



## 2010 AIB Professional Excellence in Building Awards Submission Guidelines

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Current as at November 2009  
Australian Institute of Building



## Submission Template

We request that submissions be completed and lodged using the approved template you may use your own template. The submission template can be downloaded from the AIB website [www.aib.org.au/buildingawards](http://www.aib.org.au/buildingawards).

## Lodging Submissions

Completed submissions must be lodged in the following manner:

1. One (1) complete copy bound, ensuring that all photos and appendixes are included. (to be retained by the AIB).
2. Two (2) complete copies unbound, ensuring that all photos and appendixes are included. (bull dog clipped - for distribution to judging panel).
3. One electronic copy in Microsoft Word 2003 version on CD ROM (for use in preparing summary versions for presentation night and award booklet). All hard and electronic copies should be clearly labelled with the entry's reference number (provided by the AIB) and the name of the team leader and project. The submission, photos and appendixes should not be saved into separate folders on the CD, they need to be set out as a single list with all documents clearly labelled.

## Images (photographs and plans)

Images of the project must be provided with your submission (maximum of 50). Submissions should include images of:

1. The project:
  - a. before commencement of construction;
  - b. at various stages of the construction process; and
  - c. on completion;
2. The team leader and each team member. Ensure that at least one image is provided of each team member (including the leader) and one group photo of the entire team.
3. The team leader's company logo.

Images should be:

1. submitted as JPEG or TIFF files;
2. of sufficient resolution to be of print quality; and
3. clearly labelled to allow correct identification of the image subject.

## Guidelines for preparation of submissions

The submission template is broken into four (4) parts:

1. Submission Details.
2. Responses to Judging Criteria.
3. Project Consultants and Subcontractors.
4. Supporting Documentation (plans, images etc).

Responses to each criteria should be limited to 500 words (unless otherwise stated). Where responses are greater than 500 words, the excess words (i.e. past the 500 word limit) will not be read or considered by the judges.

### **1. Submission Details**

*(applies to all submissions regardless of the entry category)*

#### 1.1 Front Cover – Entry details

The entry details on the front cover are included to act as an easy reference guide for the judges of the submission and for records management. This section **MUST** be completed for all submissions.

#### 1.2 Key Contact details:

- Contact details for the nominated contact for the submission (usually the team leader)
- Identifies the team leader and team members nominated in the project, their contact details, the inclusion or otherwise of a current CV and an 150 word description of their role in the project. This section will act as the final confirmation of submission and entrants details. Information that is used on the certificates will be obtained from this section of the submission, so correct spelling and the preferred names are important.

#### 1.3 Key Project Information.

This section details the location, estimated cost, final actual cost and start/finish dates.

Projects must have reached practical completion and be in all other respects complete to the point of enabling a proper assessment by the jury between the 1 July 2008 and the 31 December 2009. Buildings that are not complete will not, under normal circumstances, be considered for an award.

#### 1.4 Project Summary.

This summary should be up to 500 words in length and provide a description of the project, its history, how the team leader and team became involved, two or three key issues encountered throughout the project, and an explanation of why the team leader and members believe the submission deserves an award.



In addition you should also include the following details:

- Client name;
- Project manager's name;
- Architect's name;
- Structural Engineer's name;
- Form of contract (i.e.. JCC-D 11994);
- Services eng.name; and
- Any other relevant details.

#### 1.5 Authorisations.

To be eligible for consideration a submission MUST include an authorisations (in writing) from the client to participate in the awards and from the construction company supporting the submission.

Judging will not proceed if your Client has not provided an Authorisation letter.



## ***2.- Judging Criteria***

### ***“How it was built, not what was built”***

The AIB Professional Excellence in Building Awards recognises the individual’s professional excellence in the building and construction process, as opposed to the project or completed structure. It is therefore imperative that this focus is maintained throughout all responses to the judging criteria.

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

- Degree of project difficulty;
- Management methods and techniques including
- Innovations developed to overcome difficulties;
- Workforce organisation and training;
- Innovative approaches in the construction process;
- Relationship with client, architect, authorities, community and work force (employees, suppliers, subcontractors, etc); and
- Quality of the completed project: completion on time and within budget; standard of work (Construction programming, cost management, defect minimisation).

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

Judges are keen to see well captioned diagrams and photographs depicting the degree of difficulty during construction and any innovative solutions inserted into the text to highlight the written point, rather than photographs of the finished project.

## ***Guidelines for responding to Judging Criteria in submission***

### **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.

Any innovative methods, procedures, designs, materials, etc. should be outlined in this section. Provide diagrams and photographs if needed to illustrate and support your claims.

### **2.2 Team Leaders Project Summary**

From the perspective of the team leader and team members (not the supporting company's perspective) describe how individuals managed their work, how they communicated with others (e.g. meetings, briefings, records etc), what programming was done (attach samples of programs used), how the project was finalised, and what was learnt or gained from the building process.

An organisation chart of the team and associated project staff should be included to assist the judges understand the management structure of the project.

### **2.3 Planning**

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

### **2.4 Quality**

Describe in this section:

- What was the team leader's and /or the team's approach to standards of quality?
- How did the approach described above translate into the project's standard of quality?
- What were the core quality issues evident throughout the building process?
- If there was a formal QA system, how were responsibilities delegated and how did the team leader and/or the team monitor the process and control 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 separating out any ESD or innovative processes already described earlier in the submission. Describe the approach and standards for environmental management including:

- How did the team leader and/or the team manage the project's environmental issues?

- Was there a formal environmental management plan?
- How were responsibilities delegated and how did the team leader and/or the team monitor and control the outcomes?
- Were environmental audits undertaken and if so what were the results?
- Did the client appreciate what had been achieved?

Attach client authority or consultant references in the appendixes.

## **2.6 Benefits to the Built Environment**

Describe what benefits, if any, have been provided to the building industry as a result of the project.

## **2.7 Workplace Safety**

Discuss key workplace safety issues which affected the project. Describe the team leaders and/or the team's approach and personal standards for safety management including:

- How did the team leader and/or the team manage the project's safety issues?
- Was there a safety management plan? If so provide details?
- How were the responsibilities delegated and how did the team leader and/or the team monitor the process and control the outcomes?
- Were safety audits undertaken? If so what were the results?
- Did the client and/or relevant authorities appreciate what was achieved?

Attach client authority or consultant references in the appendixes.

## **2.8 Industrial Relations**

Discuss key industrial relations issues which affected the project. Identify and describe the team leaders and/or the team's personal standards for industrial management including:

- How did the team leader and/or the team manage the project's industrial issues?
- How were the responsibilities delegated and how did team leader and / or the team monitor the process and control the outcomes?
- Were industrial audits undertaken? If so what were the results?
- Did the client and/or authorities appreciate what was achieved?

Attach client authority or consultant references in the appendixes.

## **2.9 Workforce Organisation and Training**

Discuss any specific training program or process implemented on the project in respect to organisational techniques, safety and quality.



- Provide substantiation of particular methodologies within the team leader's organisation that demonstrate sustainable characteristics or promote increased productivity.
- Discuss key industrial relations and safety issues which affected the project.
- Identify the team leader's and/or the team's personal standards for industrial management.
- Describe how the team leader and/or the team managed the project's industrial and safety issues.

## **2.10 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. Provide any relevant reports or recommendations made in the appendixes.



### ***3. Project Consultants and Contractors***

This section covers details and comment on the various consultants and contractors involved in the project. The section includes:

#### **3.1 Principal Consultants**

List the names / companies of consultants involved in the project. Include comments on the key responsibilities of the project consultants.

#### **3.2 Principal Subcontractors**

List the name and contact details of subcontractors involved in the project. Include comments on the key responsibilities of the project's principal subcontractors.

#### **3.3 Working Relationships**

Describe how working relationships were developed and unity was achieved in the workforce. Attach any relevant correspondence in the appendixes.



## ***4. Supporting Documentation***

### **4.1 Other inclusions / appendixes**

This section is for information which supports your submission such as evidence to support any claims made. When making claims about the satisfaction of the client, a reference from the client is required.

Refer to any information contained in this section when necessary in your submission so that the judges can easily cross-reference 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.

### **4.2 Photo List**

This section lists all photos used within the submission and additional photos. Please ensure that each photo is clearly named and matches with the saved name on the CD.