project Builder (over 51 projects per year)

- Must have entered **eight (8)** or more projects and achieved a winning result in a minimum of **one (1)** price category award to be eligible.

Please provide written evidence to show how many projects completed over past **twelve (12)** months.

You must also provide a **one to three (1-3)** page document outlining quality control and supervision procedures as well and how you adhere to a building works program.

The Builder must also enter the **2024 Best Customer Service Award** in order to be eligible.

TRADESPERSON OF THE YEAR

This award recognises the outstanding quality of work which surpasses all trades.

All Trade Award winners are automatically entered into consideration for Tradesperson of the Year.

SUPERVISOR OF THE YEAR - SMALL / MEDIUM / PROJECT BUILDER

This award recognises the quality of the supervision on projects nominated where the supervisor is employed by a:

- Small Builder (less than 10 projects per year)
- Medium Builder (11-50 project per year)
- Project Builder (51 or more projects per year)

Provide a written submission addressing following criteria when entering this award:

- 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

EXCELLENCE IN WORKPLACE HEALTH & SAFETY - RESIDENTIAL

Projects nominated for the Excellence in Workplace Health & Safety award must have reached practical completion on or before the close of entry date.

The purpose of the Award is to promote best practice WHS on building and construction projects through the acknowledgment and celebration of Excellence in Workplace Health & Safety.

Written submissions into this category must be detailed and thorough, and include safety performance statistics.

Builder's should meet the following criteria to nominate for the Excellence in Workplace Health & Safety Award:

- A commitment to implementing and achieving high standards of workplace health and safety management
- An approach to workplace health and safety which incorporates identification and assessment of workplace hazards
- An integration of workplace safety systems which incorporate recognition of employee training needs, intent to adopt higher order control solutions and ongoing monitoring and review

ENTRY REQUIREMENTS

- A completed entry and entry fee to be submitted online
- A written submission with the following criteria:
 - A brief executive summary of the project which should include all items relevant to the project
 - An overview of the implementation and maintenance of WHS systems
 - Details regarding the nominated Builder's procedures for;
 - Hazard identification, risk assessment and control
 - Safe work and operating procedures
 - Performance
- A written letter of consent is required from the owner to signify the owner's consent to the project being entered into the competition and permitting access to any and all safety documentation related to the project
- A maximum of **twelve (12)** project photos in total
 - You must include **four (4)** progressive photos detailing aspects of the project which should be clearly named indicating relevance to the project
 - The quality of your photographs must be no less than 300dpi
 - Images from mobile phones are NOT acceptable

WRITTEN SUBMISSION CRITERIA

EXECUTIVE SUMMARY

Provide an Executive Summary of the project and briefly address all relevant aspects of Workplace Health & Safety.

IMPLEMENTATION AND MAINTENANCE OF WHS SYSTEMS

Provide details on the Company's commitment to implementing and achieving high standards of Workplace Health & Safety management.

Examples could include:

- A list of components of your WHS management systems, e.g.
 - Manuals
 - Policies
 - Procedures
 - Documentation
- Future goals of the company.

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL

Provide details on the Company's policy and procedures for identification, assessment and control of workplace hazards.

Examples could include:

- Method used to identify hazards, e.g.
 - Regular site/workplace inspections
 - Checking existing incident records and workers' compensation claims
 - Incident reporting and/or investigation
 - Hazard/ near-miss alert reporting
 - WHS management systems audit
 - Standard operating procedure reviews
 - Consultation with employees
- Procedure used to assess risks (e.g. classification matrix).
- Prioritisation of hazards, e.g.
 - Likelihood to cause injury or damage
 - Probability of occurrence
 - Potential to develop further
- Methods used to control hazards (e.g. hierarchy of controls).
- Hazard reporting procedure.

SAFE WORK AND OPERATING PROCEDURES

Provide details on the Company's safe work systems which incorporate recognition of employee training needs, a commitment to adopting control solutions where possible and ongoing monitoring and reviews.

Examples could include:

- Development and implementation of site specific safety instructions.
- Development and implementation of safe work method statements.
- Development and implementation of standard operating procedures.
- Company rules.
- Provision of personal protective equipment.
- Method for ensuring compliance with safe systems of work.
- Provision of information, instruction and supervision.
- Training provided to employees and maintenance of training records

PERFORMANCE

Section A:

Provide statistics and data detailing the Company's performance in Workplace Health & Safety.

- Number of injuries during the last **twelve (12)** months
- Time lost due to injury during the last **twelve (12)** months
- Time lost due to other safety concerns during the last **twelve (12)** months

Section B:

Provide details of the measurable improvement in the company's Workplace Health & Safety performance and if the time and effort spent on improving health and safety in the workplace brought any benefits.

Examples could include reduction in:

- Workplace injuries and/or incidents.
- Lost productivity.
- WorkCover, insurance premiums and/or legal costs.

SUPPORT MATERIAL

To support your entry please include the following information:

- Site safety plan, where applicable, or evidence of safety management processes that are in place.
- Progressive photos that demonstrate your systems in use.

BEST CUSTOMER SERVICE AWARD - BUILDER

ENTRY REQUIREMENTS

Entry must be submitted online and should address each criteria and be no more than **one (1)** page per criteria point.

You may attach supporting material/documents in support of your entry.

Please supply the following in your entry:

- An Excel spreadsheet of ALL clients who have had homes completed within the last **twelve (12)** months prior to the close of entry date. This information will be used in a telephone survey to assist in the judging process (use Excel template found [here](#))
- **Four to eight (4-8)** images of your staff or office environment that illustrate your approach to customer service
- A copy of your company logo in high-res PNG format and/or EPS format

CRITERIA

Entrants will need to demonstrate fair trading principles and how a customer service culture is promoted within their organisation. Phone surveys of a random sample of your clients will be undertaken. Feedback from these surveys and your entry will be given to you following the awards upon request.

Entrants need to submit a written submission outlining their processes and commitment to the following criteria points:

High standard of information associated with building contracts, products and the building process:

- Regular, timely and helpful communications during the building period
- Quality handover processes
- Attention to maintenance items and repairs
- Complaints handling procedures
- Management of a customer service culture

Builders can enter into the following sub-categories based on their completions over the past **twelve (12)** months:

- Small Builder (less than 10 projects per year)
- Medium Builder (11-50 project per year)
- Project Builder (51 or more projects per year)

BEST CUSTOMER SERVICE AWARD - SUPPLIER

ENTRY REQUIREMENTS

Entry must be submitted online and should address each criteria and be no more than **one (1)** page per criteria point.

You may attach supporting material/documents in support of your entry.

Please supply the following in your entry:

- An Excel spreadsheet of ALL clients from within the last **twelve (12)** months prior to the close of entry date. This information will be used in a telephone survey to assist in the judging process (use Excel template found [here](#))
- **Four to eight (4-8)** images of your staff or office environment that illustrate your approach to customer service
- A copy of your company logo in high-res PNG format and/OR EPS format

CRITERIA

Entrants will need to demonstrate fair trading principles and how a customer service culture is promoted within their organisation. Phone surveys of a random sample of your clients will be undertaken. Feedback from these surveys and your entry will be given to you following the awards upon request.

Your entry submission should include the following:

- Sample documentation showing a high standard of product and service documentation.
- Provide evidence of regular and timely communication with clients throughout the sales cycle.
- Provide samples of where the business has used alternative means of communication to assist in liaising with their clients
- Demonstrated after sales service procedures
- Demonstrated complaints handling procedure
- Show examples (where possible), on how a customer service culture is embraced by the business

Please also upload a PNG and/or EPS high-res company logo, and at least **one (1)** photo of your team.

COMMERCIAL

CATEGORY OVERVIEW - COMMERCIAL

COMMERCIAL AWARD CATEGORIES

Members must first nominate into at least **one (1)** Commercial Award category to be eligible for subsequent Major Award and Specialist Award categories.

The Commercial Awards recognise excellence across various types of projects listed below:

BEST HISTORIC RESTORATION OR RENOVATION

BEST REFURBISHMENT OR RENOVATION

BEST PUBLIC USE BUILDING

BEST EDUCATION BUILDING

BEST OFFICE BUILDING

BEST RETAIL BUILDING

BEST INDUSTRIAL BUILDING

BEST CIVIL ENGINEERING WORKS

BEST BUILDING FIT-OUT

BEST STATE GOVERNMENT BUILDING

BEST HEALTH CARE BUILDING

BEST AGED CARE BUILDING

BEST SENIORS/AGED PERSON MULTI UNIT DEVELOPMENT

BEST MULTI UNIT DEVELOPMENT

BEST LIFESTYLE HOME FOR SENIORS

BEST RESOURCE CONSTRUCTION PROJECT

Each of the Commercial Awards listed above are entered within the following price sub-categories:

Under \$1.5 million
\$1.5 - \$5 million
\$5 - \$10 million
\$10 - \$20 million

\$20 - \$50 million
\$50 - \$100 million
Over \$100 million

MAJOR AWARD CATEGORIES

Winners from across all Commercial Award categories compete for the overall Major Awards.

Projects with the best overall score from all entries within the Commercial Award categories automatically become finalists for the Major Award categories.

The project must first be entered into a Commercial Award category to be eligible to be a finalist for a Major Award.

BEST PROJECT OF THE YEAR

(Non-entered, presented at Perth Metro Excellence in Construction Awards)

Recognises the best overall project entered from all categories. Finalists will be selected by the judges from the best entrants, and the Best Regional Project is also considered for this award.

BEST REGIONAL PROJECT

(Non-entered)

Recognises the best overall commercial project of all projects entered within the region. Finalists consist of the winners of each Commercial Award category.

SPECIALIST AWARD CATEGORIES

Specialist Awards recognise a specialised factor of building and construction.

The project must first be entered into a Commercial Award category to be eligible to be nominated for a Specialist Award.

Sub-categories within this award:

BEST NEW BUILDER AWARD

CONSTRUCTION ON A CHALLENGING SITE

EXCELLENCE IN WASTER MANAGEMENT

EXCELLENCE IN ENERGY EFFICIENCY

EXCELLENCE IN CONCRETE CONSTRUCTION

JUDGES' INNOVATION AWARD

PROJECT MANAGER OF THE YEAR

SITE MANAGER OF THE YEAR

CONSTRUCTION MANAGER OF THE YEAR

SUBCONTRACTOR OF THE YEAR

EXCELLENCE IN WORKPLACE HEALTH & SAFETY - COMMERCIAL

JUDGING CRITERIA

QUALITY OF CONSTRUCTION

- Structure
- External finishes
- Services
- Internal finishes
- Civil works
- Degree of difficulty
- Problem solving
- Overcoming constraints of the site

PROJECT MANAGEMENT

- Time performance
- Client relationship
- Subcontractor management
- Degree of difficulty
- Client satisfaction

VALUE FOR MONEY

- Method of contracting
- Cost of construction per Gross Floor Area and Net Lettable Area or Net Saleable Area
- Finalisation of contract

INNOVATION

- Construction methodology
- How did the contractor innovate throughout construction?
- What were the benefits of this innovation to the project's deliverables (time, cost, quality, HSEQ outcomes, environmental outcomes)
- Installation procedures

SITE MANAGEMENT

- Safety
- Industrial relations
- Site organisation
- Environmental management – including statistics of environmental performance

INSPECTION TIPS & ADVICE

FINAL QUALITY CHECKS OF THE NOMINATED PROJECT:

- Identify any additions or changes to the project that are not part of the nominated submission
- Photograph the additions/changes and email in advance to MBAWA Events (referencing your entry code) for the judges consideration
- Thoroughly look for defects and immediately rectify
- Carry out any necessary maintenance **two to three (2-3)** weeks prior to judges arriving
- Consistent work quality is very important

PRIOR TO INSPECTION:

- You will be notified of your judging schedule/s a minimum of two weeks prior
- The judging date and time cannot be changed or rescheduled
- When the judging inspection date is known, immediately advise the client of date and time
- Send a calendar appointment to the client
- Call the client/s **twenty-four (24)** hours before the scheduled judging time as a courtesy reminder

ON INSPECTION DAY:

- Arrive at the project **ten (10)** minutes prior to the scheduled judging time, have project open and ready
- Meet judges at front door
- Home owner/s should be in attendance where appropriate
- Advise judges if any of the build was completed by owner/client
- Allow the judges time and space to view and judge the project
- Please do not ask the judges for feedback as they cannot provide it

ENTRY REQUIREMENTS - COMMERCIAL

COMMERCIAL AWARD CATEGORIES

Members must first nominate into at least **one (1)** Commercial Award category to be eligible for subsequent Major Award and Specialist Award categories.

The Commercial Awards recognise excellence across various types of projects listed below.

Each of the Commercial Awards listed above are entered within the following price sub-categories:

Under \$1.5 million	\$20 - \$50 million
\$1.5 - \$5 million	\$50 - \$100 million
\$5 - \$10 million	Over \$100 million
\$10 - \$20 million	

BEST HISTORIC RESTORATION OR RENOVATION

Restoration or renovation of, or addition to, a building that is listed on the State Register of Heritage Places, located within a heritage precinct or has demonstrated cultural or architectural significance.

BEST REFURBISHMENT OR RENOVATION

Refurbishment or renovation of, or addition to, any building that is not deemed to be historic.

BEST PUBLIC USE BUILDING

Buildings used for the purposes of public recreation and entertainment classified as Class 9b buildings by the Building Code of Australia. This includes aquatic centers, cinemas, gymnasiums, sports arenas, theatres and art galleries.

BEST EDUCATION BUILDING

All buildings designed for the purposes of education. This includes schools, universities, colleges and early learning/child care centres.

BEST OFFICE BUILDING

Office buildings utilised for commercial or professional purposes, specifically those classified as Class 5 in the Building Code of Australia in the National Construction Code (NCC).

BEST RETAIL BUILDING

Buildings utilised for the sale of goods by retail or the supply of services direct to the public. This includes but is not limited to retail shopping centres, restaurants and cafes, however, specifically those classified as Class 6 in the Building Code of Australia in the National Construction Code (NCC).

BEST INDUSTRIAL BUILDING

Buildings constructed for the primary purpose of an industry such as manufacturing, agriculture and warehousing, specifically those recognised as Class 7/8 by the Building Code of Australia.

BEST CIVIL ENGINEERING WORKS

Roads, railways, bridges, tunnels, car parks and utility infrastructure. This category also includes residential or commercial subdivisions i.e. roads, retainings, streetscaping and other infrastructure.

BEST BUILDING FIT-OUT

Internal works only of a new or existing building.

BEST STATE GOVERNMENT BUILDING

New buildings commissioned by any State Government Department within 100km of the Perth GPO.

BEST HEALTH CARE BUILDING

Health care buildings (hospital) as classified in the Building Code of Australia as Class 9a or 9c. The total value of the development must exceed \$1 million.

BEST AGED CARE BUILDING

Aged care building (low or high care facility) as classified in the Building Code of Australia as Class 9a or 9c. The total value of the development must exceed \$1 million.

BEST SENIORS/AGED PERSON MULTI UNIT DEVELOPMENT

Purpose-built owner-occupied dwellings including townhouses, apartments/units, and retirement villages classified as Class 1, 2 or 3 by the Building Code of Australia. Class 9a or 9c buildings are ineligible. Entries can include single and multi-story developments.

BEST MULTI UNIT DEVELOPMENT

Developments including hotel, disabled or student accommodation defined as Class 3 buildings by the Building Code of Australia, or residential apartments as defined by Class 2 by the BCA. Does not include housing for seniors.

BEST LIFESTYLE HOME FOR SENIORS

Must be Class 1 or 2 owner occupied and does not include Nursing Homes and Aged Care Facilities.

BEST RESOURCE CONSTRUCTION PROJECT

Any construction project built for a mining or resource development company and located on or within 50 kilometers of a mining site.

REQUIREMENTS FOR ALL ENTRIES:

- A 60-100 word synopsis about the project. This will be used for all editorials
- Current map with exact location of the project indicated
- Any supporting documentation i.e. additional plans, references, safety statistics etc.
- Copy of contract and final statement including all variations to confirm price
- High resolution photographs as per the below requirements
- Client declaration form outlining and confirming the requirements of the project (see the end of this kit for Client Declaration Form)
- A detailed description of the project that addresses the judging criteria and assists the judges in assessing relative merits of each project. This document should be concise. We recommend including information technical aspects to the project, safety requirements and how they were met/exceeded.

PROJECT PHOTOGRAPHY REQUIREMENTS

Master Builders provides **two (2)** options of submitting quality high resolution photographs of the project.

Should you require our photography service, please tick the 'photography' box in your entry. You will be required to pay for this when you check out with your award entries.

Option 1: Engage a Master Builders photographer

Master Builders can engage a professional photographer to provide a professional photography service to entrants.

Should you require the services of a photographer, please tick the box on the in the entry portal and we will coordinate the photography to take place during your allocated judging time slot.

Master Builders will liaise with the photographer directly to arrange delivery of your project's professional photography, so you won't need to lift a finger!

Option 2: Supply your own high resolution photographs

Please upload the following requirements at a minimum alongside your entry.

Photos must be of a high resolution (at least 300dpi) in JPEG or PNG format

- **Four (4)** internal photos showcasing aspects of the completed project
- **Four (4)** external photos showcasing the aspects of the completed project

Wherever possible, please include any images of the project during the construction process in addition to the above **eight (8)** photos required.

SPECIALIST AWARD CATEGORIES

Specialist Awards recognise a specialised factor of building and construction.

The project must first be entered into a Commercial Award category to be eligible to be nominated for a Specialist Award.

Further requirements for SPECIALIST entries:

- A **one to three (1-3)** page document that addresses the criteria of the relevant Specialist Award to assist the judges in assessing the merits of each project nominated for a Specialist Award

Sub-categories within this award:

BEST NEW BUILDER AWARD

The Best New Builder Award will be presented to a commercial builder who has been registered for **five (5)** years or less in WA and for **five (5)** years or less nationally (however must have been trading for a minimum of **two (2)** years).

The builder must not have owned a building company previously, and is not eligible to enter this Award if they have previously entered this category.

The entrants must display qualities befitting a 'Master Builder' in their nominated project/s including:

- Quality of workmanship
- Attention to detail
- Pride in the job
- Excellent safety standards
- Innovative building techniques
- Project management (cost, quality, time, etc.)

CONSTRUCTION ON A CHALLENGING SITE

Recognises quality of workmanship and finishing of surfaces including construction joints and difficulty of area/site.

EXCELLENCE IN WASTE MANAGEMENT

Entrants should demonstrate that they have successfully diverted waste from landfill during a construction project. Builders should identify how they have avoided, reduced and reused waste during the planning and construction processes and the outcomes achieved.

Judges will also consider measures put in place to control wastes escaping the site (eg: sediment control).

EXCELLENCE IN ENERGY EFFICIENCY

Please address the below criteria as part of your entry's written submission:

- How was the building designed for climate and with energy efficiency as a primary consideration?
- What steps have been taken to ensure the building operates/performs at the energy efficiency design intent and what was the role of each responsible party?
- Were cost-effective and practical energy efficiency design elements/systems incorporated into the building? If so, how?
- What innovative energy efficiency features have been incorporated into the building and how might these lead by setting an example to the industry?
- How were all parties in the building process (consultants, builder, sub-contractor, client etc) supported in delivering energy efficiency outcomes?
- During the construction of the project, were energy efficient products sourced from locally manufactured products and materials?
- Does the builder incorporate sustainable practices into the operation/administration of their business specifically, how has energy efficiency been incorporated into day-to-day operations?

EXCELLENCE IN CONCRETE CONSTRUCTION

Buildings utilised for the sale of goods by retail or the supply of services direct to the public.

This includes but is not limited to retail shopping centres, restaurants and cafes, however, specifically those classified as Class 6 in the Building Code of Australia in the National Construction Code (NCC).

JUDGES INNOVATION AWARD

Awarded at the discretion of the judges to recognise an entry that stands out through innovative use of materials, creative design, unique presentation or delivery that is not recognised through any other Award.

PROJECT MANAGER OF THE YEAR

The Project Manager is totally responsible for the delivery of a project. All project deliverables rest with this person in terms of time, relationship, cost, quality, HSEQ outcomes etc.

Please provide a **one to three (1-3)** page document addressing the criteria below:

Overall Project Delivery

- What were the KPI's of the project at the commencement of the project award?
- Did the PM deliver the project meeting these project deliverables?
- Who were the key stakeholders of the project and would they say that the project was a success?

Please provide examples.

Staff Management

- What staff were managed by the project manager?
- What was the management/staff member relationship like?
- What style of management did the PM use in managing these staff?
- Was the PM responsible for performance management of staff?
- How did the PM motivate staff and what techniques were used to improve staff performance during the delivery of the project?

Please provide examples.

Cost Outcomes

- How did the PM manage their budget
- Describe the process for financial management of the construction budget.
- Were cost reports produced during the delivery of the project?
- What was the process for reporting against the budget and forecasting construction costs during delivery?
- Were savings achieved during the project?
- Were cost overruns incurred during the delivery, if so what and why.
- Provide examples of where the PM forecasted cost overruns to occur and took steps to offset these cost overruns.

Other Criteria

- Subcontractor management
- Client relationship
- Value for money outcomes
- Quality of completed project
- HSEQ Outcomes of project

SITE MANAGER OF THE YEAR

The Site Manager is the full time manager/supervisor of the project.

The site manager is based on site and responsible for project programming, sub-contractor management and coordination, management of on-site health safety and environmental management, and quality control.

Please provide a **one to three (1-3)** page document addressing the criteria below:

Program Management

- What was the original contract construction program?
- What was the adjusted contract construction program?
- Did you achieve the contract or adjusted contract program and what was the actual overall program achieved?
- What programming techniques were used to manage time related activities on site? e.g. weekly look ahead programs, micro programs, coordination and programming meetings?
- What examples of time recovery or program mitigation can you provide?

Please provide details and examples.

Other Criteria

- Subcontractor management
- Client relationship
- Quality of completed project
- HSEQ Outcomes of project

CONSTRUCTION MANAGER OF THE YEAR

The Construction Manager (is usually) part of the commercial builder's management team and usually responsible for the management of site managers (as head of that department) and perhaps project managers and contract administrators (depending upon the size and structure of the business).

They will ultimately be responsible for all project delivery matters across the business and would in many instances be a 2IC to the most senior manager in the business.

Please provide a **one to three (1-3)** page document addressing the criteria below:

Staff Management

- What staff were managed by the construction manager?
- How many projects were managed by the CM?
- What was the management/staff member relationship like?
- What style of management did the CM use in managing these staff?
- Was the CM responsible for performance management of staff?
- How did the CM motivate staff and what techniques were used to improve staff performance during the delivery of projects?

Please provide examples.

Subcontractor Management

- Please provide subcontractor endorsements or references

Client Relationships Across Portfolio of Work

- Please provide client endorsements or references

Other Criteria

- Quality of completed projects
- HSEQ Outcomes of the business

SUBCONTRACTOR OF THE YEAR

The Subcontractor of the Year Awards show the commitment to construction excellence, and the pride and professionalism displayed by the WA construction industry. Master Builders is proud to recognise a commitment to excellence by individual subcontractors who have conducted work on any of the projects entered into the Regional Building Excellence Awards.

For a subcontractor to be eligible for a subcontractor award, the project must be nominated into the Awards program by a builder first. We strongly recommend builder entrants nominate their subcontractors when completing their own entries.

Please be aware that emphasis will be placed on the on-site inspection by a team of judges. It is therefore important that the builder and/or client are on-site for the inspection to answer any questions posed by the judges.

SUBCONTRACTOR CATEGORIES

The Subcontractor of the Year Awards are presented in **four (4)** divisions, plus an overall award.

STRUCTURAL

- Concrete
- Formwork
- Precast
- Structural Steel
- Masonry
- Geomechanical

SERVICES

- Mechanical
- Lifts
- Electrical
- Hydraulic
- Fire
- Plumbing

CLADDING

- Windows
- Roofing
- Precast
- Stonework
- Curtain Wall

FINISHES

- Tiling
- Painting
- Plastering
- Cabinetwork/Joinery/Carpentry
- Ceilings
- Shop Fittings
- Degree of difficulty

MAJOR CATEGORIES

The major Subcontractor Award is a non-entered Award as they consist of the judges' highest scoring overall projects from the entered Subcontractor Award categories.

SUBCONTRACTOR OF THE YEAR (non-entered)

Recognises the best overall subcontractor work entered from all categories.

REGIONAL SUBCONTRACTOR OF THE YEAR (non-entered)

Nominees are the winning subcontractors presented in each region.

REQUIREMENTS FOR ALL ENTRIES

- A **sixty (60)** word synopsis of the project to be used in all editorials
- A reference from the builder nominating the project
- A detailed description of your scope of works on the project that addresses the judging criteria
- We recommend including information technical aspects to the project, safety requirements and how they were met/exceeded

JUDGING CRITERIA

Quality of Construction

- Attention to detail

Project Management

- Time Performance
- Relationship with builder and other trades

Innovation

- Construction methodology
- Installation procedures

Site Management

- Safety
- Industrial relations
- Site organisation
- Environmental management

EXCELLENCE IN WORKPLACE HEALTH & SAFETY - COMMERCIAL

Projects nominated for the Excellence in Workplace Health & Safety award must have reached practical completion on or before the close of entry date.

The purpose of the Award is to promote best practice WHS on building and construction projects through the acknowledgment and celebration of Excellence in Workplace Health & Safety.

Written submissions into this category must be detailed and thorough, and include safety performance statistics.

Builder's should meet the following criteria to nominate for the Excellence in Workplace Health & Safety Award:

- A commitment to implementing and achieving high standards of workplace health and safety management
- An approach to workplace health and safety which incorporates identification and assessment of workplace hazards
- An integration of workplace safety systems which incorporate recognition of employee training needs, intent to adopt higher order control solutions and ongoing monitoring and review

ENTRY REQUIREMENTS

- A completed entry and entry fee to be submitted online
- A written submission with the following criteria:
 - A brief executive summary of the project which should include all items relevant to the project
 - An overview of the implementation and maintenance of WHS systems
 - Details regarding the nominated Builder's procedures for;
 - Hazard identification, risk assessment and control
 - Safe work and operating procedures
 - Performance
- A written letter of consent is required from the owner to signify the owner's consent to the project being entered into the competition and permitting access to any and all safety documentation related to the project
- A maximum of **twelve (12)** project photos in total
 - You must include **four (4)** progressive photos detailing aspects of the project which should be clearly named indicating relevance to the project
 - The quality of your photographs must be no less than 300dpi
 - Images from mobile phones are NOT acceptable

JUDGING CRITERIA

An initial review of the organisation's nomination/entry shall be conducted to ensure the entry criteria has been met, followed by a site inspection.

Site inspections will be conducted as follows:

- A nominated site may be inspected up to **three (3)** times to evaluate the implementation of a new safety solution, to review the safety management system and/or to inspect the site in relation to safety during different stages of the construction process, at the discretion of the judging panel
- The nominee will receive any inspection or audit reports completed during the site inspections

WRITTEN SUBMISSION CRITERIA

EXECUTIVE SUMMARY

Provide an Executive Summary of the project and briefly address all relevant aspects of Workplace Health & Safety.

IMPLEMENTATION AND MAINTENANCE OF WHS SYSTEMS

Provide details on the Company's commitment to implementing and achieving high standards of Workplace Health & Safety management.

Examples could include:

- A list of components of your WHS management systems, e.g.
 - Manuals
 - Policies
 - Procedures
 - Documentation
- Future goals of the company.

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL

Provide details on the Company's policy and procedures for identification, assessment and control of workplace hazards.

Examples could include:

- Method used to identify hazards, e.g.
 - Regular site/workplace inspections
 - Checking existing incident records and workers' compensation claims
 - Incident reporting and/or investigation
 - Hazard/ near-miss alert reporting

- WHS management systems audit
- Standard operating procedure reviews
- Consultation with employees
- Procedure used to assess risks (e.g. classification matrix).
- Prioritisation of hazards, e.g.
 - Likelihood to cause injury or damage
 - Probability of occurrence
 - Potential to develop further
- Methods used to control hazards (e.g. hierarchy of controls).
- Hazard reporting procedure.

SAFE WORK AND OPERATING PROCEDURES

Provide details on the Company's safe work systems which incorporate recognition of employee training needs, a commitment to adopting control solutions where possible and ongoing monitoring and reviews.

Examples could include:

- Development and implementation of site specific safety instructions.
- Development and implementation of safe work method statements.
- Development and implementation of standard operating procedures.
- Company rules.
- Provision of personal protective equipment.
- Method for ensuring compliance with safe systems of work.
- Provision of information, instruction and supervision.
- Training provided to employees and maintenance of training records

PERFORMANCE

Section A:

Provide statistics and data detailing the Company's performance in Workplace Health & Safety.

- Number of injuries during the last **twelve (12)** months
- Time lost due to injury during the last **twelve (12)** months
- Time lost due to other safety concerns during the last **twelve (12)** months

Section B:

Provide details of the measurable improvement in the company's Workplace Health & Safety performance and if the time and effort spent on improving health and safety in the workplace brought any benefits.

Examples could include reduction in:

- Workplace injuries and/or incidents.
- Lost productivity.
- WorkCover, insurance premiums and/or legal costs.

WORK AND OPERATING PROCEDURES

Provide details on the company's safe work systems which incorporate recognition of employee training needs, a commitment to adopting control solutions where possible and ongoing monitoring and reviews.

Examples could include:

- Development and Implementation of:
 - Site specific safety instructions
 - Safe work method statements or Job Safety Analysis
 - Standard Operating Procedure, and how the document directly improved safety on site

COMPANY RULES

Provide examples of:

- How these rules were influenced by an identified need on site, or that there was direct employee involvement and what prompted their involvement
- A safety solution implemented after an incident was reported
- A technique utilised on site that has shown an increase in compliance with safe systems of work
- Provision of information, instruction and supervision and how any of these have influenced a change on site in relation to safety
- The types of training provided to employees and examples of how this has improved safety on site

SUPPORT MATERIAL

To support your entry please include the following information:

- Site safety plan, where applicable, or evidence of safety management processes that are in place
- Progressive photos that demonstrate your systems in use
- Evidence of follow up actions relating to non-compliant OSH issues
- Future goals and how they are going to be implemented on site
- Past and present audits or inspection reports showing improvements
- Employee suggestions that have been implemented

APPRENTICE

AWARD CATEGORIES

APPRENTICE CATEGORIES

These awards recognise Apprentices in their chosen trades and within their apprenticeship year. Apprentices being nominated into these categories should show a strong work ethic, high level of communication skills, high competency in their trade and demonstrate an overall commitment to safety. Apprentices may be from a group scheme or directly indentured.

Trade Awards within this category:

- Most Outstanding First Year “Bricklayer/Carpenter/Concreter/etc” Apprentice
- Most Outstanding Second Year “Bricklayer/Carpenter/Concreter/etc” Apprentice
- Most Outstanding Third Year “Bricklayer/Carpenter/Concreter/etc” Apprentice
- Most Outstanding Fourth Year “Bricklayer/Carpenter/Concreter/etc” Apprentice

For the following trades:

- Bricklaying**
- Cabinet Making**
- Carpenter**
- Carpentry and Joinery**
- Civil Constructions**
- Concreter**
- Electrical**
- Glazier**
- Joiner**
- Painter and Decorator**
- Plastering**
- Plumbing and Gas Fitting**
- Roof Carpentry**
- Wall and Ceiling Fixing**
- Wall and Floor Tiling**
- Other - Please Specify**

Overall trade category winners from each year group compete to win the Most Outstanding Apprentice Award within their year group, for example:

- Most Outstanding First Year Apprentice
- Most Outstanding Second Year Apprentice
- Most Outstanding Third Year Apprentice
- Most Outstanding Fourth Year Apprentice

Most Outstanding First/Second/Third/Fourth Year Apprentice Award winners become finalists in the overall Most Outstanding Regional Apprentice.

MAJOR AWARD CATEGORIES

Winners from across all categories compete for the best Major Awards. These are non-entered categories as the best overall scoring Apprentices from all entries received automatically become finalists for these awards.

MOST OUTSTANDING REGIONAL APPRENTICE (non-entered)

Winners of the Most Outstanding First/Second/Third/Fourth Year Apprentice Awards become finalists for the Most Outstanding Regional Apprentice in each region (Goldfields Esperance, Mid West, Great Southern, South West and Kimberley Pilbara), to be presented at the Building Excellence Awards in each region.

REGIONAL APPRENTICE OF THE YEAR (non-entered)

Recognises Building and Construction Industry apprentices who have demonstrated commitment to their training. Applicants will be assessed on their overall achievement in studies and on-the-job training.

The Most Outstanding Regional Apprentice from each region (Goldfields Esperance, Mid West, Great Southern, South West and Kimberley Pilbara) will go into the running for the Regional Apprentice of the Year, to be presented in Perth at the Apprentice Awards.

APPRENTICE OF THE YEAR (non-entered)

Recognises the overall best Building and Construction Industry apprentices across all categories who have demonstrated commitment to their training. Applicants will be assessed on their overall achievement in studies and on-the-job training via written submission and subsequent interview.

Most Outstanding First/Second/Third/Fourth Year Apprentice Award winners and the Regional Apprentice of the Year compete to win the overall Apprentice of the Year Award, to be presented in Perth at the Apprentice Awards.

SPECIALTY CATEGORIES

EXCELLENCE IN WORKPLACE HEALTH & SAFETY AWARD - APPRENTICE

This award is for construction trade apprentices from other Group Schemes or direct indentured who have demonstrated high standards of safety and commitment to safety on the job.

This award will be awarded to the apprentice who has demonstrated exceptional commitment to safety in their application.

APPRENTICE ENCOURAGEMENT AWARD (non-entered)

This Award acknowledges a first or second year apprentice who you see as having significantly shone through, either from improvement and hard work, commitment to the employer, staff or other.

This award is not based on academic ability but purely it is an acknowledgement to a worthy and well deserving apprentice.

MOST OUTSTANDING FEMALE APPRENTICE (non-entered)

Recognises female Building and Construction Industry apprentices who have demonstrated commitment to their training. Applicants will be assessed on their overall achievement in studies and on-the-job training via written submission and subsequent interview.

Female Apprentices must first nominate for an Apprentice Award and win their nominated Trade Category to be eligible to be a finalist for this Award.

MOST OUTSTANDING ABORIGINAL/TORRES STRAIT ISLANDER APPRENTICE (non-entered)

Recognises Aboriginal and Torres Strait Islander Building and Construction Industry apprentices who have demonstrated commitment to their training. Applicants will be assessed on their overall achievement in studies and on-the-job training via written submission and subsequent interview.

Aboriginal and Torres Strait Islander Apprentices must first nominate for an Apprentice Award and win their nominated Trade Category to be eligible to be a finalist for this Award.

EMPLOYER CATEGORIES

Awards which recognise excellence of employers or trainers of apprentices.

EMPLOYER TRAINER OF THE YEAR

Recognises the building and construction industry employers who are committed to training. Applicants will be assessed on their overall commitment to providing training to employees/apprentices.

EXCELLENCE IN WORKPLACE HEALTH & SAFETY AWARD - EMPLOYER

This award is for an employer of a construction apprentice/s who has demonstrated high standards of safety and commitment to safety on the job in the calendar year.

JUDGING CRITERIA

APPRENTICE AWARDS

Including Most Outstanding Apprentice categories, Most Outstanding Female Apprentice and Most Outstanding Aboriginal/Torres Strait Islander Apprentice.

A panel of industry judges, as chosen by Master Builders WA, will first review every written submission and select a shortlist of candidates which they may choose to interview via phone or face-to-face. MBAWA Events may contact entrants to obtain further information, or possibly interview entrants as chosen by the judges, be it on site or at the MBAWA West Perth office.

Apprentices will be judged on the following:

- Work ethic and attitude toward work
- Communication skills
- Ability to follow directions and complete tasks as directed
- Level of competency
- Commitment to safety
- Academic results and awards
- Non-academic awards, prizes or achievements
- Work undertaken for the community or other work experience
- Future plans for their career in the industry

EMPLOYER TRAINER OF THE YEAR

Judges will assess each nomination via written submission on the following criteria:

- Commitment to the Apprenticeship system
- Quality training and innovation to training to apprentices
- Supporting documentation supporting entrant claims

EXCELLENCE IN WORKPLACE HEALTH AND SAFETY AWARD

APPRENTICE

Judges will assess each nomination via written submission and interview on the following criteria:

- Clear understanding of Workplace Health and Safety regulations
- Ability to apply Workplace Health and Safety practices in day-to-day duties
- Identification of hazards and appropriate reporting and communication skills

EMPLOYER

Judges will assess each nomination via written submission on the following criteria:

- Commitment to implementing and achieving high standards of occupational safety and health management
- Appropriate manuals/policies/procedures/documents
- Use of correct methods to identify hazards / risk assessment procedures / prioritisation of hazards / methods to control hazards / reporting procedures
- Appropriate systems for: site specific safety / company rules & standards / appropriate PPE / provision of supervision / training and maintenance of training records

ENTRY REQUIREMENTS

Applicants will be assessed on their overall standard of achievement and potential, taking all the information provided into consideration.

APPRENTICE AWARDS

Applicants will be assessed on their overall standard of achievement and potential, taking all the information provided into consideration. Address all criteria where relevant and where there is insufficient space, please attach any additional information.

Please ensure as much information as possible is provided in the entry as the judges review the submissions to determine the winners of each category.

Requirements for all Apprentice Award entries include:

- A completed entry submission
- Proof of Apprenticeship (include Course Code and Training Provider)
- Most recent academic records or statement from Training Provider (include Course Code and Training Provider)
- List and/or testimonials of relevant work experience / volunteer work / community work undertaken
- 1 x High resolution photo (headshot) - clear and showing the Nominee's face
- 1 x High resolution photo (on site) - clear and showing the Nominee's face
- A statement about the nominated apprentice addressing the below:
 - Examples of work undertaken on site by the apprentice
 - What projects they have undertaken recently (noting unusual projects or work displaying a high level of skill)
 - Why they deserve to be recognised as the best in their trade
- Additional documentation and/or attachments to support your entry (e.g. references from staff/lecturers)

EMPLOYER TRAINER OF THE YEAR

Requirements for all Employer Trainer of the Year entries include:

- A completed entry submission
- 1 x High resolution photo (headshot) - clear and showing the Nominee's face
- 1 x High resolution photo (on site) - clear and showing the Nominee's face
- 1 x High resolution Company logo (PNG or EPS format)
- Additional documentation and/or attachments to support your entry:
 - Provide information on demonstrated quality training provided by your organisation,
 - How you integrate on-and-off the-job learning.
 - How training is integrated into your business practices and any additional support offered to apprentices/trainees.
 - Evidence of references, previous awards and other information highlighting apprentices and trainees in your business

EXCELLENCE IN WORKPLACE HEALTH AND SAFETY AWARDS

APPRENTICE: In order to be eligible to enter this award, an apprentice must have first entered into the general Apprentice Awards under their year and trade category.

EMPLOYER TRAINER: In order to be eligible to enter this award, an employer trainer must have first entered into the Employer Trainer of the Year Award.

Requirements for all entries in the Excellence in Workplace Health and Safety Awards - Apprentice & Employer must include:

- A completed entry submission for the relevant prerequisite category (Apprentice Awards and Employer Trainer of the Year respectively)

TERMS & CONDITIONS

1. Award categories are open to registered builders/building companies operating in the building industry who hold a current membership with Master Builders Western Australia, under the same name. Entries must be submitted under the name of the building contract, which must be company holding a valid membership. Best Customer Service Builder award categories are only open to Master Builder Members - Customer Service Supplier Award are open to any organisation that supplies Master Builder's members directly or indirectly.
2. Entries submitted must be within a radius of 100km from the City Centre in the respective Awards entered into (e.g. Perth metro).
3. Entries submitted must be within a radius of 100kms from the Town City Centre (GPO). Where an entry is situated more than 100kms from the Town City Centre (GPO), the entrant will be required to cover the costs of travel and accommodation for the judge(s) to inspect the project. These costs will be attributed pro rata should there be multiple entries being judged in that region.
4. Entries must have achieved practical completion by the date in which judging commences, or the entry will be automatically disqualified and all associated fees forfeited.
5. Projects which have previously been entered into the respective Master Builders-Commonwealth Bank Excellence Awards cannot be re-entered into. Display homes may only be re-entered if a new build of the same design has been undertaken on an additional site.
6. Entries withdrawn after the close of entries are not entitled to a refund.
7. All applicable sections of the entry form must be completed and the required documentation including payment provided in full by the closing date. Entries that provide incomplete documentation may not be judged, in which case all fees will be forfeited.
8. If the information given on the entry form varies extensively from the entry inspected, in specification or value, judges reserve the right to disqualify the entry or re-categorise, without consultation with the entrant.
9. Judges reserve the right to re-categorise the entry without consultation with the entrant.
10. Judges' decisions are final and no correspondence or review will be entered into by Master Builders Western Australia.
11. The owner/client consent must be given for entry in the awards. Where the property is tenanted, the owner is responsible for ensuring compliance with access requirements.
12. Any material supplied with the entry may be reproduced in media releases, publications, web sites and other promotional material at the discretion of Master Builders Western Australia. The entrant indemnifies Master Builders Western Australia against any claims in respect of copyright. Master Builders Western Australia and associated media accept no responsibility for incorrect details, spelling or other incorrect information stated in the entry form. The quality of the material submitted will impact on the standard of promotion.
13. Each entrant will be notified in writing of the judging time and date for each project. It is the entrant's responsibility to confirm with the owner/client and obtain access for the judges. Where the property is tenanted, the entrant must contact the owner and coordinate access with the owner or managing agent and/or the tenant directly. In the instance of not being able to obtain access, the entry will be automatically disqualified and all associated fees forfeited.
14. The entrant must submit evidence of the final contract sum (including variations) for each entry, inclusive of GST. Where the property has been built as the builder's residence or investment property, the price point at which the project is entered should reflect the repeatable retail value of the home.
15. Award winners will NOT be disclosed until the after the official announcement at the Awards presentation night.
16. The entrant may use success in the Awards for promotional purposes but agrees to adhere to high ethical standards in that promotion through branding guidelines on the Winners/Finalists Kits. Advertising and promotional activities must not be misleading or deceptive or likely to mislead or deceive consumers about the nature of the award, nor represent themselves as a Master Builder award winner when they have not been the registered builder of that nominated award. Without limiting this requirement, the registered builder agrees to be bound by the following:
 - Pre-Awards promotion: Until the Awards are officially announced at the presentation, the entrant will not promote any unofficial or speculative success. However, entrants will be able to promote their finalist status prior to the Awards on receipt of the finalist logo from Master Builders Western Australia.
 - Correct use of logo for winning & finalist entries: In display homes categories, signage must be restricted exclusively to the judged project.
 - Use of the Master Builders-Commonwealth Bank Excellence Awards Logo (both winners & finalists) when in use across all forms of media presented to the general consumer must abide by the following guidelines: In any promotion the exact award category and year of the award must be stated. For use outside the region in which it was awarded it must be clearly identified in which region the award was won i.e. the words SOUTH WEST REGION must be included under the logo or unless otherwise provided by the Master Builders Western Australia. Text setting out all requested detail must be a minimum of 100mm in height. Use of the logo must not be changed in any way, unless prior permission has been sought and received in writing.
 - If the entrant breaches these requirements governing promotion, Master Builders Western Australia may: Revoke the entrant's award. Refuse the entrant entry in future awards. Bring possible breaches of the Trade Practices Act and the Fair Trading Act to the attention of the Australian Competition and Consumer commission and the Department of Commerce. Further explanation and examples can be found in the Master Builders Western Australia Awards Logo Usage Guidelines.
17. Display home entries must: Be accompanied by the current price list of all inclusions for the home to full specification as displayed, describe all optional specification items displayed in the home, state the as-displayed construction cost (that is, not including the cost of furniture, furnishings, landscaping and any other items which are not part of the building fabric). Entries must be accompanied by a letter or similar advice from the permit authority that the home is approved for use as a designated display home. A letter or similar advice from the permit (local) authority means either a development (planning) approval and/or a building permit clearly detailing the home was assessed and approved by the permit authority as a display home.
18. Residential buildings eligible for a housing award (i.e. display and contract homes) must have a Class 1a or 1b classification as defined in the current Volume of the Building Code of Australia - Housing provisions (BCA) of the National Construction Code (NCC). This includes, but is not limited to single dwellings, lifestyle housing for seniors, grouped dwellings (2 dwellings or more on a site, but does not include multiple dwellings or apartments). Residential buildings in other classes must enter in commercial categories. Building classified as Class 2 and above according to the BCA must be entered under a 'construction' award category.
19. Commercial projects includes those recognised as Classes 5-10 by the Building Code of Australia and only includes Class 2-4 residential buildings that are not covered by our residential awards categories.
20. Entrants must notify Master Builders Western Australia and withdraw any entries submitted for the Awards if the business/company is placed into voluntary administration or receivership. This undertaking is binding up until the awards night ceremony. Master Builders Western Australia advises that an award will be withdrawn if the business has been placed into administration and Master Builders Western Australia has not been notified.
21. Master Builders Western Australia can remove an entry for any reason that may affect the reputation of or cause embarrassment to the Association or the Awards.
22. Subcontractor of the Year Awards are open to subcontractor companies operating in Western Australia.
23. The Builder must have entered the project in the Construction (or Construction categories in Building) Excellence Awards for the Subcontractor to be eligible to nominate for the Subcontractor of the year.
24. If the entry information supplied varies extensively from the inspection, in specification or value, Master Builders Western Australia reserves the right to re-categorise or disqualify the entry without consultation with entrant.
25. Should a minimum standard of excellence not be reached Master Builders Western Australia reserves the right to decline the present an Award.