



**MPA
EXCELLENCE
AWARDS**

2021 MASTER PAINTERS AUSTRALIA EXCELLENCE AWARDS

Entrant Information Booklet



MPA AWARDS FOR EXCELLENCE (QUEENSLAND)

INTRODUCTION & PROGRAMMING OF THE AWARDS

OVERVIEW

The Master Painters Association QLD 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 these prestigious awards as an honour.

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

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

Awards are presented in the following categories:

AWARD CATEGORIES

- 1) Commercial Project New – Under \$200,000.00
- 2) Commercial Project New – Over \$200,000.00
- 3) Domestic (Single Dwelling) New – under \$20,000.00
- 4) Domestic (Single Dwelling) New – under \$50,000.00
- 5) Domestic (Single Dwelling) New – Over \$50,000.00

- 6) Domestic (Single Dwelling) Repaint – under \$40,000.00
- 7) Domestic (Single Dwelling) Repaint – Over \$40,000.00
- 8) Multi-Unit Residential Repaint – Under \$150,000.00
- 9) Multi-Unit Residential Repaint – Over \$150,000.00

- 10) Heritage Restoration Domestic
- 11) Heritage Restoration Commercial

- 12) Decorative Finish
- 13) Artistic Decorations
- 14) Special Project

- 15) Apprentice of the Year
- 16) Overall Winner

CONDITIONS OF ENTRY

1. The competition is open exclusively to MPA Members:
2. Members 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 July 2020 until 30th June 2021.
4. Entrants **must** provide a minimum of 3 and no more than 5 individual digital pictures in **JPG** or similar file format of their project to enable the judging panel to determine any on-site inspection requirements. Finalists may be asked to provide further pictures of their project, or in higher resolution suitable for publication purposes.
5. Not all projects will be physically inspected. Selection of projects is solely at the judge's discretion. Projects selected for inspection will be visited by one or several members of the judging panel.
6. Judgment decisions are determined through the governance framework outlined in the policy and procedures and are always at the discretion of the judge's panel; no communication or correspondence will be entered in to.
7. Entrants should ensure that permission has been provided in writing, a confirmation email by the property owner and or any other relevant parties acknowledging approval for the project to be entered in the awards, inspected by the judges and that the project may be used for publication and publicity is satisfactory.
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 completed and emailed in a word or PDF digital file format to admin@mpa.org.au prior to the nominated closing date.
10. All entries remain the property of MPA and pictures supplied may be used in a variety of publications.

JUDGING PROCESS

A panel of judges is chosen each year. Judges are qualified painters and decorators with a minimum of 10 years' experience or a considered industry expert with relevant industry experience.

Entries must be received in a Word or PDF file format, with individual picture files (JPG or similar) as individual attachments emailed to admin@mpa.org.au before the nominated closing date. 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 Association QLD.

Site inspections are conducted by a member or members of the Judging Panel scoring against the nominated category criteria to determine the category finalist and winner. 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:

- 1) The highest score achieved for the category OR
- 2) Should a tied score occur, the Judges will review all or any entry material and scores to determine by majority vote the ultimate winner.
- 3) It remains at the Judge's discretion for finalist to share the award or whether finalists are chosen for each category.

Details of judging panel meetings, scoresheets and any other judging material will not be disclosed. The decision of the judges is final, no discussion, communication or correspondence will be entered in to.

Any further detailed information regarding the Awards for Excellence governance process is contained within the Policies and Procedures section.

ANNOUNCEMENT OF FINALISTS AND WINNERS

Once the judgement panel have determined category finalists, MPA administration will notify finalists in writing by email that they are a successful category finalist in the Awards for Excellence.

This notification provides all entrants with the opportunity to make suitable arrangements to attend the Awards for Excellence Gala Dinner.

All finalists receive a commendatory certificate in recognition of their achievement.

The deliberation of any individual judge or panel, score sheets, or any other material associated with the judgement 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 for which the business received the finalist nomination.

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



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.

Under no circumstances, finalists and winners are to alter or enhance the image. In the event of doing so, it is at the Master Painters Association QLD discretion to disallow that person or company to utilise the logo in the future.

THE DINNER PROGRAMME

The Awards for Excellence Gala Dinner is to held on 29th of October 2021.

TIME	FEATURE
6:30pm	PRE-DINNER DRINKS (with Entertainment)
7:15pm	Guests seated for Dinner ENTRÉE
7:30pm	Welcome by Master of Ceremonies
7:35pm	Master Painters Association QLD President's or CEO's Address
7:40pm	MAIN COURSE
8:15pm	Entertainment (band or DJ & balloon game)
8:30pm	INTERVAL?
8.40 pm	Address by Major Sponsor
9:00pm	Master Painters Association QLD AWARDS FOR EXCELLENCE Honorary & Life Award Presentation
10.00pm	Raffle, Auction
10:15pm	Band or DJ

AWARDS FOR EXCELLENCE POLICIES AND PROCEDURES

RECEIPT OF ENTRIES AND ENTRY FEES

Application

This policy applies to:

- Executive or Council of Management members of the Master Painters Association QLD directly involved in the Awards for Excellence process and are involved in the receipt of entries and/or entry fees.
- Any employee, contractor, volunteer, or manager working on behalf of the Master Painters Association QLD 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 payment method of the entry fee and the payment received.

Procedure

Prior to the closing date of the Awards for Excellence, administrative personnel will electronically maintain a record of the following data:

- 1) Date of receipt of the entry
- 2) Details of the entrant (Business name and the location of the Business)
- 3) The category or categories entered.
- 4) The project name and location
- 5) All entries supporting material provided. (photographs, overviews of project).
- 6) The payment method of the entry fee and the payment received.

Where a project has been entered in more than one category, a duplicate of that entry form will be made available to assist in the judging process.

All electronic files and digital media supplied to support an entry, will be renamed and saved to contain the entrant's business name, category, file number and the project name.

Administrative personnel will then issue a Tax Invoice and Receipt to the entrant as a record of their entry and monies received.

SECURITY OF ENTRIES AND DATA

Application

This policy applies to:

- A person appointed by the Master Painters Association QLD to act as a Judge in the Awards for Excellence.
- Executive or Council of Management members of the Master Painters Association QLD directly involved in the Awards for Excellence process
- Any employee, contractor, volunteer, or manager working on behalf of the Master Painters Association QLD involved in the Awards for Excellence process

The persons named above may throughout the Awards for Excellence process be involved in maintaining the confidentiality and security of entries received. All data including results associated with the process must remain protected and confidential until the public announcements of the winners at the Awards for Excellence Dinner.

Policy

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

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 Association QLD, other than as required by law.

'Confidential information' includes 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 includes, but is not limited to:

- Data contained on entry forms and any other materials supplied.
- Judging criteria
- Judging scoresheets, spreadsheets and any other material used during the judging process.
- Presentations or any 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 Association QLD under the provisions of the Master Painters Association QLD'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 upon the status of the individual at the time the failure to preserve the security of entries or data occurred.

DETERMINATION OF ENTRY CATEGORY

Application

This policy applies to:

- A person appointed by the Master Painters Association QLD to act as a Judge in the Awards for Excellence process
- An employee, contractor, volunteer, or manager working on behalf of the Master Painters Association QLD 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 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 maintain fairness and delivering the best possible outcomes for the entrant and the awards.

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.

During the initial consideration of the entries, members of the judging panel can identify projects that may be appropriate for an alternate or multiple category entry. Where an entry is moved to a different or additional 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 Association QLD to act as a judge in the Awards for Excellence process

Policy

Entries received into 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:

- 1) Meet the defined category criteria OR
- 2) Have been allocated to a category by the majority recommendation of the judges panel and in agreement of the entrant OR
- 3) 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 panel, in agreement of the entrant and the receipt of any the additional entry fees prescribed.

All entries will be measured by the defined set of criteria as detailed 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.

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 electronically by email admin@mpa.org.au before the nominated closing date. Late submissions will not be accepted.

A completed official Entry Form must be received along with monies representing the

prescribed entry fee by the Master Painters Association QLD.

Entrants must provide a minimum of 3 and a maximum of 5 digital pictures of their project to enable the judging panel to determine whether the entry warrants an on-site inspection. If digital pictures are not supplied in a suitable file format JPG or similar, 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:

1. Judges examine all entry submission material received in that category.
2. Judges will discuss how each entry fits within the prescribed criteria for that category.
3. Finalist are selected by the judges panel who determine and nominate entries that best fit the criteria for the category.
4. Once finalists have been selected, where applicable, site inspection appointments will be arranged and coordinated by administrative personnel.
5. A member or members of the judging panel will attend the nominated project site and conduct the inspection.
6. The judge or judges will independently allocate and record their scores against the prescribed criteria for the category.
7. A winner of the category is determined by the following:
 1. The highest combined score received in the category OR
 2. Should a tied score occur, the judges will review entry material and scores to determine by majority vote the ultimate winner.
 3. It remains at the judge's discretion whether a finalist is to share the award or if a finalist is chosen for each category.

4. The project may also be reviewed by another judge in the event of a tied score.

Details of judging panel meetings, scoresheets and any other judging material will not be disclosed.

Judging personnel must:

- Observe all Awards for Excellence governance policies and procedures associated with the judging process.
- Conduct themselves in a professional and courteous manner with clients, stakeholders, and entrants.
- Be discreet with any discussions concerning the project in proximity of property owners, managers, or other key stakeholders.
- Record results on the Awards for Excellence category 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 an impartial consistency in their judgment, and set aside their personal and business opinions or bias, regarding 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 Association QLD under the provisions of the Master Painters Association QLD'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 Association QLD 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 for excellence in the many and varied aspects of the painting and decorating industry.

Entries considered as finalists have already been determined, as meeting the criteria of the entered category of the Awards for Excellence.

Only projects selected as finalists may 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 judging panel meet to examine all entries for a category to determine which of these entries best meets the prescribed criteria for that category. A short list is developed, and these entries become the finalists.

Projects chosen for inspection will be those that best reflect meeting the prescribed criteria of the category.

A member or members of the judging panel will conduct a site inspection of the project where individual scoring will be completed.

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

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

Application

This policy applies to:

- An employee, contractor, volunteer or manager working on behalf of the Master Painters Association QLD and involved in appointment setting as part of the Awards for Excellence process
- A person appointed by the Master Painters Association QLD to act as a judge in the Awards for Excellence process

Policy

The Master Painters Association QLD requires administrative personnel to maintain a high standard of professionalism and work ethic to ensure the Awards for Excellence maintains its quality 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 QLD. Professional conduct during appointment setting contributes to the maintenance of a positive profile for the Master Painters Association QLD.

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

Procedure

Administrative personnel and judges involved in appointment setting must:

1. Conduct yourself with clients, stakeholders, and entrants in a professional and courteous manner.
2. Assist the judges with the development of inspection 'runs' whereby projects are grouped to be inspected according to a systematic geographical area.
3. Create and coordinate appointment schedule for judges to visit finalist projects.
4. Confirm appointments with judges and/or clients with confirmation emails and where practical conduct follow up reminders 24 hours out.
5. 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 Association QLD to act as a judge in the Awards for Excellence process

Policy

The Master Painters Association QLD requires judges to maintain a high standard of professionalism and work ethic to ensure the Awards for Excellence maintains its quality reputation with entrants, industry stakeholders, customers, and suppliers.

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

Procedure

Judging personnel involved in site inspections must:

- Conduct site inspections in a safe and professional manner.
- Observe all policies and procedures associated with the Awards for Excellence judging process.
- Treat colleagues with courtesy and respect.
- Conduct yourself with clients, stakeholders, and entrants in a professional and courteous manner.
- Be discreet with discussions concerning the project in close proximity of property owners, managers or other key stakeholders.
- Record all results independently from other judges on the appropriate category Awards for Excellence judging forms.

- In the event of 2 judges simultaneously inspecting the same project, once individual scores have been recorded, crosschecking between the judges is acceptable where any major score variances occur.
- 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 bias or prejudice.
- Maintain confidentiality by not disclosing any information, scores or discussion associated with the judgment process.
- Do 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 Association QLD under the provisions of the Master Painters Association QLD'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 an impartial consistency in their judgment, and set aside their personal and business opinions or bias, regarding 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 Association QLD to act as a judge in the Awards for Excellence process
- Any employee, contractor, volunteer, or manager working on behalf of the Master Painters Association QLD involved in the Awards for Excellence process

Policy

The Master Painters Association QLD requires administrative personnel to maintain a high standard of professionalism and work ethic to ensure the Awards for Excellence maintains its quality reputation with entrants, industry stakeholders, customers, and suppliers. The consistency of the judging process is crucial.

Procedure – Determination of Finalists

The following procedure must be followed by the judges during deliberations of nominations for finalists in an Awards for Excellence category:

1. Judges will examine all entry submission material received in that category.
2. Judges will discuss how the entry fits the prescribed criteria for that category.
3. Judges will then nominate entries that best fit the prescribed criteria for the category to be determined as a finalist for that category.

Once a project is nominated as a finalist in the Awards for Excellence the following procedure must be followed.

1. An appointment to conduct a site Inspections will be arranged by administrative personnel in conjunction with the individual judges at the same time.
2. A judge or judges will attend the nominated site and conduct the

inspection against the prescribed criteria.

3. The Judge or Judges will record their scores against the prescribed criteria for that category.

Judging personnel must:

- Observe all policies and procedures of the Awards for Excellence judging process.
- Conduct themselves with clients, stakeholders, and entrants in a professional and courteous manner.
- Be discreet with discussions concerning the project in the close proximity of property owners, managers, or other key stakeholders.
- Record the results on the appropriate category Awards for Excellence judgement 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 an impartial consistency in their judgment and set aside their personal and business opinions or bias, regarding 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 Association QLD under the provisions of the Master Painters Association QLD'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 determined, a site inspection has been conducted by a member or members of the judging panel, all scoring against the nominated category criteria has been completed then judging scoresheets can be compiled for determination of the winners.

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 review the scores and entry material by fine examination of the project against the prescribed criteria and determine the winner by majority vote.
- It remains at the judge's discretion for finalist or a winner to share the award or whether finalists or a winner are chosen for each category.
- The project may be re-viewed by another Judge in the event of a tied score.

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

The deliberation of judges, judgment score sheets and any other material involved in the judgment process is to remain confidential. Details of judging panel meetings and scoresheets and any 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 Association QLD under the provisions of the Master Painters Association QLD'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 Association QLD to act as a Judge in the Awards for Excellence process
- An employee, contractor, volunteer or manager working on behalf of the Master Painters Association QLD and involved in the Awards for Excellence process

Policy

Becoming a Finalist in the Awards for Excellence is not only prestigious, it also offers a competitive marketing advantage for members and their business. 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 the knowledge of their success in the Awards for Excellence process and gives them the opportunity 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 an email 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 Association QLD under the provisions of the Master Painters Association QLD'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 Pictures Received or Generated by the Awards for Excellence Process

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

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

Pictures 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 QLD or the Awards for Excellence. Use of pictures 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 Association QLD 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 Association QLD to act as a Judge in the Awards for Excellence process
- Any employee, contractor, volunteer, or manager working on behalf of the Master Painters Association QLD involved in the Awards for Excellence process
- Master of ceremonies and presenters of the Awards at the Awards for Excellence Gala dinner
- Show just cause as to why they should remain a Member of the Master Painters Association QLD under the provisions of the Master Painters Association QLD'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.

Policy

Becoming a winner in the Awards for Excellence is prestigious and considered a competitive business advantage. Finalists are entitled to use the Awards for Excellence winner logo in their advertising and promotional materials.

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

At the Gala dinner the following procedure is to be followed:

1. The Master of Ceremonies announces the category.
2. The Finalists are announced.
3. The Winner of the category is announced.
4. The Winner is invited to the stage.
5. The Winner is presented with their award by a guest presenter

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

- Overall Winner
- Apprentice of the year

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:

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

Use of Pictures 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 pictures published in MPA communications and on the MPA website.

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

Pictures 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 QLD or the Awards for Excellence. Use of pictures 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.

In the event of a finalist or winner doing so, it is at the Master Painters Association QLD 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 Association QLD to act as a judge in the Awards for Excellence process
- Executive or Council of Management members of the Master Painters Association QLD directly involved in the Awards for Excellence process
- Any employee, contractor, volunteer, or manager working on behalf of the Master Painters Association QLD 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 Association QLD
- 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 Association QLD
- Avoid being placed in a situation where there is potential, actual, or perceived conflict of interest if possible.
- Sign a Conflict-of-Interest statement prior to judging.

If an individual declares such an interest, executive council of the Master Painters Association QLD 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 a private business or undertake other employment in direct or indirect competition with the Awards for Excellence using knowledge and/or materials gained during 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 Association QLD 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 Association QLD under the provisions of the Master Painters Association QLD'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 Association QLD to act as a judge in the Awards for Excellence process
- Executive or Council of Management members of the Master Painters Association QLD directly involved in the Awards for Excellence process
- Any employee, contractor, volunteer, or manager working on behalf of the Master Painters Association QLD 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, 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 Association QLD under the provisions of the Master Painters Association QLD'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 in accordance with statutory and legal requirements.

USE OF ENTRY MEDIA IN MASTER PAINTER PUBLICATIONS

Application

This policy applies to:

- A person appointed by the Master Painters Association QLD to act as a Judge in the Awards for Excellence process
- Executive or Council of Management members of the Master Painters Association QLD directly involved in the Awards for Excellence process
- Any employee, contractor, volunteer, or manager working on behalf of the Master Painters Association QLD 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 Association QLD 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 pictures 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 pictures supplied may be used in a variety of publications to:

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

Entrants must ensure that permission has been given through a confirmation email 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 Pictures 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 pictures published in the MPA social media communications and on the MPA website.

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

Pictures 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 QLD or the Awards for Excellence. Use of pictures will be at the discretion of MPA.

MPA AWARDS FOR EXCELLENCE (QLD)

OVERVIEW

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

The awards are administered by the Master Painters Association QLD.

This section covers the awards categories and the judging criteria for each category.

THE AWARDS CATEGORIES

The following categories are available for members 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 pictures to be included if available.

NEW PROJECTS	DEFINITION
1-2. Commercial Project – New	The award for excellence in painting and decorating work on a new commercial project (high-rise, shops, offices etc). Contract Value - Under \$200,000 Contract Value - Over \$200,000
3-5. Domestic Single Dwelling -New	The award for excellence in painting and decorating work on a new domestic project (house) Contract value of under \$20,000, Contract Value under \$50,000 Contract Value over \$50,000.

REPAINT PROJECTS	DEFINITION
6-7 Domestic (Single Dwelling) Repaint. Contract Value Under \$40,000 Contract Value Over \$40,000	The award for excellence in repainting interior and or exterior work on an existing domestic project (house).
8-9 Multi-Unit Residential Repaint. Contract Value Under \$150,000 Contract Value Over \$150,000	The award for excellence in repainting interior work on an existing domestic project (house) with a contract value of \$25,000 or more.

HERITAGE & RESTORATION PROJECTS

DEFINITION

10-11 Heritage and Restoration Domestic Commercial

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

DECORATIVE FINISH & ARTISTIC DECORATIONS PROJECTS

DEFINITION

12. Decorative Finish

The award given for excellence in decorative painting techniques (limewash, French wash, pearl, metallic, suede, marbling, graining, crackling, distemper, glaze etc).

13. Artistic Finish

The award given for excellence in artistic painting (mural etc)

SPECIAL PROJECT

DEFINITION

14. Special Project

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

APPRENTICE OF THE YEAR

DEFINITION

15. 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

DEFINITION

16. 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 or industry experts 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 Association QLD QLD's Awards for Excellence Conflict of Interest Policy detailed in the Policies and Procedures section.

JUDGING PROCESS

Entries must be received by email at admin@mpa.org.au before the nominated closing date. 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 Association QLD QLD.

Entrants must provide at least 3 to a maximum of 5 digital pictures in JPG or similar file format of their project to enable the judging panel to determine whether the entry warrants on-site inspection. If pictures are not supplied, the project will not be inspected.

Finalist projects site inspections are conducted by the members of the Judging Panel on completion of their scoring then the aggregate score by the judges against the nominated criteria the 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 remains at the judge's discretion for finalist or a winner to share the award or whether finalists or a winner are chosen for each category.

The project may be re-viewed by another Judge in the event of a tied score.

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 QLD. 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 Sections 2, 3, 7, 8	<p>Surfaces are prepared by removing any unwanted coatings or loose debris</p> <p>Surface is prepared in compliance with substrate requirements, specifications, and relevant standards</p> <p>Surface imperfections are stopped, filled, and sanded to a smooth finish ready for painting in accordance with manufacturer recommendations and job specifications</p>
2. Regular and Blemish Free Surfaces	/10	AS/NZS 2311: 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: Sections 6, 8	Paint is applied to achieve required level of opacity, finish, texture and sheen
4. Cleanliness of Fittings and Fixtures	/10		<p>Waste and unwanted materials are removed from site</p> <p>Work area is left clean and tidy</p> <p>Areas and fittings and fixtures adjacent to the painted areas are free from paint spots, drips and overspray</p>
5. Evenness of Finish	/10	AS/NZS 2311: Sections 6, 8	<p>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</p> <p>Topcoats should be free of foreign particles</p>
6. Artistic Skill and Technical Capability Required	/10		Judges will consider 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: 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</p>

			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 QLD

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 IDENTIFICATION OF AREAS OF WORK ACTIVITIES that can cause pollution and/or contamination and how to minimise or eliminate it IMPLEMENTATION OF WASTE MANAGEMENT STRATEGIES to reduce contamination of the environment INVESTMENT IN NEW TECHNOLOGY or tools to help minimise the contamination or pollution of the work area CONTINUED PROFESSIONAL DEVELOPMENT PROGRAMME for directors, managers, staff and sub-contractors 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: Sections 2, 3, 7, 8	<p>Surfaces are prepared by removing any unwanted coatings or loose debris</p> <p>Surface is prepared in compliance with substrate requirements, specifications, and relevant standards</p> <p>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</p>
1. Cleanliness of Fittings and Fixtures	/10		<p>Waste and unwanted materials are removed from site</p> <p>Work area is left clean and tidy</p> <p>Areas and fittings and fixtures adjacent to the painted areas are free from paint spots, drips and overspray</p>
2. Evenness of Finish	/20	AS/NZS 2311: 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 consider 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: 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 QLD

THE CRITERIA IN DETAIL

APPRENTICE OF THE YEAR AWARD

CRITERIA	SCORE	REFERENCE	KEY POINTS
1. Preparation	/20	AS/NZS 2311 Sections 2, 3, 7, 8	<p>Surfaces are prepared by removing any unwanted coatings or loose debris</p> <p>Surface is prepared in compliance with substrate requirements, specifications, and relevant standards</p> <p>Surface imperfections are stopped, filled, and sanded to a smooth finish ready for painting in accordance with manufacturer recommendations and job specifications</p>
2. Uniformity of Colour and Opacity	/10	AS/NZS 2311 Sections 6, 8	<p>Paint is applied to achieve required level of opacity, finish, texture and sheen</p>
3. Cleanliness of Fittings and Fixtures	/10		<p>Waste and unwanted materials are removed from site</p> <p>Work area is left clean and tidy</p> <p>Areas and fittings and fixtures adjacent to the painted areas are free from paint spots, drips and overspray</p>
4. Evenness of Finish	/10	AS/NZS 2311 Sections 6, 8	<p>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 QLDs, wrinkling and paint runs</p> <p>Topcoats should be free of foreign particles</p>
5. Cutting In Between Finishes and Surfaces	/10	AS/NZS 2311 Sections 6, 8	<p>Cut lines should be straight. Accumulation of paint at edges (fat edges) are avoided. 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		<p>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 QLD</p>

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 consider the technical capability required and the degree of artistic skill the painter needed to exhibit to complete the project.



MPA **EXCELLENCE** **AWARDS**