



entry guide

Entries Open:

8:00am, Thursday 4th February 2021

Entries Close:

5:00pm, Friday 12th March 2021

Housing Awards Ceremony:

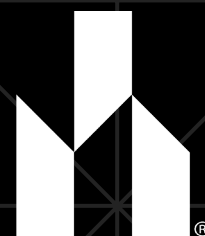
6:30pm Friday 20th August 2021

Australian Parliament House, Canberra

Construction Awards Ceremony:

6:30pm Friday 22nd October 2021

National Convention Centre, Canberra



MASTER BUILDERS
AUSTRALIAN CAPITAL TERRITORY

Master Builders and Asset Construction Hire Excellence Awards 2021

Why enter?

The Master Builders and Asset Construction Hire Excellence Awards showcases outstanding projects in the civil, commercial and residential construction industry.

Taking part demonstrates your commitment to quality workmanship. Winning an award provides endless marketing opportunities and the power of being recognised as an industry leader.

Benefits of taking part:

- ✓ Acknowledge the high quality work delivered by your staff and contractors
- ✓ Have your standard of construction independently assessed
- ✓ Demonstrate to prospective and existing clients, your commitment to excellence
- ✓ Be recognised as an industry leader
- ✓ Have your award-winning work promoted in industry media
- ✓ Use the nationally recognised award-winning logo on your promotions and website

Submissions for the 2021 Master Builders and Asset Construction Hire Excellence Awards are completed online through the Master Builders online awards entry platform: <https://masterbuildersact.awardsplatform.com>

Key Dates:

- Entries Open: 8:00am, Thursday 4th February
- Entries Close: 5:00pm Friday 12th March
Please note that no late or incomplete entries will be accepted
- Judging Period: Monday 12th April - Friday 7th May
- Judges Review: Monday 10th May - Friday 14th May
- Finalists/ Non finalists notified: Monday 24th May
- Facebook People's Choice Competition: Week of each awards evening
- Attendee details due 2 weeks prior to each event
- Housing Awards Night: Friday 20th August
- Construction Awards Night: Friday 22nd October

Awards Dinner

Ticket: \$265
Dress code: Black Tie
Tickets can be purchased via the Master Builders website www.mba.org.au

Entry Fees - all inclusive of GST

1. Commercial Project \$450
2. Civil Project \$450
3. Residential Project \$350
4. Sustainable Construction \$300
5. Subcontractor Awards \$300
6. Work Health & Safety \$300
7. Individual/Company Awards NO CHARGE
8. Joint entries \$300 per entrant (any category)

Joint entries are possible however the primary entrant MUST be the builder (with the exception of subcontractor and individual categories) and a separate entry fee must be paid by each entrant.

Judging Criteria

Specific judging criteria relating to each category can be found via the Master Builders website at: <https://www.mba.org.au/events>

Location Eligibility

In order for a project to be eligible for entry in the awards, the project must be located within the official Canberra Region footprint. A map of the region can be found at www.canberraregion.com.au. When an entry is located beyond a 100km radius from Canberra GPO a surcharge of \$175 (inc GST) is applied.

Judges

The judging panel appointed has expert knowledge and experience in all sectors of the industry. Judges are independent of Master Builders ACT. The MBA has the right to disqualify award entrants, award recipients and withdraw an entry/award if in the opinion of the judges, misleading or incorrect entry information has been provided. Judges' decisions are final and no correspondence regarding judges decisions will be provided.

COVID-19

Master Builders ACT strictly adheres to ACT Government COVID-19 guidelines. Whilst our primary goal is to deliver our 2021 Excellence Awards season in the format detailed within this document, many aspects may be subject to change.

There are currently 2 Excellence Awards presentation dinners scheduled, splitting the Residential and Construction awards to meet current social distancing requirements for ACT venues.

All efforts will be made to ensure judging for 2021 will occur onsite with our judging teams however, in the event of changes to COVID-19 restrictions, the Master Builders Association reserve the right to alter the judging process for the safety of all stakeholders.



MASTER BUILDERS
AUSTRALIAN CAPITAL TERRITORY

Questions regarding your submission and the Awards can be directed to:

Bethany Mason
Events Manger
bmason@mba.org.au
(02) 6175 5968

MBA Events Team
events@mba.org.au
(02) 6175 5900

Housing and Construction Excellence Awards Categories

Housing Awards - Friday 20th August

Residential Project Awards:

1. Apartments and Units up to 3 storeys
2. Apartments and Units 4 storeys and above
3. Apartments and Units Highrise Living
4. Custom Built/Project Home less than \$350,000
5. Custom Built/Project Home \$350,000 to \$500,000
6. Custom Built/Project Home \$500,000 to \$750,000
7. Custom Built/Project Home \$750,000 to \$1million
8. Custom Built/Project Home \$1million to \$2million
9. Custom Built/Project Home more than \$2million
10. Display Home less than \$500,000
11. Display Home more than \$500,000
12. Medium Density Dual Occupancy/Habitable Suite
13. Medium Density Townhouses and Villas
14. Renovation/Extension less than \$250,000
15. Renovation/Extension \$250,000 to \$450,000
16. Renovation/Extension \$450,000 to \$1million
17. Renovation/Extension more than \$1million
18. Renovation/Fitout, Apartment, Unit or Townhouse
19. Special Purpose/Adaptable Dwelling

Individual/Company Awards

1. Emerging Residential Builder of the Year
2. Residential Subcontractor of the Year

Subcontractor Project Awards

1. Bathroom Project less than \$30,000
2. Bathroom Project more than \$30,000
3. Best use of Material in a Residential Project
4. Kitchen Project less than \$50,000
5. Kitchen Project more than \$50,000
6. Landscape Design and Construction Residential

Sustainable Construction Awards

1. Sustainable Residential Project

Work Health & Safety Awards

1. WH&S Residential

Top Award

1. 2021 House of the Year*

Construction Awards - Friday 22nd October

Commercial Project Awards

1. Commercial or Retail Fitout, Refurbishment or Alteration less than \$1million
2. Commercial or Retail Fitout, Refurbishment or Alteration \$1million to \$5million
3. Commercial or Retail Fitout, Refurbishment or Alteration more than \$5million
4. Commercial Building less than \$5million
5. Commercial Building \$5million to \$20million
6. Commercial Building \$20million to \$50million
7. Commercial Building more than \$50million
8. Project Displaying Technical Difficulty or Innovation

Civil Project Awards

1. Civil Bridgeworks
2. Civil Hydraulic
3. Civil Subdivision
4. Civil Roadworks
5. Civil Other

Individual/Company Awards

1. Commercial Subcontractor of the Year
2. Onsite Construction Manager of the Year
3. Professional of the Year
4. Project Manager of the Year
5. Supplier of the Year

Subcontractor Project Awards

1. Best use of Material in a Commercial Project
2. Landscape Design and Construction Commercial

Sustainable Construction Awards

1. Sustainable Civil Project
2. Sustainable Commercial Project

Work Health & Safety Awards

1. WH&S Targeted Risk Management System
2. WH&S Commercial

Top Award

1. 2021 Project of the Year*

* These categories are not open for direct nomination.

CCF Earth Awards categories:

1. Project Value up to \$2million
2. Project Value \$2million to \$5million
3. Project Value \$5 million to \$10 million
4. Project Value \$10 million to \$30 million
5. Project Value \$30 million to \$75 million
6. WH&S - Civil
7. Civil Subcontractor of the Year
8. Woman in Civil Construction

- All entry open & close dates, judging dates and 2021 conditions of entry apply to all CCF Earth Awards categories.
- Entrants of the CCF Earth Awards must be members of either the MBA ACT or CCF ACT.
- Winners of these categories will be announced at the CCF Earth Awards, Friday 21st May at the Hotel Realm, Barton.

For further information contact events@mba.org.au

2021 Conditions of Entry

1. Entry is open to financial members of the Master Builders Association of the ACT.
2. Entries must be completed (including all relevant documentation) and payment made by 5:00pm, Friday 12th March 2021.
3. Projects must have been completed and Certificate of Occupancy obtained between 14th March 2020 – 12th March 2021.
4. All submissions must be completed online at www.masterbuildersact.awardsplatform.com
5. All entrants must be appropriately licenced in the category entered, must be a Master Builders ACT member and new memberships must have been approved before the closing date of 12th March 2021.
6. Price per square metre on completion is inclusive of GST.
7. If the judges determine an entry to be entered into an incorrect category, they reserve the right to transfer an entry into the category they deem appropriate.
8. The judges reserve the right to modify categories and allocate additional awards they deem appropriate based on the entries nominated.
9. The judges reserve the right to amalgamate categories if the number of entries is deemed insufficient or split categories if deemed necessary.
10. The judges reserve the right to decline to select a winner in a particular category if a minimum standard of excellence has not been achieved.
11. Judging appointments CANNOT be altered. It is the entrants responsibility to ensure there are no issues with access to the project for the judging period. Entrants will be notified of their judging time before the judging period commences on 12th April, 2021. If there is a period of time that is not suitable for inspection (e.g. no access to project due to public holiday) this should be included in the comments section of the entry submission before the closing date of Friday 12th March 2021.
12. Eligible projects must be completed between 14th March 2020 – 13th March 2021. With the exception of landscaping projects, which can be completed between 16th March 2019 – 12th March 2021.
13. Entries within NSW are permitted, as per the official Canberra Region map. The map can be viewed via www.canberraregion.com.au. Master Builders ACT reserves the right to deny an entry based on it's proximity to the ACT or the entries eligibility to enter an alternative states Master Builders Associations Awards program.
14. When an entry is located beyond a 100km radius from Canberra GPO a surcharge of \$175 (including GST) is applied.
15. The Master Builders Association of the ACT reserves the right not to accept an entry.
16. Joint entries will be accepted however the primary entrant must be the builder or relevant licenced contractor. For all joint entries each entrant (such as architects, designers, contractors) must EACH pay the \$300 fee for the specific award category. Joint entrants must also be a financial Master Builders ACT member as per entry condition 1.
17. Entries not completed in their entirety by the closing date, will not be accepted (for details on the entry requirements, see page 7).
18. All information provided in the submission must be true and correct to the best of the entrants knowledge.
19. Any project entered in more than one category (where allowable) must be submitted as a separate entry. Each entry must include a set of plans, all photos and an additional entry fee paid. No cross referencing is allowed.
20. The entrants must obtain permission and the owner/client's co-operation in regards to access for judging. All entries will be judged between Monday 12th April and Friday 7th May 2021.
21. All efforts will be made to ensure judging for 2021 will occur onsite with our judging teams however, in the event of changes to COVID restrictions, Master Builders Association reserve the right to alter the judging process for the safety of all stakeholders.
22. Judges must have internal access to the building at the time notified for judging and must be accompanied by the project builder for the site inspection.
23. If the building is not occupied at the time of entering the awards but it later becomes occupied, permission and agreement to allow access must be obtained by the entrant from the occupier prior to judging.
24. All documents and photographs submitted for an entry remain the property of the Master Builders Association of the ACT. It is recommended that all entrants keep a copy of their complete entry.
25. The judges' decision is final and no correspondence will be entered into. Judges are independent of the Master Builders Association of the ACT.
26. Category winners of the Master Builders and Asset Construction Hire Excellence Awards, will be automatically entered into the Master Builders Australia National Excellence in Building and Construction Awards. These awards will be held in Perth in November 2021. Note: due to the limited number of national categories, only winners with a directly corresponding category will be entered. Master Builders Australia only recognise the primary entrant at a national level, meaning that joint entrants will not progress to this stage.
27. Entrants must ensure they either hold the copyright, or have a licence agreement for the use of photographs included as part of their submission. Professional photographers must be made aware that photo credit lines will not be published on social media and will not be published within the awards publications.
28. Finalist and non finalists will be notified of their status on Wednesday 24th May 2021. Decisions are final as per entry condition 24.

Category Definitions

Residential Awards

Apartments and units

Apartments and Units up to 3 storeys: as covered by Home Warranty insurance
Apartments and Units 4 storeys and above: multistorey building with a height lower than 25 metres (less than 8 storeys)
Apartments and Units High Rise Living: multistorey building with a height of at least 25 metres measured from the lowest exit at or near ground level to the floor of the topmost story (or 8 storeys)
Projects entered into these categories must be a Class 2 or Class 3 building. All definitions are determined as per the Building Code of Australia.

Custom Built/Project Home

Custom Built/Project Home refers to a residential project built under a contract specifically for a client. This category is exclusive to separate dwellings that are free standing with no common walls. Final contract price must be provided in order to determine eligibility in a category. This figure will not be published at any time. Please note: In the event that a home has been built without a contract (e.g. a builder constructing their own home) the entrant must seek special permission from Master Builders ACT to enter. The home must be entered into the category that best represents the market value of the cost of the build. Evidence must be supplied, including a copy of the Home Warranty Insurance Certificate, to support this category selection. Master Builders ACT reserves the right to reject an entry or move entries between categories.

Display Homes

Display Home refers to a residential project built for the specific purpose of displaying or showing a builder's product. The project must be intended for reproduction as displayed or with standard variations to suit the client's needs. The price category entered is to represent the repeatable price of the project as displayed at the time of judging, inclusive of all exact fixtures, fittings and variations. Please ensure that the nominated contract price is the exact cost of the house including all exact fixtures and fittings as displayed. This is to be inclusive of benchtops, flooring and all other variations.

Medium Density

Townhouse: is in a row of houses, that is not class 2. Townhouses can be attached
Villas: Stand alone, class 1 in a cluster development
Dual Occupancy: Two new dwellings on the same block
Habitable suite: secondary residence that can be a separate or attached dwelling up to 90m²

Renovations/Extensions

This category includes extensions, renovations, decks, pergolas and outside pavilions, adaptable or accessible fitouts. Renovation/Fitout, Apartment, Unit or Townhouse is open to renovations of multi-unit dwellings where body-corporate requirements must be met and/or structural and facade variations are limited or not possible.

Special Purpose/Adaptable Dwelling

This category includes houses incorporating facilities for people with disabilities and adaptable housing. Other projects eligible include government housing projects, student & group accommodation and aged persons units. A client statement is required with this entry.

Civil Awards

Civil project entries are required to be submitted as per the Civil Contractors Federation (CCF) guidelines as each entry into a Civil award category automatically enters the same project into the corresponding CCF Earth Awards category, unless otherwise requested.

The CCF project categories are as follows:

- Project value up to \$2 million
- Project value \$2 million to \$5 million
- Project value \$5 million to \$10 million
- Project value \$10 million to \$30 million
- Project value \$30 million to \$75 million
- Project more than \$75 million

Additional categories exclusive to the CCF Awards are:

- Civil Subcontractor of the Year
- Woman in Civil Construction
- WH&S Civil

Additional CCF Awards information is available on page 3 or on the Master Builders website.

Commercial Awards

Commercial & Retail fitout, Refurbishment or Alteration

Fitout, refurbishment or alteration of an existing commercial building. Final construction price including GST to determine the project's appropriate category.

Commercial Building

Construction of a new commercial building. Final construction price including GST to determine the project's appropriate category.

Project Displaying Technical Difficulty or Innovation
Open to all sectors.

Work Health Safety Awards

WHS awards promote best practise of WHS on building & construction projects and construction based systems. As the judging team are able to judge a project or system whilst in practise, projects are not required to be completed by the closing date of 13th March 2020. Each entry should demonstrate a commitment to developing, implementing, integrating and reviewing on site. The entry submission should demonstrate the consultation that was undertaken within the workplace, the training that was presented to employees and how the solution can be more broadly applied to the overall industry.

Sustainable Construction Awards

The sustainable construction award, refers to the methods used for managing environmental issues on the project and ongoing systems incorporated into work practices for waste management. E.g. how waste was minimised or avoided, if materials selected were salvaged/recycled/renewable, actual amount of waste that was avoided, reduced or recycled. Water management and any other general environmental management details. Entries should also refer to the project's environmental living standard and working conditions including the use of materials in construction.

Category Definitions

Subcontractor Awards

Bathroom Project

A bathroom constructed in a new or existing home, not including appliances, electrical, plumbing, plastering, painting and ancillary work but it should be noted that the quality of the associated trades is assessed.

Best use of Material

This category includes materials used for building facades, entrances, roofing, cladding, joinery, painting, tiling, plastering and flooring. Additional individual categories may be formed depending on entry numbers.

Kitchen Project

A kitchen constructed in a new or existing home, not including appliances, electrical, plumbing, plastering, painting and ancillary work but it should be noted that the quality of the associated trades is assessed.

Landscape Design and Construction

Commercial Landscape Design and Construction includes the following categories: Institutions, open space, road reserves, Water Sensitive Urban Designs, Parks, Apartments and Aged Care.

Residential Landscape Design and Construction is open to sub-contractors who have completed the particular project. A builder is welcome to be a joint entrant however, the contractor that undertook the majority of the works, must be the primary entrant. Joint entrants may also be landscape architects.

Individual/Company Awards

These awards will be determined via the resume and supporting letters for each entrant, by the judging team.

- Onsite Construction Manager of the Year
- Project Manager of the Year
- Emerging Residential Builder of the Year
- Supplier of the Year
- Residential & Commercial Subcontractor of the Year
- Professional of the Year

TOP AWARDS

House of the Year

This award will be determined from a shortlist of the winners from each of the following categories:

- Custom Built/Project Home (all sub categories)
- Display Home (all sub categories)
- Renovations/Extensions (all sub categories)
- Special Purpose/Adaptable Dwelling

Project of the Year

This award will be determined from a shortlist of the winners from each of the following categories:

- Apartments and Units (all sub categories)
- Civil Construction (all sub categories)
- Sustainable Construction (all sub categories)
- Commercial Awards (all sub categories)

Entry Hints and Tips:

- Keep all entry information as clear as possible, judges prefer quality over quantity with each submission.
- At the time of your onsite inspection, be sure to have the builder present or a builder's representative with expert knowledge regarding the project. This will help ensure that the judges receive all of the relevant information and that the projects merits are accurately represented.
- Avoid leaving your submission until the last minute. All submissions require approval from the Master Builders ACT team before they are formally accepted. With the chance that your entry may require further information or resubmission, we recommend that you allow several days for this process before the closure of entries on Friday 12th March. Any entry that is not entirely **complete** by 5pm on 12th March, will not be accepted.
- Judging appointments cannot be altered. Due to the large volume of entries and limited judging time, the time that you are issued cannot be re-scheduled. If there is a period of time that is not suitable for inspection (e.g. no access to a project due to a public holiday) this should be included in the comments section of the entry submission before closing date of Friday 12th March. Any notification of unavailability after this point will not be considered.
- While not being mandatory, reference letters, videos or time lapse videos, are a great way to showcase your entry and set it apart from the rest. Please note there is a maximum of 2 of each of these attachments accepted per entry.
- When completing your submission, be sure to read each question carefully. The questions that you are answering are the judging criteria and are therefore, what the entry will be assessed against. Be sure to focus your responses on the construction process, rather than the design process.

2021 Entry Checklist

Information you will need to provide with your entry:

- o All details of the project (project name, street address, completion date, final contract price).
- o Details of the entrant company (key contact information, postal address, contact number etc.)
- o An appropriate answer to each selection criteria within the online submission guide.

Documents

- o Signed declaration (within online submission program) stating that all information provided is true and correct to the best of the entrant's knowledge.
- o Plans, floorplan, elevations and other relevant drawings/documentation, combined into 1 PDF document.

Individual Awards

- o Entries for Project Manager, Onsite Construction Manager and Professional of the Year require a resume and a corporate photograph of the entrant.
- o Entries for individual awards require letters of reference and a photograph of the entrant (individual or company).

Photographs and Logos

- o 12 high resolution colour photos of the project. No more than 18 photographs per entry.
- o Before and after photos are required for renovations and extension categories.
- o The uploaded images should all be named appropriately with the entrant name and the location of photo e.g. Sesame Building – Main Bathroom.
- o EPS or JPG file of the entrant company/ies logo(s).
- o Video footage (timelapse/promotional) are accepted but are not compulsory.

Display Homes

- o Display Home category entries must include their promotional brochures, inclusions lists and any other marketing activities to verify that the home is or was for display purposes.

Payment

- o Payment is required at point of entry. Any entries that are submitted without payment will be deemed incomplete and will not be accepted.
- o Joint entrant fees must all be paid before the commencement of the judging period.

Photography Examples

Publishable



*The above photo shows a full facade shot and is well lit.

Un-publishable



*The above photo shows poor lighting, shadows, no focus point and the full façade is not in the shot.



MAJOR SPONSORS



ASSOCIATE SPONSORS



SUPPORTING SPONSORS



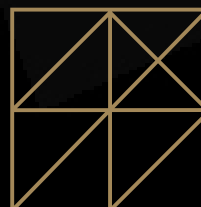
A 9 E N C Y



Additional sponsorship opportunities are available.

Bethany Mason
Events Manager
bmason@mba.org.au
(02) 6175 5968

MBA Events Team
events@mba.org.au
(02) 6175 5900



MASTER BUILDERS
Excellence Awards