



# MASTER BUILDERS-COMMONWEALTH BANK EXCELLENCE IN CONSTRUCTION AWARDS



2023 Commonwealth Bank Best Project of the Year  
**Multiplex**

## 2024 AWARD ENTRY KIT

## 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.

Its members 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 EXCELLENCE IN CONSTRUCTION AWARDS

The **Master Builders WA Excellence in Construction Awards** showcases and rewards its members for demonstrating exceptional craftsmanship, commitment to building excellence and upholding the highest professional standard.

The **Excellence in Construction Awards** are exclusive to commercial Master Builders WA members and are an opportunity to recognise the quality of work achieved by its staff and contractors.

With over 60 categories, the awards observe a wide scope of the construction industry and highlights top performers, from Commonwealth Bank Best Project to Subcontractor of the Year.

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

### IMPORTANT DATES

Entries Open	NOW
Entries Close	Friday 5 April 2024
On-site Judging	Mid-May 2024
Awards Presentation	Saturday 20 July 2024

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

### ENTRY FEES

All prices are inclusive of GST.

First Entry	\$990.00
Additional Entry	\$670.00
Specialist Entry	\$670.00
Workplace Health & Safety Entry	\$1,800.00
Subcontractor Entry	\$200.00
Project Photography (per project)	\$470.00

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

**AWARDS ARE OPEN TO MBAWA MEMBERS ONLY**

**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](https://mbawa.com) for further information

Email: [events@mbawa.com](mailto:events@mbawa.com)

Phone: 08 9476 9800

## CATEGORY OVERVIEW

### CONSTRUCTION AWARD CATEGORIES

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

Construction Award categories 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 Construction 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	

If your project has any inductions, security checks or other procedures in order for the judges to access the project, please note this in your submission

## MAJOR AWARD CATEGORIES

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

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

The project must first be entered into a Construction 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 only)

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

### BEST REGIONAL PROJECT

(Non-entered, presented at Perth Metro Excellence in Construction Awards, 'Regional' Best Regional Project presented at each region's Building Excellence Awards)

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

## SPECIALIST AWARD CATEGORIES

Specialist Awards recognise a specialised factor of building and construction.

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

Sub-categories within this award:

**BEST NEW BUILDER AWARD**

**PETER HUNT MEMORIAL ARCHITECTS 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
- If your project has any inductions, security checks or other procedures 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
- Meet judges at assigned meeting point
- 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

### CONSTRUCTION AWARD CATEGORIES

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

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

Each of the Construction Awards listed below 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.

## LIFESTYLE HOMES 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 PHOTOGRAPH 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.

For Specialist Categories such as Builders of the Year, please provide a team photo and a company logo. For Site, Construction and Project Managers entries we suggest an image of the entrant and/or company logo.



## SPECIALIST AWARD CATEGORIES

Specialist Awards recognise a specialised factor of building and construction.

**The project must first be entered into a Construction 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 nominated project.

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.)

### PETER HUNT MEMORIAL ARCHITECTS AWARD

Entrants can nominate up to **three (3)** architectural firms they have worked with on projects that have been nominated for a Construction Award category. The nominated Architects need not be MBAWA members.

Nominations should be accompanied by a **one to three (1-3)** page document that addresses the following criteria:

- Relationship with the Architect; trust, respect, teamwork, partnership
- Professional standards
- Quality of documentation
- Dealing with issues fairly and expeditiously
- Communication
- General administration of contract/s

## 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

Entries into this category should demonstrate the below criteria.

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 (non-entered)

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 KPIs 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? eg. 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 MBAWA Member first, although the Subcontractor need not be a member themselves. 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

### CLADDING

- Windows
- Roofing
- Precast
- Stonework
- Curtain Wall

### SERVICES

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

### 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.



## CELEBRATE YOUR SUCCESS!

Save the date for the

2024 Master Builders-Commonwealth Bank  
**EXCELLENCE IN CONSTRUCTION AWARDS**

**SATURDAY 20 JULY 2024**



*Why not make a weekend of it?*

MBAWA Members can get up to 15% off their accommodation when booking at Crown.

Contact the Membership Team for your exclusive MBAWA code  
[membership@mbawa.com](mailto:membership@mbawa.com) or call 08 9476 9800

## CLIENT DECLARATION FORM

This form is to be completed by the client of each commercial project and to be submitted with the Builder's entry. The Master Builders Awards showcase the first-class workmanship and construction excellence for which the WA building industry has become renowned. By submitting this form, this entry will be deemed as approved by you, as the client of the project.

### Entrant Details

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

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

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

### Practical Completion

Expected Date for Practical Completion: \_\_\_\_\_

Actual Date of Practical Completion: \_\_\_\_\_

Did the builder meet the date for practical completion? If not, please provide reasoning:

### Contract Price

Final Contract Price: \_\_\_\_\_

Did the builder meet the budget? If not, please provide reasoning:

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Do you have any other comments regarding the builder, in relation to this project?

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### Client Declaration

- ☐ I hereby agree that this project be entered into the Master Builders awards. I understand that the project will be inspected for the purposes of being an entrant in these awards and I allow the property to be promoted in any media relating to the awards.

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

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

For any queries relating to the Awards, please contact the Master Builders Events Team on 9476 9800 or at [events@mbawa.com](mailto:events@mbawa.com).  
Please return this form to the Builder to accompany their Awards submission.

## 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.