



**NATIONAL  
BUSINESS  
LEADERSHIP  
AWARDS 2019**

**GUIDELINES AND ENTRY FORM**

FAIRBROTHER

## CRITERIA

The Master Builders Australian National Business Leadership Awards will recognise business excellence within building and construction businesses. Please note a 'company' can include a sole trader, partnership or trust.

The awards will be presented at an Awards Dinner in Melbourne on Thursday, 22 August 2019.

### AWARDS CATEGORIES

#### Commercial Construction

- National Business Leadership Award for Small Commercial Construction Company  
– Annual Turnover under \$20M
- National Business Leadership Award for Medium Commercial Construction Company  
– Annual Turnover between \$20M–\$50M
- National Business Leadership Award for Large Commercial Construction Company  
– Annual Turnover over \$50M

#### Residential

- National Business Leadership Award for Small Residential Building Company  
– Annual Turnover under \$5M
- National Business Leadership Award for Medium Residential Building Company  
– Annual Turnover between \$5M–\$20M
- National Business Leadership Award for Large Residential Building Company  
– Annual Turnover over \$20M

#### Civil Construction

- National Business Leadership Award for Small Civil Construction Company  
– Annual Turnover under \$20M
- National Business Leadership Award for Medium Civil Construction Company  
– Annual Turnover between \$20M–\$50M
- National Business Leadership Award for Large Civil Construction Company  
– Annual Turnover over \$50M

### PRESIDENT'S AWARD

At the Judging Panel's discretion, the Panel may identify from the current entrants to be selected for the President's Award to a company or an individual for exceptional excellence in either Customer Service or Corporation Social Responsibility.

There is no requirement that an award corporate be presented annually and no more than 2 will be awarded in any one year.

## CONDITIONS OF ENTRY

1. An entrant must be a financial member of a Master Builders Association in Australia.
2. A business must have been operating for a minimum period of 3 years and have a registered Australian Business Number (ABN).
3. Eligibility is subject to no adverse actions against the entrant as outlined in the Entry Form.
4. Master Builders Australia reserves the right to withdraw the nomination or an Award for any action that may affect the reputation of or cause damage to the Brand of Master Builders.
5. Entry fee \$500 exclusive of GST.
6. Applications and payment must be received at the National Office, [ceo@masterbuilders.com.au](mailto:ceo@masterbuilders.com.au) by COB Friday 28 June 2019.

# SUBMISSIONS

## CONFIDENTIAL GUARANTEE

Master Builders Australia Ltd and the Master Builders State and Territory Association guarantee total confidentiality of the entrant's submission and that the details contained within the submission are to be used solely for the purpose of assessment and judging for the Master Builders Australia National Business Leaders Awards.

## JUDGING CRITERIA

Our Judges will look at how you have applied business excellence and you will be assessed on all 5 of the following areas:

1. Financial Management
2. Operations Management
3. Customer Service
4. Business Improvement Initiations
5. Corporate Social Responsibility

Please be conscious and inclusive of these 5 key performance indicators when preparing your submission.

## SUBMISSION GUIDELINES

There are 5 sections to be completed by all entrants and each section should be limited to a maximum of 4 pages. Hyperlinks may be used within your submission to provide additional information, testimonials and images may also be used within the submission document.

### Section 1 – Financial Management

- Provide evidence of your companies' financial stability. (Accountant statement)
- Provide an overview of how your company effectively manages cash flow, engages in sound financial management practices/systems and monitoring with invoicing progress payments, contractor and supplier payments.
- What initiatives are in place for financial accountability within the business.
- Provide an actual example of the company process in making fiscally sound and responsible decisions.

### Section 2 – Operations

- Provide a brief overview of your company's operations from sales/tendering through to your onsite project management process including best practice processes, management of suppliers, sub-contractors and how that links with the various off-site process with work flow, estimating, permits, contract administration and internal office administrations support.
- Provide an overview of your HR management practices, including recruitment, promotional development, safety management, general health and wellbeing, social interaction and diversity programs.
- Include how your company identifies, manages and mitigates risk.
- Include how your company evaluates and improves the way business is done.

### Section 3 – Customer Service

- Provide details of how you interact with your clients from commencement of a project to completion. What systems do you have in place? How do you evaluate customer service?
- Provide an example of customer service best practice in your business.
- Provide 2 client referees who can be contacted by judges.

### Section 4 – Business Improvement Initiatives

- Provide details on what measures you have implemented to grow your business.  
Example 1: If its marketing based, include details of your marketing activities and strategy and the evaluation of that strategy.  
Example 2: If its product based, include details of why you changed your product and/or the way its delivered and the background to these initiatives, and the evolution of the new product.

### Section 5 – Corporate Social Responsibilities

- Provide detailed information on your companies CSR activities, eg. business practice initiatives, staff participation and company support and how your activities make a measurable impact on the community.

# ENTRY FORM

This form, your submission, the signed Conditions of Entry form and the payment form needs to be completed by COB Friday 28 June 2019, and forwarded to [ceo@masterbuilders.com.au](mailto:ceo@masterbuilders.com.au).

More information can be sought by email [ceo@masterbuilders.com.au](mailto:ceo@masterbuilders.com.au) or call 02 6202 8888.

Note: all fields are mandatory and submissions will not be accepted without completed forms.

**NAME OF BUSINESS**

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**ADDRESS OF BUSINESS**

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**ABN**

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**CONTACT PERSON**

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**PHONE**

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**EMAIL**

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**MEMBER OF  
MASTER BUILDERS  
(STATE/TERRITORY)**

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**AWARD CATEGORY**

Tick box applicable

**COMMERCIAL CONSTRUCTION**

- Small Commercial Construction Company – Annual Turnover under \$20M
- Medium Commercial Construction Company – Annual Turnover over \$20M but under \$50M
- Large Commercial Construction Company – Annual Turnover over \$50M

**RESIDENTIAL**

- Small Residential Building Company – Annual Turnover under \$5M
- Medium Residential Building Company – Annual Turnover over \$5M but under \$20M
- Large Residential Building Company – Annual Turnover over \$20M

**CIVIL CONSTRUCTION**

- Small Civil Construction Company – Annual Turnover under \$20M
- Medium Civil Construction Company – Annual Turnover over \$20M but under \$50M
- Large Civil Construction Company – Annual Turnover over \$50M

## **AGREEMENT TO TERMS OF ENTRY**

I can confirm that the entrant is:

- A financial member of a Master Builder Association in Australia.
- A business that has been operating for at least 3 years and has an ABN.
- The business or its Owner/Directors must not have filed for Bankruptcy, placed in receivership, any act of insolvency, criminal charges of an Owner/Director, an action by the respective State/Territory regulatory body eg Fair Trading, Building Commission for a period of 10 years prior to the presentation of the Award.
- Has not had any adverse legal action taken against it by a client or sub-contractor in the past 10 years.
- Does not have any current legal action taken against it by a client or sub-contractor.
- Has not had any adverse action taken against it by any government regulatory body regarding employees – eg FWO, ATO.

I acknowledge that:

- Master Builders Australia reserves the right to withdraw the nomination or an Award for any action that may affect the reputation of or cause damage to the Brand of Master Builders.
- Master Builders Australia will do any background check necessary to assess the bona fides of this application.

I have attached documentation for each of the 5 sections with no more than 4 pages per sector:

1. Financial Management \_\_\_\_\_ pages
2. Operations Management \_\_\_\_\_ pages
3. Customer Service \_\_\_\_\_ pages
4. Business Improvement Initiations \_\_\_\_\_ pages
5. Corporate Social Responsibility \_\_\_\_\_ pages

## **I AGREE TO THE CONDITIONS OF ENTRY**

**NAME OF BUSINESS**

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**DIRECTOR/PARTNER/  
SOLE TRADER**

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**SIGN**

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**DATE**

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## PAYMENT

Please complete this payment form and attach with your submission. You will be sent a tax invoice once your payment has been processed.

<b>ENTRY FEE</b>	\$500 + \$50 GST
<b>TOTAL</b>	<b>\$550</b>

### PAYMENT METHOD 1

Please debit my credit card for the full entry fee of \$550, inclusive of GST.

Visa

Mastercard

**NAME ON CARD**

\_\_\_\_\_

**CARD NUMBER**

\_\_\_\_\_

**EXPIRY**

\_\_\_\_\_

**CVC**

\_\_\_\_\_

**SIGNED**

\_\_\_\_\_

*Or you can make payment over the phone on 02 6202 8888.*

### PAYMENT METHOD 2

To be invoiced for EFT transfer please fill in your details below:

**NAME**

\_\_\_\_\_

**COMPANY**

\_\_\_\_\_

**ADDRESS**

\_\_\_\_\_

\_\_\_\_\_

**EMAIL**

\_\_\_\_\_

**PHONE**

\_\_\_\_\_