



AWARDS FOR EXCELLENCE 2020

**Master Painters Association of QLD
Friday 30th October 2020**

1. Policies & Procedures
2. Judging Criteria

Awards for Excellence

INTRODUCTION & PROGRAMMING OF THE AWARDS

OVERVIEW

The 'Awards for Excellence' is the industry's night of nights and is an opportunity for painters to showcase their projects from the smallest decorative wall to multi storey projects. Culminating in the gala 'Awards for Excellence' dinner the awards are open to members of the Master Painters Australia QLD Association.

The awards are administered by the Master Painters Australia QLD Association.

Awards are presented in the following categories:

AWARD CATEGORIES

- Residential Repaint – Interior
- Residential Repaint – Exterior
- Commercial Project – New
- Commercial Project – Repaint
- New Home up to \$20,000
- New Home over \$20,000
- Heritage Restoration
- Decorative Finish
- Artistic Decorations
- Special Project
- Apprentice of the Year
- Overall Winner

CONDITIONS OF ENTRY

1. The competition is open exclusively to MPA Members:
 - a. All painting and decorating contractors engaged in commercial and industrial works in QLD and
 - b. Licenced painting and decorating contractors conducting domestic work
2. Contractors may nominate their own projects or projects may be nominated by third parties such as project owners or suppliers of painting and decorating materials or services
3. The awards are for projects completed from the period 1st January 2019 until 30th September 2020.
4. Entrants must provide at least 2 colour photographs of their project to enable the judging panel to determine whether the entry warrants on-site inspection. If photos are not supplied, the project will not be inspected. Digital photographs are essential. Photographs supplied for the awards competition cannot be returned. Finalists may be asked to provide further photographs of their project, suitable for publication.
5. Not all projects may be physically inspected. Selection of projects is at the judge's discretion. Projects selected for inspection will be visited by the judging panel.
6. Judging decisions will be entirely at the judge's discretion and no communication or correspondence will be entered into.

7. Entrants should ensure that permission is given by the property owner and any other relevant parties for the project to be:
 - a. Entered in the Awards
 - b. Inspected by the judges and
 - c. That the project may be used for publication and publicity
8. The prescribed entry fee must accompany the entry. If the prescribed fee is not received, the entry will not be considered.
9. Entries must be received on a completed entry form and received at the nominated office on or before the nominated closing date.
10. All entries remain the property of MPA and photographs supplied may be used in a variety of publications.

JUDGING PROCESS

A panel of judges is chosen each year. Judges should be qualified painters and decorators with a minimum of 10 years relevant industry experience.

Entries must be received at the nominated address before the nominated closing date and time for the Awards. Late submissions will not be accepted.

A completed official Entry Form must be received and monies representing the prescribed Entry Fee received by the Master Painters Australia QLD Association.

Site inspections are conducted by the members of the Judging Panel, following scoring by the judges against the nominated criteria a winner of the category is determined. Not all projects entered may be physically inspected. Selection of projects is at the judge's discretion. Projects selected for inspection will be visited by a member or members of the judging panel.

The Winner in each category is chosen by:

- The highest score received in the category OR
- In the case of a tied score, the Judges will determine through majority verdict and re-examination of the scores and entry material a winner by fine examination of the project against the deemed criteria

It is at the Judge's discretion whether or not Finalists are chosen for each category.

Details of Judging Panel meetings and scoresheets and other judging material will not be disclosed.

The decision of the judges is final and no discussion, communication or correspondence will be entered into on the results.

Further information on the Policies and procedures surrounding the Awards for Excellence process is contained in the Policies and Procedures section.

Full Judging Criteria is available in the Judging Criteria section.

ANNOUNCEMENT OF FINALISTS AND WINNERS

Once the Judges have nominated which entries are Finalists then Administrative personnel will notify Finalists informing them that they are a Finalist in the Awards for Excellence and in which category they are a Finalist in.

The notification of Finalists provides the entrant with knowledge of their success to date in the Awards for Excellence process and gives them the opportunity to arrange to attend the Awards for Excellence Dinner.

All Finalists receive a commendatory framed Certificate in recognition of their achievement.

The deliberation of Judges, Judging Score Sheets and any other material involved in the Judging process is to remain confidential.

Finalists are permitted to use the following logo in their advertising and promotional material.



Finalists are only permitted to use the logo in relation to the nominated category and in material generated by the business that has received the Finalist nomination.

The winner in each category is determined by the Judges. The decision of the Judges is final and no discussion, communication or correspondence will be entered into on the results.

The Judges decisions are to remain confidential until the announcements at the Awards for Excellence Dinner.

Winners are permitted to use the following logo in their advertising and promotional material.

Finalists and winners are, under no circumstances, to manipulate or enhance the image in any way, shape or form.

In the event of a Finalist or winner doing so, it is at the Master Painters Australia QLD Association discretion to disallow that person or company to utilise the logo in any form in the future.



Winners are only permitted to use the logo in relation to the nominated category and in material generated by the business that has received the Award.

Finalists and winners are, under no circumstances, to manipulate or enhance the image in any way, shape or form.

In the event of a Finalist or winner doing so, it is at the Master Painters Australia QLD Association discretion to disallow that person or company to utilise the logo in any form in the future.

THE DINNER PROGRAMME

The Awards for Excellence Dinner is held on a specific date in October. The date should be programmed as soon as possible at the start of the Awards for Excellence process and entered in the MPA Calendar.

TIME	FEATURE
6:30pm	PRE-DINNER DRINKS (with Entertainment)
7:15pm	Guests seated for Dinner ENTREE
7:30pm	Welcome by Master of Ceremonies
7:35pm	Master Painters Australia QLD Association President's or CEO's Address
7:40pm	MAIN COURSE
8:15pm	Entertainment
8:30pm	INTERVAL
8.40 pm	Address by Major Sponsor
9:00pm	Master Painters Australia QLD Association AWARDS FOR EXCELLENCE Honorary & Life Award Presentation
10:00pm	Entertainment

*NB – May be subject to change as required for operational reasons

THE POLICIES AND PROCEDURES IN DETAIL

RECEIPT OF ENTRIES AND ENTRY FEES

Application

This policy applies to:

- Members of the Executive or Council of Management of the Master Painters Australia QLD Association directly involved in the Awards for Excellence process and are involved in the receipt of entries and/or entry fees.
- An Employee, Contractor or Manager working on behalf of the Master Painters Australia QLD Association and involved in the Awards for Excellence process and are involved in the receipt of entries and/or entry fees.

- A Volunteer working on behalf of the Master Painters Australia QLD Association and involved in the Awards for Excellence process and are involved in the receipt of entries and/or entry fees.

Policy

Records will be kept with relation to the receipt of entries and entry fees submitted as part of the Awards for Excellence process. Entries received prior to the closing date of the Awards for Excellence will be recorded to ensure the following:

- Date of receipt of the entry
- Details of the entrant, category or categories entered and the project name
- A record of the supporting material provided with the entry
- The method of payment of the entry fee and the method it was paid

Procedure

Prior to the closing date of the Awards for Excellence, administrative personnel will set up a means of keeping records for the Awards for Excellence. This record will contain the following data:

- Date of receipt of the entry
- Method the entry was received (post, email or delivery – personal or courier)
- Details of the entrant (Business name and the location of the Business)
- The category or categories entered
- The project name and location of the project
- A record of the supporting material provided with the entry (e.g. photographs, overviews of project, supplied on email, USB or as hard copies and the folder name (if applicable) of digital media).
- The amount received as the entry fee
- The method of payment of the entry fee (e.g. credit card, cheque or EFT)

Where a project has been entered in more than one category, a copy of the entry form will be made to enable the entry to be considered easily by the Judging panel over more than one category.

Where digital media is supplied to support the entry, these files/folders should be examined for generic, device or camera generated names or other naming systems which will make ready identification of the entrant and project difficult. Files and folders containing generic or non-specific names should be renamed to contain the entrant's business name and the name of the project. The format shall be Entrant's Business Name – Project Name

Administrative personnel will then create and issue a Purchase Order for the entry and forward a Tax Invoice and Receipt to the entrant as a record of their entry and entry monies being received. A copy of their original entry form is attached to the internal Purchase Order as a record.

SECURITY OF ENTRIES AND DATA

Application

This policy applies to:

- A person appointed by the Master Painters Australia QLD Association to act as a Judge in the Awards for Excellence process
- Members of the Executive or Council of Management of the Master Painters Australia QLD Association directly involved in the Awards for Excellence process
- An Employee, Contractor or Manager working on behalf of the Master Painters Australia QLD Association and involved in the Awards for Excellence process
- A Volunteer working on behalf of the Master Painters Australia QLD Association and involved in the Awards for Excellence process

The persons named above may at some or various times throughout the Awards for Excellence process be involved in maintaining the security of entries received, all data associated with the judging process and the results data until the announcements of the winners at the Awards for Excellence Dinner.

Policy

All material submitted in relation to entry in the Awards for Excellence will remain the property of the Master Painters Australia QLD Association.

Notwithstanding the above, individuals involved in the Awards for Excellence process may be given access to confidential information, data, or other business related property/information in the performance of their duties. This must be protected and used only in the interests of the Awards for Excellence.

Procedure

Individuals must not:

- Disclose or use any part of any confidential information outside of the performance of their duties and be in the interests of the Awards for Excellence; and/or
- Authorise or be involved in the improper use or disclosure of confidential information during or after their involvement in the Awards for Excellence without the written consent of the Executive or Council of Management of the Master Painters Australia QLD Association, other than as required by law

'Confidential information' ludes any information in any form relating to the Awards for Excellence and related bodies, clients or businesses, which is not in the public domain. This material ludes, but is not limited to:

- Data contained on Entry forms and other materials supplied
- Judging criteria
- Judging scoresheets, spreadsheets and other material used during the judging process
- Presentations or other material to be used at the Awards for Excellence Dinner and Presentation
- Any data contained in any of the above

Individuals must act in good faith towards the Awards for Excellence and must prevent (or if impractical, report) the unauthorised disclosure of any confidential information.

Failure to comply with this policy may result in:

- The individual being required to show just cause as to why they should remain a Member of the Master Painters Australia QLD Association under the provisions of the Master Painters Australia QLD Association's Code of Ethics OR

- If the individual is an Employee, Contractor or Manager may result in performance improvement proceedings including dismissal OR
- The individual may be asked to cease the individual's involvement with the Association as a volunteer

The action taken will be dependent on the status of the individual at the time that the failure to preserve the security of entries or data.

DETERMINATION OF ENTRY CATEGORY

Application

This policy applies to:

- A person appointed by the Master Painters Australia QLD Association to act as a Judge in the Awards for Excellence process
- An Employee, Contractor or Manager working on behalf of the Master Painters Australia QLD Association and involved in the Awards for Excellence process
- A Volunteer working on behalf of the Master Painters Australia QLD Association and involved in the Awards for Excellence process

This policy is applicable to those individuals listed above who are involved in the determination of the entry category or categories of a particular entry.

Policy

The Awards for Excellence seeks to provide recognition to painting and decorating professionals of excellence in the many and varied aspects of the painting and decorating industry. To achieve this the Awards for Excellence has different entry categories that reflect the diversity of projects undertaken within the painting and decorating industry.

Ensuring that an entry received is considered in the most appropriate Awards for Excellence category or categories is paramount to ensure the best possible relevancy for the Award and to maintain fairness for the entrant.

Suitable projects may be entered in multiple categories if the project meets the definition(s) of each category. Definitions of each category are contained in the Judging Criteria section.

Each category entry must be accompanied by the prescribed entry fee.

Procedure

Entrants are required to nominate the category or categories for entry that they wish to be considered.

Entries that are received without a category nomination may be allocated to a category by the Judging Panel. This nomination must be by majority verdict and is considered on the information and supporting material received.

During the initial consideration of the entries members of the Judging Panel can identify projects that may be better entered into a different or multiple categories. Where an entry is moved to a different category, this must be done with the approval of the entrant. Payment of additional entry fees may be required.

Where the Judges have identified that an entry may be better considered in more than one category, and the project has not been entered in that category, approval to submit must be obtained from the entrant. The entrant must agree to furnish additional entry fees prescribed under the rules of entry.

When considering reallocation or additional entry to categories, the action must be by majority verdict of the Judging Panel and is considered on the information and supporting material received.

PROCESS FOR JUDGING AN ENTRY

Application

This policy applies to:

- A person appointed by the Master Painters Australia QLD Association to act as a Judge in the Awards for Excellence process

Policy

Entries received in the Awards for Excellence will be considered on their professional and technical merits and without personal or business prejudice. Entries will be considered only in the category or categories that they:

- Meet the definition of OR
- Have been allocated to by the majority recommendation of the Judges and with the agreement of the Entrant OR
- Have been nominated by the Judges as meeting the criteria of multiple categories and has been allocated to those categories with majority recommendation of the Judges, agreement of the Entrant and the receipt of any the additional entry fees prescribed

All entries will be judged by the defined set of criteria as laid out in the Judging Criteria section. No additional criteria can be added or existing criteria amended by any Judge.

In the event of there not being enough entries in a particular category, it is at the Judges and Associations discretion if the entry will be considered for judging.

A Judge must declare any conflict of interest in this process as defined in the Conflict of Interest Policy and Procedure.

Procedure

Entries must be received at the nominated address before the nominated closing date and time for the Awards. Late submissions will not be accepted.

A completed official Entry Form must be received and monies representing the prescribed Entry Fee received by the Master Painters Australia QLD Association.

Entrants must provide at least 2 or 3 colour photographs of their project to enable the judging panel to determine whether the entry warrants on-site inspection. If photos are not supplied, the project will not be considered in the Judging process.

Not all projects entered may be physically inspected. Selection of projects is at the judge's discretion. Projects selected for inspection will be visited by a member or members of the judging panel.

The following procedure must be followed by the Judges during deliberations for an Awards for Excellence category:

- Judges will examine all entry submission material received in that category
- Judges will discuss how the entry fits the deemed criteria for that category
- Judges will then nominate entries that best fit the deemed criteria for the category to be determined as a Finalist for that category
- Following determination of the Finalists, appointments for conduct of Site Inspections will be arranged by Administrative personnel
- A Judge or Judges will attend the nominated site and conduct judging against the deemed criteria

- The Judge or Judges will record their scores against the deemed criteria for the category
- Following scoring by the Judges against the nominated criteria a winner of the category is determined by:
 - The highest score received in the category OR
 - In the case of a tied score, the Judges will determine through majority verdict and re-examination of the scores and entry material a winner by fine examination of the project against the deemed criteria.
 - The project may be re-viewed by another Judge in the event of a tied score.

It is at the Judge's discretion whether or not Finalists are chosen for each category.

Details of Judging Panel meetings and scoresheets and other judging material will not be disclosed.

Judging personnel must:

- Observe all policies and procedures associated with the Awards for Excellence Judging process
- Conduct all dealings with clients, stakeholders and entrants in a professional and courteous manner
- Be discreet with discussions concerning the project in front of property owners, managers or other key stakeholders
- Record their results on the Awards for Excellence judging forms
- Maintain the confidentiality of the Awards for Excellence and do not discuss or disclose information to third parties not directly involved in the Awards for Excellence process
- Not disclose any information, scores or discussion associated with the Judging process
- Not disclose the results prior to the announcements at the Awards for Excellence Gala Dinner

Judges shall endeavour to maintain consistency in their judging and set aside their personal or business opinions on the entry.

Failure to maintain confidentiality will result in the individual being asked to:

- Show just cause as to why they should remain a Member of the Master Painters Australia QLD Association under the provisions of the Master Painters Australia QLD Association's Code of Ethics OR
- If the individual is an Employee, Contractor or Manager may result in performance improvement proceedings including dismissal OR
- The individual may be asked to cease the individual's involvement with the Association as a volunteer

The action taken will be dependent on the status of the individual at the time that the breach of confidentiality was performed.

The decision of the judges is final and no discussion, communication or correspondence will be entered into on the results.

DETERMINATION OF PROJECTS FOR SITE INSPECTION

Application

This policy applies to:

- A person appointed by the Master Painters Australia QLD Association to act as a Judge in the Awards for Excellence process

Policy

The Awards for Excellence seeks to provide recognition to painting and decorating professionals of excellence in the many and varied aspects of the painting and decorating industry.

Entries considered as Finalists in a category have been already determined by the Judges as meeting the core criteria of the entered category of the Awards for Excellence.

Only projects selected as Finalists will be subject to a site inspection. Not all projects entered may be physically inspected. The selection of projects is at the Judge's discretion.

Procedure

The Judges will meet and examine all entries and supporting material for a particular category. The Judges will then discuss and determine which entries best reflect the deemed criteria for that category. These entries are Finalists in their category.

Projects chosen for inspection will be the projects that best reflect the deemed criteria of the entry category.

A member or members of the Judging Panel will then conduct a site inspection of the project where the final scoring can be determined.

The Judges may choose to not to select Finalists in a category. Where this situation exists, site inspections will not be conducted and the Award for Excellence will not be presented in that category.

SETTING OF APPOINTMENTS FOR SITE INSPECTION BY THE JUDGE(S)

Application

This policy applies to:

- An Employee, Contractor or Manager working on behalf of the Master Painters Australia QLD Association and involved in appointment setting as part of the Awards for Excellence process
- A Volunteer working on behalf of the Master Painters Australia QLD Association and involved in appointment setting as part of the Awards for Excellence process
- A person appointed by the Master Painters Australia QLD Association to act as a Judge in the Awards for Excellence process

Policy

The Master Painters Association expects its Administrative Personnel to maintain a high standard of conduct and work performance to make sure the Awards for Excellence maintains its good reputation with entrants, industry stakeholders, customers and suppliers.

Administrative Personnel, along with the Judges are the public interface for the Awards for Excellence and the Master Painters Association. Professional conduct during appointment setting contributes to the maintenance of a positive profile for the Master Painters Association.

Administrative personnel must observe all policies and procedures relating to the Awards for Excellence process and treat clients in a professional manner at all times.

Procedure

Administrative personnel and Judges involved in appointment setting must:

- Conduct all dealings with clients, stakeholders and entrants in a professional and courteous manner
- Assist the Judges with the development of Judging 'runs' whereby projects are grouped to be judged according to a systematic geographical approach
- Create an appointment schedule for Judges to visit Finalist projects
- Confirm appointments with Judges and/or clients as appropriate
- Maintain an appointment register with dates, times, locations and contact details for access by Administrative and Judging personnel

CONDUCT OF SITE INSPECTIONS

Application

This policy applies to:

- A person appointed by the Master Painters Australia QLD Association to act as a Judge in the Awards for Excellence process

Policy

The Master Painters Association expects its Judges to maintain a high standard of conduct and work performance to make sure the Awards for Excellence maintains its good reputation with entrants, industry stakeholders, customers and suppliers.

Judges are the public interface for the Awards for Excellence and the Master Painters Association. Good personal conduct during site inspections contributes to the maintenance of a positive profile for the Master Painters Association.

Procedure

Judging personnel involved in site inspections must:

- Conduct site inspections in a safe manner
- Observe all policies and procedures associated with the Awards for Excellence Judging process
- Treat colleagues with courtesy and respect
- Conduct all dealings with clients, stakeholders and entrants in a professional and courteous manner
- Be discreet with discussions concerning the project in front of property owners, managers or other key stakeholders
- Record their individual results independently from another Judge on the Awards for Excellence judging forms.
- In the event of their being 2 Judges on a particular project, once scores have been written, crosschecking between the 2 Judges is deemed acceptable wherein there are major discrepancies in Judging criteria scores.
- Maintain the confidentiality of the Awards for Excellence and do not discuss or disclose information to third parties not directly involved in the Awards for Excellence process
- Conduct the judging process without personal or business prejudice
- Not disclose any information, scores or discussion associated with the Judging process
- Not disclose the results prior to the announcements at the Awards for Excellence Dinner

Failure to maintain confidentiality will result in the individual being asked to:

- Show just cause as to why they should remain a Member of the Master Painters Australia QLD Association under the provisions of the Master Painters Australia QLD Association 's Code of Ethics OR
- If the individual is an Employee, Contractor or Manager may result in performance improvement proceedings including dismissal OR
- The individual may be asked to cease the individual's involvement with the Association as a volunteer

The action taken will be dependent on the status of the individual at the time that the breach of confidentiality was performed.

Judges shall endeavour to maintain consistency in their judging and set aside their personal or business opinions on the entry.

Judges must endeavour to maintain consistency in their scoring by adhering to the Judging Criteria.

DETERMINATION OF CATEGORY FINALISTS AND WINNERS

Application

This policy applies to:

- A person appointed by the Master Painters Australia QLD Association to act as a Judge in the Awards for Excellence process
- An Employee, Contractor or Manager working on behalf of the Master Painters Australia QLD Association and involved in the Awards for Excellence process
- A Volunteer working on behalf of the Master Painters Australia QLD Association and involved in the Awards for Excellence process

Policy

The Master Painters Association expects its Administrative and Judging Personnel to maintain a high standard of conduct and work performance to make sure the Awards for Excellence maintains its good reputation with entrants, industry stakeholders, customers and suppliers. The consistency of the Judging process is crucial to maintaining reliability if the results.

Procedure – Determination of Finalists

The following procedure must be followed by the Judges during deliberations for nominations for Finalists in an Awards for Excellence category:

- Judges will examine all entry submission material received in that category
- Judges will discuss how the entry fits the deemed criteria for that category
- Judges will then nominate entries that best fit the deemed criteria for the category to be determined as a Finalist for that category

Following a project being nominated as a Finalist in the Awards for Excellence the following procedure must be followed

- An appointment for conduct of Site Inspections will be arranged by the individual Judges.
- A Judge or Judges will attend the nominated site and conduct judging against the deemed criteria
- The Judge or Judges will record their scores against the deemed criteria for the category

Judging personnel must:

- Observe all policies and procedures associated with the Awards for Excellence Judging process

- Conduct all dealings with clients, stakeholders and entrants in a professional and courteous manner
- Be discreet with discussions concerning the project in front of property owners, managers or other key stakeholders
- Record their results on the Awards for Excellence judging forms
- Maintain the confidentiality of the Awards for Excellence and do not discuss or disclose information to third parties not directly involved in the Awards for Excellence process
- Not disclose any information, scores or discussion associated with the Judging process
- Not disclose the results prior to the announcements at the Awards for Excellence Dinner

Judges shall endeavour to maintain consistency in their judging and set aside their personal or business opinions on the entry.

Failure to maintain confidentiality will result in the individual being asked to:

- Show just cause as to why they should remain a Member of the Master Painters Australia QLD Association under the provisions of the Master Painters Australia QLD Association 's Code of Ethics OR
- If the individual is an Employee, Contractor or Manager may result in performance improvement proceedings including dismissal OR
- The individual may be asked to cease the individual's involvement with the Association as a volunteer

The action taken will be dependent on the status of the individual at the time that the breach of confidentiality was performed.

Procedure – Determination of Winners

Once the Finalists of a category have been nominated, a site inspection has been conducted by a member or members of the Judging Panel and scoring by the Judges against the nominated criteria has been undertaken the Judging Scoresheets can be compiled for each category.

A winner of the category is determined by:

- The highest score received in the category OR
- In the case of a tied score, the Judges will determine through majority verdict and re-examination of the scores and entry material a winner by fine examination of the project against the deemed criteria.
- The project may be re-viewed by another Judge in the event of a tied score.

It is at the Judge's discretion whether or not Finalists and a Winner is chosen for each category.

The decision of the judges is final and no discussion, communication or correspondence will be entered into on the results.

The deliberation of Judges, Judging Score Sheets and any other material involved in the Judging process is to remain confidential. Details of Judging Panel meetings and scoresheets and other judging material will not be disclosed.

Failure to maintain confidentiality will result in the individual being asked to:

- Show just cause as to why they should remain a Member of the Master Painters Australia QLD Association under the provisions of the Master Painters Australia QLD Association 's Code of Ethics OR
- If the individual is an Employee, Contractor or Manager may result in performance improvement proceedings including dismissal OR
- The individual may be asked to cease the individual's involvement with the Association as a volunteer

The action taken will be dependent on the status of the individual at the time that the breach of confidentiality was performed.

NOTIFICATION OF FINALISTS

Application

This policy applies to:

- A person appointed by the Master Painters Australia QLD Association to act as a Judge in the Awards for Excellence process
- An Employee, Contractor or Manager working on behalf of the Master Painters Australia QLD Association and involved in the Awards for Excellence process
- A Volunteer working on behalf of the Master Painters Australia QLD Association and involved in the Awards for Excellence process

Policy

Becoming a Finalist in the Awards for Excellence is prestigious. Finalists are entitled to use the Awards for Excellence Finalist logo in their advertising and promotional materials. The notification of Finalists provides the entrant with knowledge of their success to date in the Awards for Excellence process and gives them the opportunity to arrange to attend the Awards for Excellence Dinner.

All Finalists receive a commendatory framed Certificate in recognition of their achievement.

Procedure

Notification of Finalists cannot be undertaken until the Judges have determined which entries are Finalists in a category. Once the Judges have nominated which entries are Finalists then Administrative personnel can prepare and send a letter to the entrant informing them that they are a Finalist and in which category they are a Finalist in.

The deliberation of Judges, Judging Score Sheets and any other material involved in the Judging process is to remain confidential.

Failure to maintain confidentiality will result in the individual being asked to:

- Show just cause as to why they should remain a Member of the Master Painters Australia QLD Association under the provisions of the Master Painters Australia QLD Association 's Code of Ethics OR
- If the individual is an Employee, Contractor or Manager may result in performance improvement proceedings including dismissal OR
- The individual may be asked to cease the individual's involvement with the Association as a volunteer

The action taken will be dependent on the status of the individual at the time that the breach of confidentiality was performed.

Use of Photographs Received or Generated by the Awards for Excellence Process

Finalists having attained recognition in the 'Awards for Excellence' may have their names and photo's published in the MPA communications and on the MPA website.

Photos and names may also be provided to other media outlets for additional publication.

Photographs received with an entry in the Awards for Excellence, or generated as part of the Awards for excellence process may be used in the promotion of the Master Painters Association or the Awards for Excellence. Use of photographs will be at the discretion of MPA

Use of the Awards for Excellence Finalist Logo

Finalists are permitted to use the following logo in their advertising and promotional material.



The logo is customised with the inclusion of the year under the words 'Awards for Excellence'. The logo will be forwarded by Administrative staff in digital format at the conclusion of the Awards for Excellence process.

Finalists are only permitted to use the logo in relation to the nominated category and in material generated by the business that has received the Finalist nomination.

Finalists and winners are, under no circumstances, to manipulate or enhance the image in any way, shape or form.

In the event of a Finalist or winner doing so, it is at the Master Painters Australia QLD Association discretion to disallow that person or company to utilise the logo in any form in the future.

ANNOUNCEMENT OF WINNERS

Application

This policy applies to:

- A person appointed by the Master Painters Australia QLD Association to act as a Judge in the Awards for Excellence process
- An Employee, Contractor or Manager working on behalf of the Master Painters Australia QLD Association and involved in the Awards for Excellence process
- A Volunteer working on behalf of the Master Painters Australia QLD Association and involved in the Awards for Excellence process
- Master of Ceremonies and Presenters of the Awards at the Awards for Excellence Dinner

Policy

Becoming a Winner in the Awards for Excellence is prestigious. Finalists are entitled to use the Awards for Excellence Winner logo in their advertising and promotional materials.

All Winners receive a commendatory trophy in recognition of their achievement.

Procedure

The winner in each category is determined by the Judges. The decision of the Judges is final and no discussion, communication or correspondence will be entered into on the results.

The Judges decisions are to remain confidential until the announcements at the Awards for Excellence Gala Dinner.

Failure to maintain confidentiality will result in the individual being asked to:

- Show just cause as to why they should remain a Member of the Master Painters Australia QLD Association under the provisions of the Master Painters Australia QLD Association 's Code of Ethics OR
- If the individual is an Employee, Contractor or Manager may result in performance improvement proceedings including dismissal OR
- The individual may be asked to cease the individual's involvement with the Association as a volunteer

The action taken will be dependent on the status of the individual at the time that the breach of confidentiality was performed.

At the Dinner the following procedure is to be followed:

- The Master of Ceremonies announces the category
- The Finalists are announced
- The Winner of the category is announced
- The Winner is invited to the stage
- The Winner is presented with their Award Trophy by a guest presenter

At the conclusion of the category Awards the Master of Ceremonies follows the same procedure to announce the major Awards in the order of:

- Overall Winner
- Apprentice of the year

Administrative personnel will prepare support resources such as PowerPoint presentations, programmes, voiceovers, music such as stings and presentation scripts to support the announcement process.

Use of Photographs Received or Generated by the Awards for Excellence Process

Winners having received an Award in a category or categories of the 'Awards for Excellence' may have their names and photo's published in MPA communications and on the MPA website.

Photos and names may also be provided to other media outlets for additional publication.

Photographs received with an entry in the Awards for Excellence, or generated as part of the Awards for excellence process may be used in the promotion of the Master Painters Association or the Awards for Excellence. Use of photographs will be at the discretion of MPA.

Use of the Awards for Excellence Winner Logo

Winners are permitted to use the following logo in their advertising and promotional material.



The logo is customised with the inclusion of the year under the words 'Awards for Excellence'. The logo will be forwarded by Administrative staff in digital format at the conclusion of the Awards for Excellence process.

Winners are only permitted to use the logo in relation to the nominated category and in material generated by the business that has received the Award.

Finalists and winners are, under no circumstances, to manipulate or enhance the image in any way, shape or form.

In the event of a Finalist or winner doing so, it is at the Master Painters Australia QLD Association discretion to disallow that person or company to utilise the logo in any form in the future.

CONFLICT OF INTEREST

Application

Individuals covered by this policy include:

- A person appointed by the Master Painters Australia QLD Association to act as a Judge in the Awards for Excellence process
- Members of the Executive or Council of Management of the Master Painters Australia QLD Association directly involved in the Awards for Excellence process
- An Employee, Contractor or Manager working on behalf of the Master Painters Australia QLD Association and involved in the Awards for Excellence process
- A Volunteer working on behalf of the Master Painters Australia QLD Association and involved in the Awards for Excellence process

Policy

Conflict of interest arises whenever the personal, professional or business interests of an individual person are potentially at odds with the best interests of the Awards for Excellence.

All individuals are required to act in good faith towards the Awards for Excellence. Persons need to be aware of the potential for a conflict of interest to arise and should always act in the best interests of the

Awards for Excellence. As individuals, persons may have private interests that from time to time conflict, or appear to conflict, with their involvement with the Awards for Excellence.

Individuals should aim to avoid being put in a situation where there may be a conflict between the interests of the Awards for Excellence and their own personal or professional interests, or those of relatives or friends. Where such a conflict occurs (or is perceived to occur), the interests of the Awards for Excellence will be balanced against the interests of the individual and, unless exceptional circumstances exist, will be resolved in favour of the Awards for Excellence.

It is impossible to define all potential areas of conflict of interest. If an individual is in doubt if a conflict exists, they should raise the matter with their manager.

Procedure

Individuals must:

- Declare any potential, actual or perceived conflicts of interest that exist on becoming involved in the Awards for Excellence to the Executive Council of the Master Painters Australia QLD Association
- Declare any potential, actual or perceived conflicts of interest that arise or are likely to arise during the Awards for Excellence process to the Executive Council of the Master Painters Australia QLD Association
- Avoid being placed in a situation where there is potential, actual or perceived conflict of interest if at all possible
- Sign a Conflict of Interest statement prior to judging.

If an individual declares such an interest, Executive Council of the Master Painters Australia QLD Association will review the potential areas of conflict with the individual and mutually agree on practical arrangements to resolve the situation.

Individuals must disclose any external involvements that might cause a conflict of interest with the Awards for Excellence process. Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance whilst working on the Awards for Excellence process. If such involvement does affect performance or attendance it will be considered a conflict of interest.

Individuals must not set up or engage in private business or undertake other employment in direct or indirect competition with the Awards for Excellence using knowledge and/or materials gained during the course of involvement with the Awards for Excellence.

Failure to declare a potential, actual or perceived conflict of interest or to take remedial action agreed with the Executive Council of the Master Painters Australia QLD Association in a timely manner, will result in the individual being asked to:

- Show just cause as to why they should remain a Member of the Master Painters Australia QLD Association under the provisions of the Master Painters Australia QLD Association 's Code of Ethics OR
- If the individual is an Employee, Contractor or Manager may result in performance improvement proceedings including dismissal OR
- The individual may be asked to cease the individual's involvement with the Association as a volunteer

The action taken will be dependent on the status of the individual at the time that the failure to declare the potential, actual or perceived conflict of interest.

STORING OF ENTRIES

Application

This policy applies to:

- A person appointed by the Master Painters Australia QLD Association to act as a Judge in the Awards for Excellence process
- Members of the Executive or Council of Management of the Master Painters Australia QLD Association directly involved in the Awards for Excellence process
- An Employee, Contractor or Manager working on behalf of the Master Painters Australia QLD Association and involved in the Awards for Excellence process
- A Volunteer working on behalf of the Master Painters Australia QLD Association and involved in the Awards for Excellence process

Policy

As an industry based, not-for-profit organisation, MPA collects and holds personal information relating to the entrant and their entry in the Awards for Excellence.

Entry and entrant information may be held in paper and electronic files. MPA will take all reasonable steps to ensure that the information collected is stored securely. MPA is required by law to retain records for certain periods of time depending on the type of record. MPA has appropriate systems and policies in place to protect information from loss, unauthorised access and misuse.

During the Awards for Excellence process, confidentiality of all entries and Entrant details, judging materials and scoresheets will be maintained.

After the Awards for Excellence process all entries, Entrant details, project information and material supplied will be stored in accordance with statutory and legal requirements.

Procedure

Individuals involved in the Awards for Excellence process will take all necessary steps to ensure confidentiality of material during the Awards for Excellence process.

Failure to maintain confidentiality will result in the individual being asked to:

- Show just cause as to why they should remain a Member of the Master Painters Australia QLD Association under the provisions of the Master Painters Australia QLD Association 's Code of Ethics OR
- If the individual is an Employee, Contractor or Manager may result in performance improvement proceedings including dismissal OR
- The individual may be asked to cease the individual's involvement with the Association as a volunteer

The action taken will be dependent on the status of the individual at the time that the breach of confidentiality was performed.

After the Awards for Excellence process all materials will be stored accordance with statutory and legal requirements.

USE OF ENTRY MEDIA IN MASTER PAINTERS PUBLICATIONS

Application

This policy applies to:

- A person appointed by the Master Painters Australia QLD Association to act as a Judge in the Awards for Excellence process
- Members of the Executive or Council of Management of the Master Painters Australia QLD Association directly involved in the Awards for Excellence process
- An Employee, Contractor or Manager working on behalf of the Master Painters Australia QLD Association and involved in the Awards for Excellence process
- A Volunteer working on behalf of the Master Painters Australia QLD Association and involved in the Awards for Excellence process
- Entrants in the Awards for Excellence
- Finalists and Winners in a category or categories of the Awards for Excellence

Policy

The Master Painters Australia QLD Association seeks to advance, encourage and recognise the highest standards of trade craftsmanship and ethical business practice. The Awards for Excellence recognises these high standards and acknowledgement as a Finalist or Winner in the Awards is an honour. MPA may achieve its charter through use of material supplied with an entry into the Awards for Excellence.

Therefore material supplied with an entry to the Awards for Excellence remains the property of MPA and photographs supplied may be used in a variety of publications.

Procedure

All material supplied with an entry to the Awards for Excellence remains the property of MPA and photographs supplied may be used in a variety of publications to:

- Promote or advance the Master Painters Australia QLD Association
- Promote or advance the Awards for Excellence
- Promote or advance Members of the MPA

Entrants must ensure that permission is given by the property owner and any other relevant parties for the project to be:

- Entered in the Awards
- Inspected by the judges and
- That the project be used for publication and publicity

Use of Photographs Received or Generated by the Awards for Excellence Process

Finalists and Winners having received a nomination or Award in a category or categories of the 'Awards for Excellence' may have their names and photo's published in the MPA quarterly magazine 'The Dropsheet', in the MPA E-bulletin and on the MPA website.

Photos and names may also be provided to other media outlets for additional publication.

Photographs received with an entry in the Awards for Excellence, or generated as part of the Awards for excellence process may be used in the promotion of the Master Painters Association or the Awards for Excellence. Use of photographs will be at the discretion of MPA.

Awards for Excellence



JUDGING CRITERIA

OVERVIEW

The 'Awards for Excellence' is the industry's night of nights and is an opportunity for painters to showcase their projects from the smallest decorative wall to multi storey projects. Culminating in the gala 'Awards for Excellence' dinner the awards are open to members of the Master Painters Australia QLD Association.

The awards are administered by the Master Painters Australia QLD Association.

This section covers the Awards Categories and the Judging Criteria for each category.

THE AWARDS CATEGORIES

The following categories are available for painting and decorating contractors to enter their projects.

In categories whereby major preparation works are undertaken, it is important that the entrant provide a detailed outline of the work undertaken prior to painting, before and after photos to be included if available.

New Projects

CATEGORY	DEFINITION
1. Commercial Project - New	The award for excellence in painting and decorating work on a new commercial project (shops, offices etc).
2. New Home Up to \$20,000	The award for excellence in painting and decorating work on a new domestic project (house) with a contract value of \$20,000 or less.
3. New Home Over \$20,000	The award for excellence in painting and decorating work on a new domestic project (house) with a contract value of more than \$20,000.

Repaint Projects

CATEGORY	DEFINITION
4. Residential Repaint - Interior	The award for excellence in repainting interior work on an existing domestic project (house).
5. Residential Repaint - Exterior	The award for excellence in repainting exterior work on an existing domestic project (house).
6. Commercial Project - Repaint	The award for excellence in repainting work on a commercial project (shops, offices etc).

Heritage & Restoration Projects

CATEGORY	DEFINITION
7. Heritage and Restoration	The award for excellence in painting and decorating work that depicts the form, features, and character of a domestic property in the character of a particular period of time (e.g. Victorian, Federation, Art Deco etc).

Decorative Finish & Artistic Decorations Projects

CATEGORY	DEFINITION
8. Decorative Finish	The award given for excellence in decorative painting techniques (limewash, French wash, pearl, metallic, suede, marbling, graining, crackling, distemper, glaze etc).
9. Artistic Finish	The award given for excellence in artistic painting (mural etc)

Special Project

CATEGORY	DEFINITION
10. Special Project	The award for excellence in painting anything out of the ordinary (boat, statue, film set etc.)

Apprentice Of The Year

CATEGORY	DEFINITION
11. Apprentice of the Year	The trophy winner goes to the category winner who received the most points available overall. It will be open to 3rd and 4th year apprentices who have completed greater than 65% of their training. It will be up to the discretion of the judges if a tie, finalists of 2nd and 3rd place will be announced on the night.

Overall Winner

CATEGORY	DEFINITION
12. Overall Winner	The trophy winner goes to the category winner who received the most points available overall. It will be up to the discretion of the judges if a tie, finalists of 2nd and 3rd place will be announced on the night.

JUDGING PANEL, PROCESS AND CRITERIA

Judging Panel

A panel of judges is chosen each year. Judges should be qualified painters and decorators with a minimum of 10 years relevant industry experience.

Judge's Code Of Ethics

- To conduct the judging process to the highest professional standards
- To present a favourable image of our industry to the public
- To promote and support the Association objectives
- To establish and maintain the highest level of respect and goodwill with all segments of the industry and Association
- To avoid any action which will bring discredit to our Association or to the Awards for Excellence

Conflicts Of Interest

All Judges and individuals involved in the Awards for Excellence process will abide by the Master Painters Australia QLD Association's Awards for Excellence Conflict of Interest Policy detailed in the Policies and Procedures section.

Judging Process

Entries must be received at the nominated address before the nominated closing date and time for the Awards. Late submissions will not be accepted.

A completed official Entry Form must be received and monies representing the prescribed Entry Fee received by the Master Painters Australia QLD Association.

Entrants must provide at least 2 or 3 colour photographs of their project to enable the judging panel to determine whether the entry warrants on-site inspection. If photos are not supplied, the project will not be inspected.

Site inspections are conducted by the members of the Judging Panel of the Finalist projects and then following scoring by the judges against the nominated criteria a winner of the category is determined. Not all projects entered may be physically inspected. Selection of projects is at the judge's discretion. Projects selected for inspection will be visited by a member or members of the judging panel.

It is at the Judge's discretion whether or not Finalists are chosen for each category.

Details of Judging Panel meetings and scoresheets and other judging material will not be disclosed.

The decision of the judges is final and no discussion, communication or correspondence will be entered into on the results.

Further information on the Policies and procedures surrounding the Awards for Excellence process is contained in the Policies and Procedures section.

Judging Criteria

Entries in the **Project Categories (New, Repaint and Heritage and Restoration)** are judged on the following criteria:

- Preparation
- Regular and blemish free surface
- Uniformity of colour and opacity

- Cleanliness of fittings and fixtures
- Evenness of finish
- Artistic skill and technical capability
- Cutting in between finishes and surfaces
- Access and degree of difficulty
- Overall effect and visual appeal

An additional criterion of appropriateness of colour scheme and finish application is required for **Heritage and Restoration** projects.

In categories whereby major preparation works are undertaken, it is important that the entrant provide a detailed outline of the work undertaken prior to painting, before and after photos should be attached if available.

Entries in the **Decorative Finishes & Artistic Decoration** categories are judged on the following criteria:

- Preparation
- Cleanliness of fittings and fixtures
- Evenness of finish
- Artistic skill and technical capability
- Cutting in between finishes and surfaces
- Overall effect and visual appeal

From the category winners the major award of **Overall Winner** is selected.

The Award of **Overall Winner** embodies the pinnacle of the high standards of trade craftsmanship and professionalism shown by Members of the Master Painters Association. Trade craftsmanship is demonstrated by consistently high scores in the Project Category criteria.

The Award of **Apprentice of the Year Winner** embodies high standards of trade craftsmanship, commitment and professionalism shown by an apprentice. Trade craftsmanship is demonstrated by consistently high scores in.

- Preparation
- Uniformity of colour and opacity
- Cleanliness of fittings and fixtures
- Evenness of finish
- Cutting in between finishes and surfaces
- Overall effect and visual appeal

THE CRITERIA IN DETAIL

New & Repaint Project Awards Categories

CRITERIA	SCORE	REFERENCE	KEY POINTS
1. Preparation	/20	AS/NZS 2311:2009 Sections 2, 3, 7, 8	Surfaces are prepared by removing any unwanted coatings or loose debris
			Surface is prepared in compliance with substrate requirements, specifications and relevant standards
			Surface imperfections are stopped, filled and sanded to a smooth finish ready for painting in accordance with manufacturer recommendations and job specifications
2. Regular and Blemish Free Surfaces	/10	AS/NZS 2311:2009 Sections 6, 8	Surfaces will have a consistent finish free from blemish or, as far as practicable, imperfections
3. Uniformity of Colour and Opacity	/10	AS/NZS 2311:2009 Sections 6, 8	Paint is applied to achieve required level of opacity, finish, texture and sheen
4. Cleanliness of Fittings and Fixtures	/10		Waste and unwanted materials are removed from site
			Work area is left clean and tidy
			Areas and fittings and fixtures adjacent to the painted areas are free from paint spots, drips and overspray
5. Evenness of Finish	/10	AS/NZS 2311:2009 Sections 6, 8	Painted finishes are applied in an even manner. Surfaces should be adequately covered with paint and not unduly brushed out too thin. Paint should not be applied in excessive quantities therefore avoiding QLD's, wrinkling and paint runs
			Topcoats should be free of foreign particles
6. Artistic Skill and Technical Capability Required	/10		Judges will take into account the technical capability required and the degree of artistic skill the painter needed to exhibit to complete the project in terms of 'street appeal' and the execution of the work
7. Cutting In Between Finishes and Surfaces	/10	AS/NZS 2311:2009 Sections 6, 8	Cut lines should be straight. Accumulation of paint at edges (fat edges) are avoided

7. Cutting In Between Finishes and Surfaces (continued)			Laying off should be thorough and complete. Laying-off on timber substrates should be in the direction of the grain. On large areas such as ceilings and walls, laying-off should be towards the source of light
8. Access and Degree of Difficulty	/10		Points should be awarded in this category for the painter's demonstrated access solution(s) and the degree of difficulty for access to conduct the work.
9. Overall Effect and Visual Appeal	/10		The project should have good 'street appeal' and uphold the values and exhibit the professional result expected from a member of the Master Painters Association

Additional Criteria For Heritage & Restoration Projects

CRITERIA	SCORE	REFERENCE	KEY POINTS
1. Appropriateness of Colour Scheme and Finish Application			The painting and decorating work conducted depicts the form, features, application techniques and character of a domestic or commercial property in the character of a particular period of time being represented
2. Management of Lead Paint and Asbestos Hazards		Management of Lead Paint and Asbestos Course	<ul style="list-style-type: none"> PROMOTION AND USE OF QLD FE PRACTISES when dealing with Lead Paint and Asbestos Hazards
			<ul style="list-style-type: none"> IDENTIFICATION OF AREAS OF WORK ACTIVITIES that can cause pollution and/or contamination and how to minimise or eliminate it
			<ul style="list-style-type: none"> IMPLEMENTATION OF WASTE MANAGEMENT STRATEGIES to reduce contamination of the environment
			<ul style="list-style-type: none"> INVESTMENT IN NEW TECHNOLOGY or tools to help minimise the contamination or pollution of the work area
			<ul style="list-style-type: none"> CONTINUED PROFESSIONAL DEVELOPMENT PROGRAMME for directors, managers, staff and sub-contractors
			<ul style="list-style-type: none"> MEASUREMENT AND MONITORING OF WORK METHODS to help achieve industry best practise

THE CRITERIA IN DETAIL

Decorative Finishes Projects

CRITERIA	SCORE	REFERENCE	KEY POINTS
1. Preparation	/20	AS/NZS 2311:2009 Sections 2, 3, 7, 8	Surfaces are prepared by removing any unwanted coatings or loose debris
			Surface is prepared in compliance with substrate requirements, specifications and relevant standards
			Surface imperfections are stopped, filled and sanded to a smooth finish ready for painting or application of finish in accordance with manufacturer recommendations and job specifications
1. Cleanliness of Fittings and Fixtures	/10		Waste and unwanted materials are removed from site
			Work area is left clean and tidy
			Areas and fittings and fixtures adjacent to the painted areas are free from paint spots, drips and overspray
2. Evenness of Finish	/20	AS/NZS 2311:2009 Sections 6, 8	Decorative finishes are applied in an even manner. Surfaces should be adequately covered
3. Artistic Skill and Technical Capability Required	/20		Judges will take into account the technical capability required and the degree of artistic skill the painter needed to exhibit to complete the project in terms of 'street' or 'decorative' appeal and the execution of the work
4. Cutting In Between Finishes and Surfaces	/10	AS/NZS 2311:2009 Sections 6, 8	Cut lines should be straight
5. Overall Effect and Visual Appeal	/20		The project should have good 'street' or 'decorative' appeal and uphold the values and exhibit the professional result expected from a member of the Master Painters Association

THE CRITERIA IN DETAIL

Apprentice of the Year Award

CRITERIA	SCORE	REFERENCE	KEY POINTS
1. Preparation	/20	AS/NZS 2311:2009 Sections 2, 3, 7, 8	Surfaces are prepared by removing any unwanted coatings or loose debris
			Surface is prepared in compliance with substrate requirements, specifications and relevant standards
			Surface imperfections are stopped, filled and sanded to a smooth finish ready for painting in accordance with manufacturer recommendations and job specifications
2. Uniformity of Colour and Opacity	/10	AS/NZS 2311:2009 Sections 6, 8	Paint is applied to achieve required level of opacity, finish, texture and sheen
3. Cleanliness of Fittings and Fixtures	/10		Waste and unwanted materials are removed from site
			Work area is left clean and tidy
			Areas and fittings and fixtures adjacent to the painted areas are free from paint spots, drips, and overspray
4. Evenness of Finish	/10	AS/NZS 2311:2009 Sections 6, 8	Painted finishes are applied in an even manner. Surfaces should be adequately covered with paint and not unduly brushed out too thin. Paint should not be applied in excessive quantities therefore avoiding QLD's, wrinkling and paint runs
			Topcoats should be free of foreign particles
5. Cutting In Between Finishes and Surfaces	/10	AS/NZS 2311:2009 Sections 6, 8	<p>Cut lines should be straight. Accumulation of paint at edges (fat edges) are avoided.</p> <p>Laying off should be thorough and complete. Laying-off on timber substrates should be in the direction of the grain. On large areas such as ceilings and walls, laying-off should be towards the source of light</p>
6. Overall Effect and Visual Appeal	/10		The project should have good 'street appeal' and uphold the values and exhibit the professional result expected from a member of the Master Painters Association

THE CRITERIA IN DETAIL

Specialist Awards – Special Award

CRITERIA	SCORE	REFERENCE	KEY POINTS
1. Recognition of Excellence in innovation and originality	/25		Innovation and originality in the use of colour, technique and finishes
	/25		Visual impact of the project
	/50		Judges will take into account the technical capability required and the degree of artistic skill the painter needed to exhibit to complete the project.

