



AUSTRALIAN INSTITUTE OF BUILDING

INCORPORATED BY ROYAL CHARTER

2006 PROFESSIONAL EXCELLENCE IN BUILDING AWARDS — AND — YOUNG ACHIEVERS AWARD

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FROM THE NATIONAL PRESIDENT



On behalf of the Australian Institute of Building (AIB) it is pleasing to provide information concerning the 2006 Professional Excellence In Building Awards. This brochure outlines the awards, the nomination process and the assessment process.

The AIB Professional Excellence in Building Awards reflect the highest standards of building and construction management, research and development of

building projects in Australia. They are the only Australian awards that recognise excellence in the building and construction management process, as opposed to the projects and structures themselves.

In past years award recipients include the building and associated professionals who successfully overcame challenges to ensure the timely completion of a project on-budget. Professional builders have been rewarded for their work on a number of projects ranging from international sporting arenas to unusual residential developments.

AIB is also pleased to advise the arrangements for the 2006 AIB Young Achiever Award which reinforces the fact that age is no barrier to excellence within the building profession. In recent years those who have received the AIB Young Achiever Award have gone on to make a substantial contribution to the Institute and the broader building profession.

Many within our community see the building industry simply as tradesmen who collectively work to erect a structure. Through the AIB Professional Excellence In Building Awards there is the opportunity to reinforce the role of the building profession in managing the construction process. The awards also provide the forum to acknowledge the individuals and management teams that accomplish their mission with an extraordinary level of expertise.

During the course of your work please give some consideration to the 2006 AIB Professional Excellence In Building Awards and we look forward to receiving nominations.

Tom Morris, FAIB
National President
Australian Institute of Building

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2006 PROFESSIONAL EXCELLENCE IN BUILDING AWARDS

1. ENTERING THE PROFESSIONAL EXCELLENCE AWARDS

This document is a guide to the two-part process of entering the awards. It provides advice about filling in the nomination form, choosing categories, developing your submission and supporting materials, and authorisations.

For further information, please contact your State Chapter or the AIB national office.

To enter the AIB Professional Excellence in Building Awards, you MUST supply:

1. A completed nomination form and relevant nomination fee by 30 November 2005 (for early bird discount). See page 7 for further details.
2. A comprehensive submission which includes a written document and electronic version of your submission (on CD) addressing the relevant selection criteria no later than 28th February 2006. See pages 4 and 9 for further details.
3. Supporting materials including photographs or print quality electronic images to be included with the written submission. See page 5 for further details.

2. BEFORE YOU GET STARTED...

Entering the AIB Professional Excellence Awards is a two part process. You must:

1. Forward your nomination form with the appropriate nomination fee attached to the AIB National Office. You will then receive your entry registration number.
2. Develop your submission, and ensure it is lodged with the AIB National Office by 28 February 2006.

To ensure that your entry is eligible for consideration in the awards:

- Read the instruction carefully before filling out the nomination form. Complete all relevant sections clearly. Failure to correctly complete the nomination form may render your nomination ineligible.
- Please **PRINT CLEARLY** when completing the nomination form and ensure that all names are spelt correctly. Details completed on the nomination form may be used for publishing materials including the award certificates.
- It is important that you answer each criterion. If a criterion is not applicable, explain why. Do not leave a blank space or just write N/A.
- Always provide evidence to support the claims that you make.

3. WHAT YOU MUST PROVIDE

- The nomination form and nomination fee (see page 4) by the respective closing dates. Late entries will not be accepted.
- A comprehensive written submission about the entrant and project management. The submission must include a project overview of 200 – 250 words. This summary may be used as the basis of any promotional materials.
- Two copies of your written submission – A4 in size, printed and bound.
- Two electronic copies (ie the submission on two discs) of your submission on CD
- Hard-copy photographs or print quality electronic images of the project at various stages of development. Failure to do so may render your entry ineligible.

4. THE NOMINATION FORM

The AIB Professional Excellence Awards nomination form consists of one double-sided A4 page. The nomination form is on page 7 of this booklet. Complete the relevant sections on the nomination form clearly and in full. These details will form the basis of the information in your full submission, and may be used for published materials and any award certificates. Please ensure that all names are spelt correctly.

Please consider the following when completing the nomination form:

Project team details

- **Team leader:** the person who managed the overall project. Only one team leader can be nominated.
- **Company:** the organisation the team leader was employed by to undertake the nominated project.
- **Position:** the position the team leader held within that company throughout the duration of the project.
- **Company address:** the postal address to which the AIB can send further correspondence if and when required.
- **Phone/fax:** the contact numbers for the team leader at their place of work
- **Mobile:** mobile phone number of the team leader.
- **Team member 1 – 4:** the names of four significant team members who also worked on the nominated project. A maximum of four team members can be identified. Names cannot be changed once the nomination form has been submitted.
- **Project contact person:** an alternative to the nominee/team leader or team members with who the AIB can liaise for administrative and promotional requirements. This person should be a personal assistant or someone in the marketing section of the organization.

Project details

- **Project name:** is the name that the project is identified by. This name will be used in any published materials or on award certificates.
- **Project location:** the State, city, suburb details of the project.
- **Cost of project on competition:** the final cost of the project considering all cost factors incurred by the company.
- **Brief description:** a brief overview of the project outlining key aspects core to the project. This may be used in published material.
- **Project start/completion date:** the date of project commencement and the hand-over date of the project to the client. Projects must have reached practical completion and be in all other respects complete to the point of enabling a proper assessment by the jury no later than 31 December in the year preceding the year of entry. Buildings that are not complete will not, under normal circumstances, be considered for an award.
- **Proposed category for judging:** identify the appropriate category into which the project will be entered. You may enter only one category per nomination form (indicate by ticking the corresponding box). If you are unsure about which category to enter, please contact your AIB State Chapter or the National Office.

(For further information on categories for judging, see pages 5 and 6.)

Authorisation for nomination and submission

- **Authorisation:** must be given by the client representative and the construction company and must be signed by the nominee/team leader for the nomination and consequent submission to be valid.
- **Client Representative:** a nominated person from the client organisation for the project who has the authority to authorise the nomination and consequent submission into the awards.
- **Nominee/team leaders signature:** signature of the team leader nominated on the reverse side of the nomination form.

Payment Details

Nomination fees and closing dates: please note the nomination dates and corresponding nomination fees. Fees will be charged according to the post-date/fax-date/email-date of the nomination form. Nominations will not be formally accepted until the appropriate nomination fee has been received in full.

AIB member nomination fees: the AIB member rate is applicable only where the nominee/team leader is a current member of the AIB.

Non-AIB nomination fees: if the nominee/team leader is not a current AIB member, the non-AIB member nomination fee applies. Please ensure

that the appropriate nomination fee is included with the nomination form as outlined by the different nomination dates.

Payment details: please ensure that your preferred payment option is indicated on this section of the nomination form. Cheque or money orders should be made payable to "The Australian Institute of Building" and included with your nomination form. If payment is to be made by credit card, please complete the relevant details to be submitted with your nomination form.

5. ENTRY REFERENCE NUMBER

Upon receipt of your nomination form and nomination fee, an entry reference number will be sent to the nominee/team leader (or the project contact person) at the address provided on the nomination form. Please ensure that this number features prominently on your full submission.

6. YOUR SUBMISSION

This section provides a guide for compiling your submission. Your submission and accompanying materials must be received by the National Office by 28 February 2006. Late entries will not be accepted.

A guide to the content of your submission is on page 9.

Written submission

You are required to provide two copies of your written submission. Your submission must be A4 in size, bound, and include colour images where relevant. All selection criteria must be addressed in your submission. If a criterion is not applicable, please explain why. You must include your entry reference number.

Electronic copy of submission

Two electronic copies of your submission (including appendices) must be submitted with your written submission. These should either be in Microsoft Word or PDF format. The electronic copy of your submission should be burned onto a CD and clearly labelled with the following details.

- Nominee/team leader name.
- Company name.
- Project name.
- Proposed category for judging.
- Entry reference number.

2006 PROFESSIONAL EXCELLENCE IN BUILDING AWARDS

Images

Images of the project must be provided with your submission. Ensure that you submit the following images:

- Images of the project before commencement of construction.
- Images of the project at various stages of the construction process.
- Images of the project at completion.
- Images of the nominee/team leader and each team member.
Ensure that at least one image is provided of each individual noted on the nomination form and at least one group shot of the entire team. Please ensure that individuals are clearly identified.
- An electronic copy of the nominee/team leader's company logo.

Images may be used in materials the AIB publishes pertaining to the Chapter and National Professional Excellence Awards.

The more images you provide the better, to a maximum of 50. The images selected for submission should be representative of the entire project from start to end.

The accepted formats for images to be submitted are:

■ Electronically:

- images are to be submitted as electronic files.
- they must be saved as JPG or TIF files only.
- they must be of print quality (scanned at 300dpi, or taken at 300dpi with a digital camera).
- clearly label each image to identify who or what the image is of.
- burn images onto a CD that is separate to the electronic copy of your submission.
- the CD must be clearly labelled with the following details:
 - entry reference number
 - nominee/team leader name
 - company name
 - project name
 - label as "Images CD"

■ Hard Copy Images:

- All photo images contained within your electronic submission should also be produced separately in hard copy format.
- These photo images can be produced as colour photocopies and contained on A4 pages within your submission.

Please ensure that you can meet all of the above requirements in your submission before forwarding your nomination form and paying the nomination fee. The nomination fee is not refundable.

If you have any questions, or require any further assistance, please contact your AIB State Chapter or the National Office for guidance.

7. AWARD CATEGORIES

There are six award categories into which you can nominate.

i. Commercial Construction

Projects eligible for this category will generally be leased or occupied spaces built primarily for commercial purposes and predominantly falling within Classes 5, 6, 7 and 8 as defined in the current Building Code of Australia, including alterations and additions.

Within this category are the following project value subcategories:

Up to \$2.5 million

\$2.5 million to \$10 million

\$10 million to \$50 million

\$50 million to \$100 million

\$100 million plus.

Entrants in the Commercial Construction category should be an individual who can demonstrate their excellence in management and organisation technique of the process of construction of a project – which can be the completed building, or part within the building – that falls within the cost of the nominated subcategory.

ii. Residential Construction

Projects within this category must be residential in nature, being Class 1, 2 or 3 type buildings as defined by the current Building Code of Australia, including alterations and additions.

Within this category are the following project value subcategories:

Up to \$2.5 million

\$2.5 million to \$10 million

\$10 million to \$50 million

\$50 million to \$100 million

\$100 million plus.

Entrants in the Residential Construction category should be an individual who can demonstrate their excellence in management and organisational technique of the process of construction of a project – which can be the completed building, or part within the building – that falls within the cost of the nominated subcategory.

iii. Technology and Innovation

Persons eligible for this category are those who can demonstrate their excellence in management and organisational technique of the process of construction of a project, who has taken an innovative approach to meet a particular element of the project.

iv. Ecologically Sustainable Development (ESD)

Entrants to this category are those persons who can demonstrate their excellence in management and organisational technique of the process of construction of a project which has enhanced the quality of the built environment for the general community and promotes ecological sustainability.

These projects need not necessarily be buildings but must be built work, and may consist of courtyard, spaces between other buildings, plazas, stadiums, and/or special or significant urban projects.

v. Research and Development

Persons eligible for this category are those who can demonstrate their excellence in research and development of a building and construction concept, process or project.

8. JUDGING

Each Chapter appoints a panel of distinguished professionals associated with the building industry to judge the entries against the criteria outlined below. A separate panel is appointed to judge at the national level. Persons who have been involved or associated with projects entered for an award are ineligible to judge.

Entries are judged on the methods and techniques used in the building's construction, not on the actual building's structure.

At Chapter level, entries are judged within their categories. At national level, recipients of Chapter Professional Excellence Awards and High Commendations are each judged against all similarly awarded Chapter recipients within the respective category.

Chapter awards are presented at a gala awards evening in each State, usually held between May and July each year. Those entries that receive a Professional Excellence Award or High Commendation at the Chapter level will go forward for national judging, with the results being announced at the National Professional Excellence in Building Awards in October 2005.

9. JUDGING CRITERIA

Submissions will be judged against outstanding practice demonstrated under the following criteria:

- a. Degree of project difficulty: difficulties encountered and overcome relating to design, regulatory requirements, site, materials etc
- b. Management methods and techniques: including overall management of the project and waste minimisation procedures (ethical practice management systems utilised to ensure compliance within contract conditions)
- c. Innovations developed to overcome difficulties

- d. Workforce organisation and training: eg. Any innovative approaches
- e. Relationship with client, architect, authorities, community and work force (employees, suppliers, sub-contractors, etc)
- f. Quality of the completed project: completion on time and within budget; standard of work (construction programming, cost management, defect minimisation).

Note: Not all the criteria may be applicable to some projects in the General category. Judges will consider such projects on an individual basis, including the criterion of 'benefits to the building industry'.

Entrants are to demonstrate in their submissions how management of their project achieved excellence against the above elements of the judging criteria.

10. LEVELS OF AWARDS

Chapter and National Award Levels

Professional Excellence Award:

Awarded where judges deem that a submission has exhibited professional excellence against the criteria. All recipients of Chapter Professional Excellence Awards automatically go forward for consideration at national award level in the Professional Excellence Award Section.

Certificate of High Commendation

Awarded where judges deem that a submission has performed at a high level against the criteria. All recipients of Chapter High Commendations automatically go forward for consideration at national award level in the Certificate of High Commendation Section.

Outstanding Excellence Award:

Awarded at the National Professional Excellence Awards. Only one Outstanding Excellence Award is presented to a National Professional Excellence Award recipient who has been deemed to have demonstrated outstanding professional excellence.

11. CHAPTER AND NATIONAL AWARDS PRESENTATIONS

One or more Professional Excellence Awards and High Commendations may be made in each category, at the discretion of the Chapter and national judging panels. Professional Excellence Awards and High Commendations are conferred in the form of high quality, framed certificates, to the team leader and to their company.

The recipient of the Outstanding Professional Excellence Award is presented with a high quality, framed certificate, as is their company. The entrant also received a trophy. This award is presented at the National Professional Excellence in Building Awards ceremony.

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NOMINATION FORM

Please complete, detach, and return this nomination form to the AIB National Office with the appropriate payment to register your submission into the 2006 Professional Excellence in Building Awards.

On receipt of your nomination and payment you will be sent an entry reference number.

Nominations may only be made for an individual, not a company. The person who is identified as the nominee/team leader is to be the team leader or manager of the project that demonstrates the individual's excellence in management and organisation technique. A maximum of four other team members may be listed.

Please contact your State Chapter or the AIB National Office for further assistance. Further information will also be available on the AIB web site at www.aib.org.au/2006awards

PRINT CLEARLY when completing the nomination form, and ensure that all names are spelt correctly. Details completed on the nomination form may be used for published materials including the award certificates. (NB titles are not printed on certificates)

PROJECT TEAM DETAILS (for all name details, please include title, first and last name)

Nominee/team leader _____

AIB member number (if applicable) _____

Company _____ Position _____

Company Address _____ State _____ P/Code _____

Phone () _____ Fax () _____ Mobile _____

Email _____

Team member 1 _____ Position _____ AIB mbr no _____

Team member 2 _____ Position _____ AIB mbr no _____

Team member 3 _____ Position _____ AIB mbr no _____

Team member 4 _____ Position _____ AIB mbr no _____

Project contact person (who should the AIB liaise with? This person could be a PA, or someone from the company's marketing section)

Name _____ Position _____

Phone () _____ Email _____

PROJECT DETAILS

Project Name _____

Project location _____

Cost of project on completion \$ _____

Brief description _____

Project start / / Project completion date / /

NOMINATION FORM

Proposed category for judging

1. Commercial Construction

- Up to \$2.5 million
 \$2.5 million to \$10 million
 \$10 million to \$50 million
 \$50 million to \$100 million
 \$100 million plus

2. Residential Construction

- Up to \$2.5 million
 \$2.5 million to \$10 million
 \$10 million to \$50 million
 \$50 million to \$100 million
 \$100 million plus

3. Technology & Innovation

4. Ecologically Sustainable Development (ESD)
 5. Research & Development
 6. General

AUTHORISATION FOR SUBMISSION

Authorisation must be given by:

- The project client
- The nominee's company (director of)

I hereby authorise the use of the above project information, photos and plans for this submission:

Client representative: Construction Company representative:

Name _____ Name _____
 Company _____ Company _____
 Position _____ Position _____
 Signature _____ Signature _____

I have read the terms, conditions and agreements for the Professional Excellence in Building Awards as outlined within this booklet and agree to abide by any conditions therein.

Nominee/team leader's signature _____ Date / /

PAYMENT DETAILS:

Nomination Fee

AIB Member*

Non-AIB Member

Nominations received at the AIB National Office by:

<input checked="" type="checkbox"/> 30 November 2005 General nominations	\$250 (inc GST)	\$330 (inc GST)
<input checked="" type="checkbox"/> 15 December 2005 Late nominations	\$330 (inc GST)	\$440 (inc GST)

*AIB member rate can be claimed only if the nominee/team leader is a current AIB member.

 I have enclosed a cheque/money order. Amount \$ (please make payable to 'The Australian Institute of Building')

OR

 Please debit my credit card.
 MasterCard VISA BankCard AMEX AMEX id _____

Card No _____ Expiry /

Cardholder Name _____ Amount \$ _____

Cardholder Signature _____ Date / /

A receipt/tax invoice will be forwarded upon processing payment.

Send your nomination form and payment to:

The Australian Institute of Building

Professional Excellence Awards

GPO Box 1467

Canberra Act 2601

ABN 38 794 377 472

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SUBMISSION GUIDELINES

GUIDELINES TO PREPARING YOUR SUBMISSION

The following is a guide to how your submission should be formatted and the criteria to which you should respond.

The main part of the submission is the responses to the judging criteria. Responses to each criterion should be limited to two pages.

In addition to the criteria, you should include the following components in your submission.

1. PART ONE – ALL CATEGORIES

1.1 Front cover

Your submission should include a front cover which clearly identifies the project

- Entry reference number
- Project name
- Proposed category for judging
- The Chapter in which you are entering
- Team leader name and position
- Team leader company

1.2 Submission details

The submission details provide an overview of the project. It also identifies the team leader and team members nominated in the project.

It should provide all of the information detailed on the nomination confirmation. This page will act as the final confirmation of submission and entrants details.

1.3 Project summary

The project summary should be 200 – 250 words in length and provide a description of the project, it's history, how you and your team members became involved, two or three key issues encountered throughout the project, and why you feel you and your team members deserve an award. You may also like to include details such as:

- Project scope
- Contract value (initial and final)
- Contract commencement and completion dates
- Form of contract (ie. JCC-D 11994)
- Client name
- Project manager's name
- Architect's name
- Structural engineer's name
- Services engineer's name
- Any other relevant details

1.4 Authorisations

Attach copies of letters from any party whose authorisation is required to submit the submission, in particular, a letter from the owner.

2. PART TWO – ALL CATEGORIES EXCEPT ESD

2.1 Project difficulties and innovations

Describe key issues which had to be overcome or managed to ensure successful delivery of the project. Describe the impact these had on the project and its completion. Attach diagrams and photographs if needed to illustrate and support your claims.

2.2 Team leaders project summary

Tell us from your personal perspective how you managed your work, how you communicated with others (eg. Meetings, briefings, records etc), what programming was done (attach samples of programs used), how the project was finalised, what you learned or gained from the process and include an organisation chart.

2.3 Planning

Describe what planning and programming took place and how it was implemented.

2.4 Quality

Describe your personal approach to standards of quality, how you translated the project's standards of quality into reality, what the core quality issues were, if there was a formal QA system, how you delegated responsibilities and how you monitored the process and controlled the outcomes. Were Quality Control Audits undertaken and what were the results? Did the client appreciate what was achieved? Attach references if necessary in the appendixes.

2.5 Environmental Issues

Discuss key environmental issues which affected the project. Describe your approach and personal standard for environmental management. How did you manage the project's environmental issues, was there a formal environmental management plan? How did you delegate responsibilities and how did you monitor and control the outcomes? Were environmental audits undertaken and what were the results? Did the client appreciate what had been achieved? Attach client, authority or consultant references in the appendixes.

2.6 Safety

Discuss key issues which affected the project. Describe your approach and personal standards for safety management. How did you manage the project's safety issues and was there a formal safety management plan? How did you delegate responsibilities, monitor the process and control the outcomes? Were safety audits undertaken and what were the results? Did the client or relevant authorities appreciate what was achieved?

2.7 Industrial relations

Discuss key industrial relations issues which affected the project, identify your personal standards for industrial management and tell us how you managed the project's industrial issues. Was there a formal industrial management and tell us how you managed the project's industrial issues. Was there a formal industrial management plan, how did you delegate responsibilities and how did you monitor the process and control the outcomes? Were industrial audits undertaken and what were the results? Did the client and/or authorities appreciate what was achieved?

SUBMISSION GUIDELINES

3. PART THREE – ECOLOGICALLY SUSTAINABLE DEVELOPMENT CATEGORY

One of the most popular definitions of Ecologically Sustainable Development (ESD) is: “development that meets the needs of the present without compromising the ability of the future generations to meet their own needs” (Bruntland, G (ed) (1987). *Our Common Future: The World Commission on Environment and Development*, Oxford: Oxford University Press)

Individuals eligible for this category are those who can demonstrate their excellence in management and organisational technique of the process of construction of a project which has enhanced the quality of the built environment for the general community and promotes ecological sustainability. These projects need not necessarily be buildings but must be built work, and may consist of courtyards, spaces between other buildings, plazas, stadiums, and/or special or significant projects.

Judging criteria

Judging of submissions into the category of Ecologically Sustainable Development (ESD) will be based on outstanding practice demonstrated under the following criteria:

- Degree of project difficulty
- Management methods to overcome difficulties
- Innovations developed to overcome difficulties
- Workforce Organisation and Training
- Quality of completed project

3.1 Team leaders project summary

Tell us from your personal perspective how you managed your work, how you communicated with others (eg. Meetings, briefings, records etc), what programming was done (attach samples of programs used), how the project was finalised, what you learned or gained from the process and include an organization chart.

3.2 Degree of project difficulty

Difficulties encountered and overcome relating to design, regulatory requirements, site materials, etc.

Factors to consider or explore in this category include the prevailing conditions of the site and its microclimate and how efficient or innovative building construction techniques were utilised to maximise the potential positive ecological effect of the project/development.

Evidence of selection of materials with low embodied energy and consideration of operating energy, life cycle assessment and efficient maintenance procedures will be favourably considered, as will selection of energy efficient equipment, appliances and processes. Verification that the level of volatile organic compounds (VOC) was considered in the materials selection process will be positively judged.

Utilisation or re-use of existing facilities or infrastructure on or near the project site should be highlighted along with a description of any problem solving methodologies used to facilitate or incorporate difficult design concepts into practical building processes.

Any difficulties with the planning or building approval process that were overcome should also be described in this section, outlining the steps that were taken and the responses provided (if any) to stakeholder concerns.

3.3 Management methods and techniques

Including overall management of the project and waste minimisation procedures.

A suggested approach in this category is to provide evidence or documentation of systems or processes that encourage or promote ecologically sustainable development, such as environmental impact assessment and statements.

Evidence of energy audits, benchmarking or thermal modelling undertaken should be included in this section. Copies of certification of energy ratings achieved by the use of computer software such as Green Star, NatHERS or First Rate, etc should also be provided.

Examples of procedures that encourage waste and energy minimisation during the construction phase of the project should be submitted, and a description of any processes which led to the re-use or recycling of building materials, components and consumables should be outlined and the tangible benefit (if measurable) should be stated.

3.4 Innovations developed to overcome difficulties

Any innovative methods, procedures, designs, materials, etc. should be outlined in this section, including a description of energy efficient or ‘environmentally friendly’ design or building features such as grey and/or black water recycling, on-site treatment plants, solar hot water, electricity and heat co-generation, photovoltaic cells, daylight sensors, wind turbines etc.

3.5 Workforce organization and training

Provide substantiation of particular methodologies within the project team member organisations that exhibit sustainable characteristics or promote increased productivity such as encouraging employees to use public transport, walk or cycle to work. Also discuss key industrial relations and safety issues which affected the project, identify your personal standards for industrial management and tell us how you managed the project’s industrial and safety issues.

3.6 Quality of completed project

Describe your personal approach to standards of quality, how you translated the project’s standards of quality into reality, what the core quality issues were, if there was a formal QA system, how you delegated responsibilities and how you monitored the process and controlled the outcomes. Were Quality Control Audits undertaken and what were the results? Did the client appreciate what was achieved? Attach references is necessary in the appendices.

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4. PART FOUR – ALL CATEGORIES

4.1 *Project team*

Identify the main team members involved and explain their role in the project. Please include the following details for each person:

- Name
- Position
- Contact details
- Up to 150 word description of their role in the project
- Current CV/resume

5. PART FIVE – ALL CATEGORIES

5.1 *Project completion*

Describe the quality of the finished product, including an explanation of final cost compared to original budget and completion time compared to original program. Attach any reports or commendations received in the appendixes.

Projects must have reached practical completion and be in all other respects complete to the point of enabling a proper assessment by the jury no later than 31 December in the year preceding the year of entry. Buildings that are not complete will not, under normal circumstances, be considered for an award.

6. PART SIX – ALL CATEGORIES

6.1 *Consultants*

List the names/companies of consultants involved in the project.

6.2 *Principal subcontractors*

List the name and contact details of subcontractors involved in the project.

6.3 *Working relationships*

Give a concise description of how working relationships were developed and maintained with the client, architects, consultants, authorities, the community and the workforce. Attach any relevant correspondence in the appendixes.

7. PART SEVEN – ALL CATEGORIES

7.1 *Benefits to the built environment*

Describe what benefits, if any, have been provided to the building industry due to the development of this project.

8. PART EIGHT – ALL CATEGORIES

8.1 *Other inclusions*

Contents page

A contents page should be included to act as an easy reference guide for the judges of the submission.

Appendixes

This section is for information which supports your submission such as evidence to support any claims you may make (eg. When making claims about the satisfaction of the client, a reference from the client would be beneficial). Refer to it when necessary in your submission so that the judges can associate what you present in the appendix to the corresponding criteria. Having an appendix takes the bulk out of the submission and makes it easier to read.

Send your submission to:

The Australian Institute of Building
Professional Excellence Awards
GPO Box 1467
CANBERRA ACT 2601

YOUNG ACHIEVER AWARD

The Australian Institute of Building invites you to demonstrate your achievements as a young professional by entering the AIB Young Achiever Award 2006.

Driven and talented young people are the key to the future of the building and construction profession. In order to recognise individuals who may be future industry leaders, the AIB has created the Young Achiever Award.

WHO CAN ENTER THE AWARD?

The Award is open to all members of The Australian Institute of Building aged 35 years and under (entrants must not turn 36 prior to 30 September 2006).

HOW DO I ENTER?

Please read carefully through the entry form. Once you have completed all of the entry requirements, return your entry form and attachments to The Australian Institute of Building National Office for judging (address see page 14).

The closing date for entries is 28 February 2006.

ENTRIES

The purpose of your entry is to tell the judges about your various achievements and to convince them that you are a young professional who has demonstrated talent, leadership skills and professionalism in your career and will continue to do so in the future.

A neat presentation is encouraged, but please note that your submission is judged on the content, not on the design and presentation. The amount of money spent on a submission does not correspond with the mark it scores.

CHAPTER AND NATIONAL JUDGING

Your entry will be judged by a panel of distinguished professionals associated with the building industry in your Chapter.

One entrant will be identified as the Young Achiever in each Chapter.

Chapter Young Achievers will go forward for judging at the national level. One of these entrants will be selected as the Outstanding Young Achiever for 2006.

WHAT HAPPENS IF I WIN?

Winners of the AIB Chapter Young Achiever Award will be presented with her/his award at the AIB Professional Excellence in Building Awards ceremony in their respective Chapter (dates to be advised).

Chapter recipients will receive two tickets to the Awards ceremony.

The winner of the Outstanding Young Achiever Award will be presented with her/his award at the AIB National Professional Excellence Awards in Sydney September 2006.

The recipient will receive a return airfare from a major capital city to Sydney, one night's accommodation in a twin/double room and two tickets to attend the National Awards ceremony to receive the award.

In addition to their Award prize package, the recipient of the Outstanding Young Achiever Award will be asked to participate in relevant activities organised by the AIB to address Graduates and Young Members of the Institute at times through the year. This may also be the case with Chapter recipients in their Chapter.

2006 PROFESSIONAL EXCELLENCE IN BUILDING AWARDS

2006 YOUNG ACHIEVER AWARD NOMINATION

Please complete the following nomination form and attach the documents required in SECTIONS 2 – 5

SECTION 1 PERSONAL DETAILS

Family name _____ Given names _____

Title (eg Dr, Mr, MS) _____ Date of birth _____

Grade of AIB membership _____ Chapter _____ Membership number _____

Postal address _____ State _____ P/Code _____

Phone Home () _____ Work () _____ Mobile _____

Email _____ Fax () _____

SECTION 2

ATTACHMENT 1: CURRICULUM VITAE

(18 points out of 100)

Please attach your curriculum vitae including the following information:

- Educational background
- Additional Continuing Professional Development activities undertaken
- Awards and achievements
- Membership of other professional bodies
- Current employment details
- Details of past employment (building and construction related)

SECTION 3

ATTACHMENT 2: PROOF OF AGE

Please attach a form of identification with your proof of age.

This may be a driver's licence. Proof of Age Card or passport. We recommend that you provide a certified photocopy of this identification as entries will not be returned.

SECTION 4

ATTACHMENT 4: REFERESS

(10 points out of 100)

Please attach two references using the forms in this booklet. Referees can be employers, supervisors, clients, lecturers or tutors or other persons who can bear witness to your career and achievements.

The form asks them to comment about you against the selection criteria.

This will assist the judges to make a well-informed decision. Your referees may be contacted and asked to provide further information in confidence.

You may provide the contact details of a third referee in case one of your referees is unavailable.

SECTION 5

ATTACHMENT 4: PORTRAIT

Please attach a high quality, colour, recent photograph of yourself (portrait layout) OR

You can supply a digital photo on CD Rom – specifications to be: 300dpi at 100% no larger than 500 x 700 pixels, file format to be jpg.

SECTION 6

ATTACHMENT 5: RESPONSES AGAINST JUDGING CRITERIA

(Eight points per criteria, a possible total of 72 points out of 100 for this section)

Please provide responses against the following criteria:

Hints for each question are provided in italic font. Please type your responses and attach them to your entry form.

Your responses to all nine criteria can be up to 2700 words (around 300 words for each criteria).

1. Please provide a brief description of your career goals and how you plan to achieve them.

HINT: Are these career goals realistic and do you express any goals that will benefit the profession and industry rather than just yourself?

2. Describe your academic achievements and what steps you have taken to ensure that you continually develop yourself as a professional? Support this with examples.

HINT: Did you conduct any form of study or research that may benefit the profession/industry?

3. Please describe your career achievements, particularly those in recent years, and provide examples.

HINT: Have you demonstrated significant achievements for your age? Are you further ahead than you would have expected to progress by this age? Does the career you have had so far reflect the goals that you set yourself in the first selection criteria?

4. How do you feel you have contributed to the building and construction profession and how do you intend to continue doing so? Provide examples to support your statements.

HINT: Have you undertaken any activities with professional bodies like the AIB? Have you undertaken any research work that may have contributed to the development of the profession? Have you used your initiative to encourage new or more efficient ways of doing things in your workplace?

5. What has been the most challenging project you have undertaken to date and how did you face the challenges presented?

HINT: this is not exclusive to building projects. Research or other projects are applicable. What made this project so significant and what innovations did you contribute to solve the problems?

6. What do you see as the crucial issues when financing and managing developments?

HINT: Use bullet point answers with a brief rationale.

7. What key issues do you think will affect the building and construction profession in the coming decade and how do you think these should be approached?

HINT: Have you researched these issues? What has led you to the conclusion that they will be important?

8. What contribution to the community have you made in the past year? Have you been involved in any community organisations this year?

HINT: Please note that this is not restricted to the building and construction community. Clearly describe how you contributed and what was your motivation.

9. Briefly describe how the use of technology and communications have influenced better management practices in the construction industry.

HINT: Include your own experience, as well as more general observations.

All submission are to be labelled with the name of the application on each page.

Enclose the completed form on Page 13 with your submission and references and mail to:

The Australian Institute of Building
Young Achiever Award
GPO Box 1467
Canberra ACT 2601

Submissions MUST arrive at the AIB Office by 28 February 2006.
Late entries will not be considered.

2006 PROFESSIONAL EXCELLENCE IN BUILDING AWARDS

REFEREES REPORT
REFEREE DETAILS

Name _____
Profession _____
Position _____
Company _____
Contact phone (business hours) _____
Contact phone (mobile or after hours) _____
Email _____

ABOUT THE NOMINEE

What is your relationship to the nominee? _____

How long have you known the nominee? _____

Please describe how the nominee has demonstrated leadership skills. _____

Please describe how the nominee has demonstrated professionalism. _____

Please describe how the nominee has demonstrated innovation. _____

Please describe any noteworthy career achievements by the nominee. _____

How has the nominee contributed to the building and construction profession? _____

How has the nominee contributed to his/her community? _____

Please make a general statement about why you think the nominee should received the AIB 2006 Young Achievers Award. _____

Signed _____ Date / /

2006 PROFESSIONAL EXCELLENCE IN BUILDING AWARDS

REFEREES REPORT

REFEREE DETAILS

Name _____
Profession _____
Position _____
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Contact phone (business hours) _____
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ABOUT THE NOMINEE

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Please describe how the nominee has demonstrated leadership skills. _____

Please describe how the nominee has demonstrated professionalism. _____

Please describe how the nominee has demonstrated innovation. _____

Please describe any noteworthy career achievements by the nominee. _____

How has the nominee contributed to the building and construction profession? _____

How has the nominee contributed to his/her community? _____

Please make a general statement about why you think the nominee should received the AIB 2006 Young Achievers Award. _____

Signed _____ Date / /

2006 PROFESSIONAL EXCELLENCE IN BUILDING AWARDS

AIB NATIONAL AWARDS PARTNER



TERMS, CONDITIONS & AGREEMENTS OF ENTRY

- Nominations and entries can be made by AIB members and non members.
- Entries will be submitted into the Chapter awards of the State in which the company (or company branch) of the nominee/team leader is located.
- If the company (or company branch) is located outside Australia, the entity will be submitted into the Chapter Awards in the State in which the project was completed.
- ACT entries will be judged with the NSW Chapter Awards, NT entries will be judged with the SA Chapter Awards.
- Entries must include all material specified in this booklet to be eligible for an award.
- The judging panel has the discretion to reallocate submissions into other categories.
- Entries for national awards will only be accepted from a Chapter.
- Entries may only be judged in the national awards once.
- A project may be entered in one category only.
- Projects must have reached practical completion and be in all other respects complete to the point of enabling a proper assessment by the jury no later than 31 December in the year preceding the year of entry. Buildings that are not complete will not, under normal circumstances, be considered for an award.
- Where the nominee/team leader, company or client does not own the copyright to the work and images submitted, the submission must be accompanied by a written agreement from the copyright holder, to the effect that the work may be entered for an award and used in published materials.
- It is desirable for individual winners to make themselves available, through their respective Chapter, to present their award-winning projects to education institutions and Chapter CPD events when and if possible.

All nominations, submissions, payments and enquiries are to be forwarded to:

The Australian Institute of Building
 National Office
 GPO Box 1467, Canberra Act 2601
 Phone: 02 6247 7433
 Fax: 02 6248 9030
 Email: awards@aib.org.au

Additional copies of this booklet can be found on the AIB website at <http://www.aib.org.au/2006award>



INCORPORATED BY ROYAL CHARTER

2006 PROFESSIONAL EXCELLENCE IN BUILDING AWARDS — AND — YOUNG ACHIEVERS AWARD

CONTACT DETAILS

	Telephone	Email
National Office:	02 6247 7433	awards@aib.org.au
Queensland Chapter:	07 3252 7529	qldbuid@aib.org.au
NSW Chapter:	02 9279 0097	nswbuild@aib.org.au
Victorian Chapter:	03 9419 1353	vichbuild@aib.org.au
Tasmanian Chapter:	03 6272 4444	tasbuild@aib.org.au
South Australian Chapter:	08 8239 0440	sabuild@aib.org.au
Western Australian Chapter:	08 9278 2671	wabuild@aib.org.au