



Guidelines to submitting a project for the NECA Excellence Awards 2010

THIS GUIDE IS TO BE USED IN CONJUNCTION WITH THE JUDGING CRITERIA

As part of your submission, you will need to answer all questions in as much detail as possible. Your answers will assist the judging and will also form the basis used for the script to introduce your project. Should you win the State Award you will automatically be eligible for the National Award and your project will be judged on the information supplied in your submission. A detailed judging criteria can be obtained on the NECA website by downloading a copy from the Awards/Excellence Awards link at www.neca.asn.au or contact your NECA State office for further information.

EXCELLENCE AWARDS CATEGORIES:

CATEGORY 1

Domestic (contract value is less than \$1,000,000)

CATEGORY 2

Small Contracting Business (less than 10 technical employees) (refer to judging criteria for details)

CATEGORY 3

Environment and Energy Efficiency (refer to judging criteria for details)

CATEGORY 4

Occupational Health and Safety (refer to judging criteria for details)

CATEGORY 5

Industrial (refer to judging criteria for details)

CATEGORY 6

Voice/Data – Small Project (contract value is less than \$500,000)

CATEGORY 7

Voice/Data – Large Project (contract value is greater than \$500,000)

CATEGORY 8

Commercial – Small Project (contract value is less than \$500,000)

CATEGORY 9

Commercial – Medium Project (contract value is between \$500,000 and \$2 million)

CATEGORY 10

Commercial – Large Project (contract value is greater than \$2 million)

Suggested Submission Outline (categories 1, 5, 6, 7, 8, 9 & 10):

COMPANY PROFILE

(½ page)

Provide a general description of the company profile covering the following areas:

- Overview: Outline of business. Mission/vision statements could be included.
- Size: How many employees you currently employ, including classification of workers (eg total employees 14, made up as follows: 9 electricians, 3 apprentices, 2 clerical).
- Team members: List of employees employed by your business (including titles). List of employees who worked on the project. Please provide details on the major employee contributions throughout the project.
- When established: When was the business established? List name of owners, directors etc.
- Has the business grown from its inception?
- Scope of work performed: Types of work performed (eg Commercial, Service, Industrial). List of projects completed in the past.
- Selection of suppliers: Why were certain suppliers used? (eg best products for the project, history with particular suppliers, payment options offered).
- Project progress monitoring: (eg regular meetings with client and employees to discuss progress of project)
- Please list all challenges or unique circumstances that you were faced with on this project? Were you faced with any difficulties, and if so how were these overcome?
- Payment methods: (eg how was the project managed to ensure progress payments were made? Were there any problems receiving payments? If so, how were they overcome?)
- Efficient problem resolution. If problems arose, how were they dealt with?
- How project goals and outcomes were met. Were you required to make changes throughout the project? (eg inclement weather caused delays and employees had to work additional hours, shortage of staff).
- Variations costing.

PROJECT OVERVIEW

(½ page to 1 page)

Provide an overview of the project covering the following areas:

- Project title
- Location
- Value: Total value of project (including variations)
- Commencement and completion dates
- Include the brief received from the client (eg specific instructions)
- Scope of work performed. Include details of the supply, installation, co-ordination, delivery and commissioning of works.
- Design/construct or engineers design used. Details of external professionals used.

COMMERCIAL FACTORS

(1 to 2 pages)

Provide an overview on how the company executed superior commercial skills to make the project both successful and profitable:

- Selection equipment: (eg did you approach different suppliers to provide an overview of their products and did you receive quotations for the supply of their products?)

TECHNICAL AND INNOVATION

(1 to 2 pages)

Provide details of new products, in-house design applications for processes and/or new emerging technologies used and the application of trade experience, knowledge and skills beyond mere compliance with contract specifications and project drawings, in a way that enhances the project.

- New products: (eg why were they used? Did the client insist on certain products being used?)
- Advantages of new system: (eg cost effective, environmental)
- Any difficulties: Were there difficulties that had to be overcome? How were they overcome (eg project could only be accessed at certain hours of the day. Changed employees rosters to night shift.)
- Did your business need to adapt any new technologies or techniques to complete the project?

ENVIRONMENT AND ENERGY EFFICIENCY

(½ page)

Provide details on how environment and energy efficiency considerations were factored into the project.

- The energy efficiency rating of the built project.
- Reduction of energy and greenhouse gas emission.
- Energy savings measurable by the client (eg use of LED light fittings).
- Materials and waste management features during project construction (eg recycling of waste materials).

Note: If entering Category 3, Environment and Energy Efficiency this will be the focus of your submission. Refer to judging criteria on NECA website for details.

QUALITY

(½ to 1 page)

Provide details of the quality procedures used by the company and how this has enhanced the installation and final appearance.

- Quality Assurance System. Details of programme.
- Co-ordination of project.
- Plans and system of procedures to accomplish the task (eg system of documentation for in-house verification and site inspections).
- Quality of installation (eg methods of installation, testing and labelling, maintenance of quality work processes, adherence to relevant Australian Standards, minimisation of defects and final appearance of projects).
- Were there any defects? If so, how were they resolved?

MANAGEMENT

(½ to 1 page)

Provide details on the company's development and/or application of the best practice organisation, working to schedule, co-ordination with other trades and associated off-site activities.

- Team meetings (eg details of meetings with builder, sub-contractors and employees).
- Reporting mechanisms (eg was the project proceeding on time, managing the materials ordered and used, liaising with suppliers).
- Time management and scheduling (eg upgrade of school, the project had to be finished before the commencement of the school term).

- Critical activities identification and target dates
- Management tools (eg software)
- Pre-planning and co-ordination of materials and labour including other trades (eg meetings with suppliers to ensure products were ordered and available, engaging subcontractors)
- Practical completion dates
- Site facilities (eg access was limited, there were restrictions in storing materials).

OCCUPATIONAL HEALTH AND SAFETY

(½ to 1 page)

Provide details on the company's development and implementation of policies and procedures that ensure the safety of staff, other trades, the client and the general public.

- Overview of OH&S management system (eg implemented NECASafe system after attending training course).
- OH&S training provided to employees (eg CIGIT course, first aid course. Were staff required to attend additional training before you could commence work?)
- Work method statements. Details of work method statements written specifically for this project.
- Hazard identification, risk assessment and control procedures. Provide details of hazard identification and risk assessment undertaken. How were these hazards managed?
- Documents used to manage OH&S (eg NECA red book, safety guide, site safety instructions, policies, procedures, safe work method statements, hazard identification booklets). Provide copies of safe work method statements, copies of tool box meetings and any other relevant documentation.
- Did any workplace accidents/incidents occur?

TRAINING

(½ page)

Provide details on the company's commitment to training staff at all levels of the company or involvement in industry training in excess of the normal expectation of employers in the industry.

- Apprentices/Trainees. Demonstrate your commitment to apprentice training.
- Company personnel up-skilling/cross-skilling (eg in-house and product specific).
- Any specific training undertaken in order to meet the requirements of the project.

SUMMARY

(½ page)

Summarise the project highlighting the major achievements:

- Was the project successful? (eg financially, quality, workmanship and professionalism)
- Has the success of the project led to gaining future contracts from this client (eg new project/s or a maintenance contract)?
- Has the success of the project led to gaining new clients?
- Feedback from those involved on the project and client comment.
- The success of the project and how it affected the company and team members (eg employee skill enhancement, recruitment and raising company profile).
- Benchmarking of project (eg degree of difficulty, skills utilised and overall success).
- Has the success of this project led to your business working in different areas of the industry?
- What do you feel were the greatest achievements for the team involved with this project?

SUPPORTING MATERIAL

Provide additional information to support your application.

- Letter of reference from client.
- Photos of project. Provide on CD in JPEG format (provide descriptions with all photos).
- Documents used to manage the project. Include copies of safe work method statements tool box meetings etc.

ADDITIONAL INFORMATION ONCE YOUR SUBMISSION HAS BEEN RECEIVED BY NECA

JUDGING YOUR NOMINATION

The judges may undertake an inspection of your project. A NECA staff member may contact you to arrange a convenient time for the inspection.

During the inspection (which may take up to 2 hours, depending on the size of the project), the judges:

- Will discuss details of your nomination.
- May ask you to produce your OH&S management systems (including policies and procedures).
- May ask you to produce your Quality Assurance System.
- May ask you to produce other documentation to support your nomination.