



2025 Awards Entry Guide



MASTER BUILDERS
AUSTRALIAN CAPITAL TERRITORY



Contents

Event Information	2
• Why Enter	
• Key Dates	
• Entry Fees	
Submission Information	3
More Information	4
• Judging	
• Photography	
• CCF Awards	
2025 Categories	5
Category Definitions	6-9
2025 Entry Checklist	10
2025 Conditions of Entry	11-12
FAQs.....	13



2024 House of the Year
Brother Projects - Deakin



2024 Project of the Year
Shaw Building Group - The Canberra Hospital Building
12 Medical Imaging Refurbishment

2025 Master Builders and Asset Construction Hire Excellence Awards

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 your commitment to excellence to prospective and existing clients
- 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

Key Dates

- Entries Open: 9:00am, Monday 13 January 2025
- Entries Close: 5:00pm Friday 14th March 2025*

*Please note that no late or incomplete entries will be accepted

- Judging Period: Monday 31 March - Friday 9th May
- Judges Review: Mid-May
- Finalists/Non-finalists notified: Tuesday 3rd June
- AWARDS EVENING: Friday 5th September

Entry Fees (incl. GST)

- Commercial Project \$550
- Civil Project \$550
- Residential Project \$440
- Sustainable Construction \$350
- Subcontractor Awards \$350
- Work Health & Safety \$350
- Individual/Company Awards NO CHARGE
- 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.

Submission Information

How to Enter

Submissions for the 2025 Master Builders and Asset Construction Hire Excellence Awards are completed online through the Master Builders online awards entry platform:

<https://masterbuildersact.awardsplatform.com>

Entry Hints and Tips:

- Be sure to read each question carefully and keep all entry information as clear as possible. Your answers must be over the minimum required word count noted on each question.
- The project summary is a great place to outline the key aspects of the project and highlight the features of your entry that make it an Award-winning project.
- Whilst not 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.
- We highly recommend engaging a professional photographer for your submission images. These images are a crucial reference point for MBA judges. They will also be used to represent and highlight your project across MBA ACT's social media and publications, should your entry proceed to the next stage.
- 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 14th March. Any entry that is not entirely complete, submitted and paid for by 5pm on 14th 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. It is the responsibility of the entrant to provide details of the inspection time to the home owner/client.
- At the time of your onsite inspection, be sure to have the builder, project manager 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.

More Information

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 ACT awards, the project must be located within the official Canberra Region footprint and located within a 100km radius from Canberra GPO. 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 or eligible for another state's MBA Awards, this entry will not be eligible for the ACT Awards.

Judges

The judging panel appointed have 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.

Submission Photo Examples

It is important to ensure that your submission photos are in the appropriate format and style as these are crucial for judging and Awards media throughout the year.

Photos must be over 1MB and highlight each key area of the project. Entrants are required to label a 'Hero Image' that will be used as the main image for the entry moving forward.

Publishable:



Photo shows a full façade shot and is well lit. Photo is over 1mb

Unpublishable:



Photo shows poor lighting, shadows, no focus point and the full façade is not in the shot

*Master Builders ACT is now offering professional photography services for our 2025 entrants!
To find out further information and fees, please contact marketing@mba.org.au.*

2025 Categories

Residential Project Awards

Apartments and Units up to 3 storeys
Apartments and Units 4 storeys and above
Apartments and Units Highrise Living
Custom Built/Project Home less than \$350,000
Custom Built/Project Home \$350,000 to \$500,000
Custom Built/Project Home \$500,000 to \$750,000
Custom Built/Project Home \$750,000 to \$1million
Custom Built/Project Home \$1million to \$2million
Custom Built/Project Home \$2million to \$4million
Custom Built/Project Home more than \$4million
Display Home less than \$500,000
Display Home \$500,000 to \$750,000
Display Home more than \$750,000
Medium Density Dual Occupancy/Habitable Suite
Medium Density Townhouses and Villas
Renovation/Extension less than \$250,000
Renovation/Extension \$250,000 to \$450,000
Renovation/Extension \$450,000 to \$1million
Renovation/Extension more than \$1million
Renovation/Fitout, Apartment, Unit or Townhouse
Special Purpose/Adaptable Dwelling

Subcontractor Project Awards

Bathroom Project**
Best use of Material in a Commercial Project
Best use of Material in a Residential Project
Kitchen Project**
Landscape Design and Construction Commercial
Landscape Design and Construction Residential

**Bathroom and Kitchen price bracket sub-categories will be determined following entries closing. This is to allow for the ever changing price variations in these categories.

Civil Project Awards

Civil Bridgeworks
Civil Hydraulic
Civil Other
Civil Roadworks
Civil Subdivision

Commercial Project Awards

Commercial or Retail Fitout, Refurbishment or Alteration less than \$1million
Commercial or Retail Fitout, Refurbishment or Alteration \$1million to \$5million
Commercial or Retail Fitout, Refurbishment or Alteration \$5million to \$10million
Commercial or Retail Fitout, Refurbishment or Alteration more than \$10million
Commercial Construction less than \$5million
Commercial Construction \$5million to \$20million
Commercial Construction \$20million to \$50million
Commercial Construction more than \$50million
Project Displaying Technical Difficulty or Innovation
Special Purpose/Adaptable Commercial Project

Individual/Company Awards

Commercial Subcontractor of the Year
Construction Woman of the Year
Onsite Construction Manager of the Year
Professional of the Year
Project Manager of the Year
Residential Subcontractor of the Year
Supplier of the Year
Young Builder of the Year*

Sustainable Construction Awards

Sustainable Civil Project
Sustainable Commercial Project
Sustainable Residential Project

Work Health Safety Awards

WHS Commercial
WHS Residential
WHS Targeted Risk Management System

Top Awards

2025 Project of the Year*
2025 House of the Year*

*Note: These categories are determined by our judging panels and entrants cannot submit a nomination.

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 or development with a height lower than 25 metres (less than 8 storeys)

Apartments and Units High Rise Living: multistorey building or development 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.

Category Definitions cont'd

Special Purpose/Adaptable Dwelling

This category includes houses incorporating facilities for people with disabilities and adaptable housing. Homes must be Class 1 homes or dual occupancy style dwellings, with no commercial/communal facilities such as club houses. This does not include retirement villages or aged care facilities.

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 ACT are:

- Civil Subcontractor of the Year
- WHS Civil
- Outstanding Woman in Civil Construction*

*Please note entries into this category will also be automatically entered into the Construction Woman of the Year presented at the 2025 Master Builders and Asset Construction Hire Excellence Awards. Entries into this category will also be interviewed in-person or virtually during the Civil judging period.

All entry open and close dates, judging dates and 2025 conditions of entry apply to the CCF categories listed above. Entrants of the CCF Earth Awards must be members of both MBA ACT and CCF ACT.

CCF judging will occur at the same time as the Civil Excellence Awards categories.

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 Project

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

Project Displaying Technical Difficulty or Innovation

Open to all sectors.

Category Definitions cont'd

Special Purpose/Adaptable Commercial Project

This category includes retirement villages, aged care developments, Government Housing projects, student and group accommodation. Projects may include communal facilities such as club houses, kitchens and/or gardens. A client statement is required with this entry.

Work Health Safety Awards

WHS awards promote best practice of WHS on building & construction projects and construction based systems. 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 awards refer to the construction process, with a goal of achieving net zero construction and producing a net zero ready finished product. This includes how waste was minimised or avoided, if materials selected were salvaged/recycled/renewable/low emission, as well as water management and any other general environmental management details. Entries should also refer to the project's environmental living standard, including relevant EER, Green Star or NABERS rating and working conditions including the use of materials in construction.

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.

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.

Category Definitions cont'd

Individual/Company Awards

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

- Construction Woman of the Year
- Onsite Construction Manager of the Year
- Project Manager of the Year
- Professional of the Year
- Residential & Commercial Subcontractor of the Year
- Supplier of the Year
- Young Builder of the Year*

*Please note that this category is determined by our judges and cannot be submitted for.

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, where existing home has been altered considerably)

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)
- Commercial Construction (all sub categories)
- Sustainable Construction (all sub categories)

CCF Earth Awards Categories

- Project Value up to \$2million
- Project Value \$2million to \$5million
- Project Value \$5million to \$10million
- Project Value \$10million to \$30million
- Project Value \$30million to \$75million
- Project Value Greater than \$75million
- WHS Civil
- Civil Subcontractor of the Year
- Outstanding Woman in Civil Construction

Winners of these categories will be announced at the 2025 CCF Earth Awards, held on Friday 30 May at Hotel Realm, Canberra.

2025 Entry Checklist

Information you will need to provide with your entry:

- All details of the project (project name, street address, completion date, final contract price etc.).
- Details of the entrant company (key contact information, postal address, contact number etc.)
- An appropriate answer to each selection criteria within the online submission guide.
- Entrants are required to digitally sign a declaration stating that there were no serious injuries or deaths onsite AND that there are no outstanding debts or complaints relating to the project at time of entry.

Documents

- Digitally signed declaration stating that all information provided is true and correct to the best of the entrant's knowledge.
- Plans, floorplan, elevations and other relevant drawings/documentation.
- COO confirming the date of occupancy as per 2025 entry conditions.

Individual Awards

- Entries for Project Manager, Onsite Construction Manager, Construction Woman and Professional of the Year require a resume and corporate headshots of the entrant.
- Entries for individual awards require letters of reference, photographs of the entrant (individual or company) and images of projects worked on/managed by the entrant.

Photographs and Logos

- Min 15 high resolution colour photos of the project*. No more than 20 photographs per entry.

*Bathrooms and Kitchens may supply only 10

- The uploaded images should all be named appropriately with the entrant name and the location of photo e.g. Sesame Building – Main Bathroom.
- EPS and JPG file of the entrant company logo(s).
- Before and after photos are required for renovations and extension categories.
- Video footage (time lapse/promotional) are accepted but are not compulsory.

Display Homes

- 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.
- Ensure that Display Homes are entered into the category that best represents the retail price of the home, including all displayed inclusions, not the trade cost of the build.

Payment

Payment is required at point of entry. Any entries that are submitted without payment will be deemed incomplete and will not be accepted.

Joint entrant fees must all be paid before the commencement of the judging period.

2025 Conditions of Entry

General

Entry is open to financial members of the Master Builders Association of the ACT (Master Builders ACT). New members must have their membership approved prior to the Closing Date.

All entrants must be appropriately licenced in the category entered, and must be a Master Builders ACT member.

Entry

Entries must be completed (including all relevant documentation) and payment made by 5:00pm AEST on Friday 14 March 2025 (the Closing Date) through the online system at www.masterbuildersact.awardsplatform.com. Incomplete entries will not be accepted.

Projects must have been completed and Certificate of Occupancy (or relevant completion certificate) obtained between 1 January 2024 – 14 March 2025 inclusive. Projects that have been entered previously are ineligible.

Joint entries will be accepted however the primary entrant **MUST** be the builder or relevant licensed contractor. For all joint entries, each entrant (such as architects, designers, contractors) must **EACH** pay the \$300 entry fee for the specific award category. Joint entrants must also be a financial member of Master Builders ACT.

Master Builders ACT reserves the right to reject an entry based on proximity of the project to the ACT or the entries' eligibility to enter an alternative jurisdiction's Master Builders Associations Awards.

When an entry is located beyond a 100km radius from Canberra GPO, the entry will not be accepted.

The Master Builders ACT reserves the right not to accept an entry for any reason and has complete and unfettered discretion in this regard.

Categories

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. Entrants will be notified of this decision and the reasons, however there is no right of reply or appeal and the judges' decision is final.

The judges reserve the right to amalgamate categories if the number of entries is deemed insufficient, or split categories if deemed necessary and a winner may not necessarily be declared for each category.

Price per square metre on completion is inclusive of GST.

Photographs & Documents

All documents and photographs submitted for an entry remain the property of the Master Builders ACT. By providing the documents and photographs, entrants acknowledge and agree that this material may be used for other purposes, including but not limited to, marketing in the future. Entrants will ordinarily be acknowledged in all marketing or other material.

Entrants must ensure they either hold the copyright, or have a license agreement for the use of photographs included as part of their submission. Entrants are encouraged to submit their professional photographer's details during their submission, to allow MBA to credit them on our socials. If the entrant has not provided this, they must make the photographers aware that photo credit lines will not be published.

2025 Conditions of Entry cont'd

Judging

Judging appointments CANNOT be altered. It is the entrant's 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 31 March 2025.

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.

All information provided in the submission must be true and correct to the best of the entrant's knowledge.

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 and varied written answers meeting criteria for each specific entry. No cross referencing is allowed.

The entrants must obtain permission and the owner/client's co-operation in regards to access for judging. All entries will be set to be judged between Monday 31 March and Friday 9 May 2025.

Judges must have internal access to the project (where applicable) at the time notified for judging and must be accompanied by the project builder for the site inspection.

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.

The judges' decision is final and NO correspondence directly with judges will be facilitated. Judges are independent of Master Builders ACT.

Judging decisions are based on the condition and presentation of the project at the time of the judging inspection.

All efforts will be made to ensure judging for 2025 will occur in person, onsite with our judging teams. In the event of changes to COVID restrictions or other health requirements, Master Builders ACT reserve the right to alter the judging process for the safety of all stakeholders.

Finalists & Winners

Finalists and non finalists will be notified of their status on Tuesday 3 June 2025. Decisions are made in accordance with the judging criteria and all decisions are at the unfettered discretion of the judges and there is no avenue for appeal.

Category winners of the Master Builders and Asset Construction Hire Excellence Awards will be automatically entered into the Master Builders Australia National Awards. Due to the limited number of national categories, only winners with a directly corresponding category will be entered. MBA Australia only recognise the builder at a national level, meaning that joint entrants will not progress to this stage.

If you have any questions about the 2025 Entry Terms and Conditions, please contact the Master Builders ACT Events Team via events@mba.org.au or (02) 6175 5900.

Awards Entries

Frequently Asked Questions

Who can enter the Master Builders ACT Excellence Awards?

All entrants into the Awards must be financial members of Master Builders ACT, including joint entrants. If you are interested in becoming a member, please reach out to: canberra@mba.org.au.

What file size and format should my photos be?

Photos must be over 1000kb/1MB, with the majority of images in landscape format.

You must ensure all images are in jpeg format. No PDF images will be accepted.

Please label all images in your entry, including one image as the 'HERO image', which will be the main image used for your entry on all future Awards media.

What should I name my entry?

- For residential, renovation, sustainable and subcontractor entries – title your entry under the suburb name only (include the block number if you are submitting multiple entries in the same suburb).
- For medium density and apartment entries – title your entry under the building name and suburb
- For commercial and civil entries – title your entry as the best representation of project
- For WHS entries – title your entry under the name of WHS system you are entering
- For individual entries – title your entry under the name of the individual and/or company

When you are calculating the cost of the build per square metre, what is included?

Please ensure all build costs are included in the price per square metre, apart from landscaping, fencing, demolition and non-structural retaining wall costs.

What if my client does not want me to disclose the contract price?

Unfortunately, all contract prices must be disclosed, however, during the entry process, you can ask for this information to be kept confidential (meaning that only MBA & MBA judges will be aware of this information).

Can I submit a project that is still under construction?

No, all projects must be completed prior to the entry deadline. Projects under construction are not eligible.

Can I resubmit an entry I put in last year?

No, previously judged entries cannot be submitted. Entries submitted for the 2025 Awards must be completed within the applicable time frame (1 January 2024 - 14 March 2025).

What photos do I provide for my individual entry?

To enter an individual category, a minimum of 10 photos must be met. This can include:

- 1-2 corporate, professional headshots of the nominee
- Other images of the nominee in action (ie. training a course, accepting an Award, managing onsite)
- 2 company logos in eps & jpeg format



For more information

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