



2016 NECA ACT Excellence Awards



FIRE NOMINATION

FIRE (ACT Category Only)

Open to applicants responsible for, but not limited to, the installation of Fire Protection, Fire Prevention and Suppression Systems.

Conditions of Entry:

- ACT Category Only
- Winner will not progress to National Awards
- Nomination to be submitted in Word Format to email act@neca.asn.au. Additional supporting material including photographs to be supplied on disk or USB to Colleen Clark, NECA ACT, Unit 1/2 Yallourn Street (PO Box 298), Fyshwick, ACT, 2609
- Nominating Companies must be current financial member of NECA ACT
- Judging shall be in accordance with existing judging criteria for categories 1, 2, 5, 6, 7 8, 9, 10, 11

Company Details

Company Name: <small>(please ensure you provide company name as you wish it to be displayed in all marketing material, media releases and video clips)</small>	
Contact Name:	
Address:	
Business Telephone:	
Mobile:	
Email: <small>(Confirmation of entry submitted will be sent to this email address)</small>	
Contact Name to arrange inspection: <small>(Nominated representative must have expert knowledge of the project)</small>	
Business Telephone:	
Mobile:	
Email:	

Project Details

Project Name: <i>(please ensure you provide the project name as you wish it to be displayed in all marketing material, media releases and video clips)</i>	
Project Address: <i>(Street, Suburb, State)</i>	
Date Completed:	
Project Contact Telephone:	
Project Value:	

Section 1

Company Profile:

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

- *Size*
- *When established*
- *Scope of work performed*
- *Team members*

Project Overview:

Provide an overview of the project covering the following areas:

- *Project title, location, value, date of commencement/completion*
- *Scope of work performed (eg. upgrade or construction of building)*
- *Design/construct or engineers design used*

Project Description:

Provide a 100 word description of the project for use in promotional, media and multimedia etc..

Note: This description will form the basis of the video presentations and scripting. Provide name and contact details for the person happy to be quoted.

Examples could include:

- *Describe the brief received from the client (eg. Specific instructions)*
- *Challenges or unique circumstances that were faced on this project.*
- *Greatest achievements for the team involved with this project.*
- *Any difficulties faced and how these were overcome.*
- *Details on the major employee contributions throughout the project.*
- *Details of any new technologies or techniques that were required to complete the project*

Media Statement

If your project is a category winner at the awards, any comments and quotes provided by your company may be used in a NECA media release and will be attributed to the representative you have identified.

Please provide:

- Name, position title and contact number of a representative from your company that can be quoted in any media releases issued by NECA.
- A brief comment in relation to the each of the following questions:

Media Statement 1:

What will it mean to you if your project is recognised at the highest level i.e named as a category winner at this year's Awards? (answer to be no more than 75 words)

(example answer: "To be recognised as a winner, not only reflects the outstanding work performed by Joe Bloggs Electrical, but demonstrates that we are leaders in the field of commercial work here in Western Australia" said (insert name and position title of member representative)

Media Statement 2:

What was the biggest accomplishment your company achieved as part of undertaking this project? (answer to be no more than 75 words)

(example answer: "An undertaking of this scale and technical magnitude meant we had to work closely with the client, developing new technologies to achieve the project outcomes. The end result saw us create a series of new electrical technologies" said (insert name and position title of member representative)

Section 2

Commercial Factors (15 points)

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

Examples could include:

- *Selection of equipment*
- *Selection of suppliers*
- *Project progress monitoring*
- *Payment methods*
- *Efficient problem resolution*
- *How project goals and outcomes were met*
- *Variations costing*

Technical and Innovation (20 points)

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

Examples could include:

- *In-house design aspects that set the project apart from client or engineer supplied design.*
- *Components and design aspects.*
- *Any difficulties (eg. site access, environmental, client requirements, design requirements) and how they were overcome (eg. through planning, application of knowledge, project management or technical innovation).*
- *The development of new products, applications or processes and/or new and emerging technologies or innovative alternatives eg. features, practice or supplies to save time, money or create a more aesthetically appealing or better result using alternative methods for installation.*
- *Co-ordination of services.*
- *Advantages of new system*

Energy Efficiency and Environment (10 points)

Provide details on how energy efficiency and environment considerations were factored into the project (such issues are now expected to be a consideration in all projects).

Examples could include:

- *The energy efficiency rating of the built project.*
- *Reduction of energy and greenhouse gas emissions.*
- *Energy savings measurable by the client.*
- *Materials and waste management features during project construction.*
- *Product selection and installation methods.*

Quality (15 points)

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

Examples could include:

- *Quality assurance program that was used on-the project*
- *Co-ordination of project*
- *Plans and system of procedures to accomplish the task (eg. system of documentation for in-house verification and site inspections)*
- *Quality of workmanship (eg. minimisation of defects and final appearance of project)*

Management (15 points)

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

Examples could include:

- *Team meetings*
- *Reporting mechanisms*
- *Time management and scheduling*
- *Critical activities identification and target dates*
- *Management tools (eg. software)*
- *Pre-planning and co-ordination of materials and labour including other trades*
- *Practical completion dates*
- *Site facilities*

Work Health and Safety (15 points)

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

Examples could include

- *Overview of WHS management system used on the project*
- *WHS training provided to employees (eg. safety induction course)*
- *Work method statements for specific site requirements*
- *Hazard identification, risk assessment and control procedures*
- *Documents used to manage WHS (eg. safety guide, site safety instructions, policies, procedures, safe work methods statements, hazard identification booklets)*

Training (10 points)

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

Examples could include

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

Summary (important overview for judges)

Summarise the project highlighting the major achievements.

Examples could include

- *Was the project successful (eg financially, quality, workmanship and professionalism)*
- *Feedback from those involved on the project and client comment*
- *The success of the project and how it affected the company and team members (eg. employee skill enhancement and recruitment and raising company profile)*
- *Benchmarking of project (eg. degree of difficulty, skills utilised and overall success)*

Supporting Material

Supporting material to be provided on Disk or USB.

Please list below documents included on external media.

VISUAL EVIDENCE

If your nomination is short-listed, the images supplied will be used in promotional material such as featured videos of your project, the NECA website and potentially in the media. Please submit images you have permission to use and that are high quality so your project can be represented in the best possible manner.

It is in your interest to supply the best visual material possible as finalists are provided with a video clip for their own promotional use after the event.

- A minimum of 20 and maximum of 25 photographs (no duplicates) to be provided on CD or USB (preferably in a high resolution JPEG format) and forwarded to the NECA ACT office.
- Ensure each photo file is numbered with the file name of what it represents ie. Demolition of Existing Building.jpg, 2. Coms room Cable Installation.jpg etc.
- The photos should provide a visual overview of the project throughout its development at different stages of the project.
- Ensure permission has been granted by the client for use of the photos in the video clips and presentation material.

SUPPORTING MATERIAL (with submission - for judging)

Provide additional information to support your application. Please supply on either CD or USB.

- Copy of each photo (with a description underneath) into a single word document and create a PDF for uploading with your submission for the judges to view.
- Letter of reference from client
- Documents used to manage the project (ie copies of SWMS)
- Drawings, specifications, etc.

Letter of Reference:	
Photos:	
Documents used to Manage the project:	
Drawing/ Specifications:	

Confirmation

Submission is fully complete

Yes/No *(Please select)*

Signed: _____

I abide by the terms and conditions for the entry for the 2016 NECA Awards

(Conditions outlined on the 2016 NECA ACT Excellence Awards Website)

Signed: _____

I agree to use of images for entry for the 2016 NECA Awards

(Conditions outlined on the 2016 NECA ACT Excellence Awards Website)

Signed: _____

There is a representative from our Company on a NECA Board

Yes/No *(Please select)*

Signed: _____

I have supplied supporting documents listed above on an external media device

Yes/No *(Please select)*

Signed: _____