



# Awards for Excellence 2018

## CONDITIONS OF ENTRY

### 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.

The awards are administered by Master Painters Australia Victoria and Tasmania.

Awards are presented in the following categories:

### AWARD CATEGORIES

- New Project – Domestic (Single Dwelling ) – Under \$30,000
- New Project – Domestic (Single Dwelling) – Over \$30,000
- New Project – Commercial / Multi Unit – Open Category
- Repaint – Domestic – Under \$30,000
- Repaint – Domestic – Over \$30,000
- Repaint – Commercial / Multi Unit – Under \$100,000
- Repaint – Commercial / Multi Unit
- Heritage Restoration – Domestic / Commercial – Open Category
- Decorative Finishes – Domestic / Commercial – Open Category
- Enviropainter Project – Open Category
- Finishing Trades Project – Open Category
- Innovation and Design – Open Category

## CONDITIONS OF ENTRY

1. The competition is open to MPA Members engaged in commercial and domestic works in Victoria and Tasmania.
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 1<sup>st</sup> April, 2017 until 31<sup>st</sup> March, 2018.
4. Entrants **must** provide at least 5 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 Master Painters Australia Victoria Tasmania.

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 or decide that there is a joint winner.

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 by email 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.

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, are 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 Master Painters Australia Victoria Tasmania 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.

## THE DINNER PROGRAMME

The Awards for Excellence Dinner will be held on 26<sup>th</sup> May, 2018. 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 AND CANAPES
7:00pm	Guests seated for Dinner
7:05pm	Welcome by the President and CEO
7:40pm	ENTRÉE SERVED
7:55pm	SERVICE AWARDS PRESENTATIONS
8:15pm	AWARDS FOR EXCELLENCE PRESENTATIONS
8.45 pm	MAIN MEAL SERVED
9:20 pm	APPRENTICE AWARDS
10.30 pm	Announcement of winners of games, auctions etc.
10:40 pm	DJ plays last set

## 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 Master Painters Australia Victoria Tasmania 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 Master Painters Australia Victoria Tasmania 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 Master Painters Australia Victoria Tasmania 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 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 disc, 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 confirmation for the entry and forward a Tax Invoice to the entrant as a record of their entry and entry monies being received.

## SECURITY OF ENTRIES AND DATA

### Application

This policy applies to:

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

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 Master Painters Australia Victoria Tasmania, 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 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 Master Painters Australia Victoria Tasmania under the provisions of Master Painters Australia Victoria Tasmania 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 Master Painters Australia Victoria Tasmania to act as a Judge in the Awards for Excellence process
- An Employee, Contractor or Manager working on behalf of Master Painters Australia Victoria Tasmania and involved in the Awards for Excellence process
- A Volunteer working on behalf of Master Painters Australia Victoria Tasmania 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.

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 Master Painters Australia Victoria Tasmania 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 Master Painters Australia Victoria Tasmania.

Entrants must provide at least 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 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 Master Painters Australia Victoria Tasmania under the provisions of Master Painters Australia Victoria Tasmania 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 Master Painters Australia Victoria Tasmania 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 Master Painters Australia Victoria Tasmania and involved in appointment setting as part of the Awards for Excellence process
- A Volunteer working on behalf of Master Painters Australia Victoria Tasmania and involved in appointment setting as part of the Awards for Excellence process
- A person appointed by Master Painters Australia Victoria Tasmania 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 Master Painters Australia Victoria Tasmania 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 there 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 Master Painters Australia Victoria Tasmania under the provisions of the Master Painters Australia Victoria Tasmania 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 Master Painters Australia Victoria Tasmania to act as a Judge in the Awards for Excellence process
- An Employee, Contractor or Manager working on behalf of Master Painters Australia Victoria Tasmania and involved in the Awards for Excellence process
- A Volunteer working on behalf of Master Painters Australia Victoria Tasmania 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 of 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 Master Painters Australia Victoria Tasmania under the provisions of the Master Painters Australia Victoria Tasmania 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 Master Painters Australia Victoria Tasmania under the provisions of Master Painters Australia Victoria Tasmania 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 Master Painters Australia Victoria Tasmania to act as a Judge in the Awards for Excellence process
- An Employee, Contractor or Manager working on behalf of Master Painters Australia Victoria Tasmania and involved in the Awards for Excellence process
- A Volunteer working on behalf of Master Painters Australia Victoria Tasmania 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 Master Painters Australia Victoria Tasmania under the provisions of Master Painters Australia Victoria Tasmania 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 magazine 'The Trade News', in the MPA Pipeline 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 Master Painters Australia Victoria Tasmania 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 Master Painters Australia Victoria Tasmania to act as a Judge in the Awards for Excellence process
- An Employee, Contractor or Manager working on behalf of Master Painters Australia Victoria Tasmania and involved in the Awards for Excellence process
- A Volunteer working on behalf of Master Painters Australia Victoria Tasmania and involved in the Awards for Excellence process
- 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 Master Painters Australia Victoria Tasmania under the provisions of Master Painters Australia Victoria Tasmania 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:

- Announcement of the category
- 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

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 the MPA quarterly magazine 'The Trade News', in the MPA Pipeline and on the MPA websites.

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 Master Painters Australia Victoria Tasmania 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 Master Painters Australia Victoria Tasmania to act as a Judge in the Awards for Excellence process
- Members of the Executive or Council of Management of Master Painters Australia Victoria Tasmania directly involved in the Awards for Excellence process
- An Employee, Contractor or Manager working on behalf of Master Painters Australia Victoria Tasmania and involved in the Awards for Excellence process
- A Volunteer working on behalf of Master Painters Australia Victoria Tasmania 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 Master Painters Australia Victoria Tasmania.
- 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 Master Painters Australia Victoria Tasmania
- 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 Master Painters Australia Victoria Tasmania 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 Master Painters Australia Victoria Tasmania in a timely manner will result in the individual being asked to:

- Show just cause as to why they should remain a Member of Master Painters Australia Victoria Tasmania under the provisions of Master Painters Australia Victoria Tasmania 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 Master Painters Australia Victoria Tasmania to act as a Judge in the Awards for Excellence process
- Members of the Executive or Council of Management of Master Painters Australia Victoria Tasmania directly involved in the Awards for Excellence process
- An Employee, Contractor or Manager working on behalf of Master Painters Australia Victoria Tasmania and involved in the Awards for Excellence process
- A Volunteer working on behalf of Master Painters Australia Victoria Tasmania 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 Master Painters Australia Victoria Tasmania under the provisions of Master Painters Australia Victoria Tasmania 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 Master Painters Australia Victoria Tasmania to act as a Judge in the Awards for Excellence process
- Members of the Executive or Council of Management of Master Painters Australia Victoria Tasmania directly involved in the Awards for Excellence process
- An Employee, Contractor or Manager working on behalf of Master Painters Australia Victoria Tasmania and involved in the Awards for Excellence process
- A Volunteer working on behalf of Master Painters Australia Victoria Tasmania 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

Master Painters Australia Victoria Tasmania 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 Master Painters Australia Victoria Tasmania
- 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 E Newsletter, Facebook Page 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.