



How to enter

the 2019 Professional
Builder/Renovator Awards



Introduction

What are the Professional Builder/ Renovator Awards?

HIA's housing awards recognise excellence in the building product or service that is being provided by your business.

This category, the Professional Builder/Renovator Award recognises excellence **within** your business.

The criteria for this award relate to areas that are common to all leading businesses no matter which industry they operate in.

How do I use this workbook?

The following information is designed to help you provide answers to the questions contained in the Professional Builder/Renovator Entry Form.

It is intended to give members a better understanding of what HIA is looking for when judging the entries for this award.

Important

It does **not** tell you what to write in your entry, and this document is to be used as a guide only.

How do I submit my entry?

There are two options for providing your submission to HIA.

Submissions can be either delivered to your local HIA office in hard copy (5 copies required) or your digital entry can be uploaded via our secure entry system (available in May 2019) on hia.com.au/awards

Don't forget

If you have any questions regarding your entry, please contact your local HIA Events.

Please note the closing day for submissions is Friday 14 June 2019.



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10	3	BUSINESS PLANNING, MARKETING & GROWTH			
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13	5 MANAGING THE BUSINESS				
	5.1 Human Resource Management				
	5.1.1 Recruitment – Describe how you recruit and induct (i) employees and (ii) trade contractors into your business.	<input type="checkbox"/>	_____	/	<input type="checkbox"/>
	5.1.2 Employees – Provide practical examples of your commitment to recognising and rewarding your employees.	<input type="checkbox"/>	_____	/	<input type="checkbox"/>
	5.1.3 Succession Planning – What strategies do you have for the future hiring and development of apprentices, cadets, trainees or other industry workforce entrants? What support is provided for trade contractors to hire apprentices?	<input type="checkbox"/>	_____	/	<input type="checkbox"/>
	5.1.4 Performance Management – Detail what formal and informal system(s) of measuring employee and trade contractor work performance that you have in place.	<input type="checkbox"/>	_____	/	<input type="checkbox"/>
	5.1.5 Professional Development – What professional development strategies and systems do you have in place to improve employee skill levels? Describe how you assist trade contractors to maintain and/or improve the level of skill required to effectively contribute to your business.	<input type="checkbox"/>	_____	/	<input type="checkbox"/>
	5.2 Business Systems				
	5.2.1 Briefly detail any worksite safety systems that your business has in place, include areas such as: a. Workplace Health and Safety b. Environmental; and c. Quality Assurance	<input type="checkbox"/>	_____	/	<input type="checkbox"/>
	5.2.2 Describe (if any) the level of certification your business has achieved in the above systems (not applicable for small builder)	<input type="checkbox"/>	_____	/	<input type="checkbox"/>
	5.2.3 How do you ensure all employees, contractors and suppliers are aware of their legal obligations including WHS?	<input type="checkbox"/>	_____	/	<input type="checkbox"/>
	5.2.4 Explain your business systems including use of technology and how the business manages the pre-construction phase of the business.	<input type="checkbox"/>	_____	/	<input type="checkbox"/>
	5.3 Supply Chain Management				
	5.3.1 Describe the business relationship you have established with suppliers and other providers to ensure a continuing level of quality service required for business success.	<input type="checkbox"/>	_____	/	<input type="checkbox"/>
14	6 FINANCIAL MANAGEMENT & ETHICAL CONDUCT				
	6.1 Have you or any of your senior management had any adverse findings made against them by a court, tribunal or regulatory authority/agency (e.g. the ACCC, ASIC, builders licencing authority, etc) in the last five years including misconduct, dishonesty, or any other similar matter that would contravene the HIA Code of Ethics?	<input type="checkbox"/>	_____	/	<input type="checkbox"/>
	6.2 Details of any disputed claims, threatened court actions and / or other litigation with home owners / suppliers / subcontractors or other parties above \$50,000.	<input type="checkbox"/>	_____	/	<input type="checkbox"/>
	6.3 Warranty Insurance Please provide details on your eligibility for Home Warranty insurance by addressing the following: a. Scope of cover; b. Turnover allowance; and c. Contract value limits.	<input type="checkbox"/>	_____	/	<input type="checkbox"/>
15	CONDITIONS OF ENTRY				
16	CONTACT DETAILS & CLOSING DATE				
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2019 HIA Professional Builder/Renovator Entry Criteria



1. BUSINESS SUMMARY

Value 5 points

Please provide a brief history and summary of your business covering the questions below (please keep response to a maximum of 400 words or approximately one page).

Please address the following:

- 1.1 How long has your business been operating under its current structure?
- 1.2 How many trade contractors do you have working for you?
- 1.3 Number of staff employed? Please provide the split between onsite staff and office staff
- 1.4 Does your business operate independently? If not, describe the operating relationship you have with third parties.
- 1.5 What geographic area(s) do you service?
- 1.6 List the range and type of housing products and/or services provided e.g. affordable homes, high end renovations, landscaping etc?
- 1.7 Who is your target market e.g. first home buyers, third home buyer, middle income families? Provide an explanation and any research on why this is your target market.
- 1.8 What do you regard as your point of difference? What sets you apart from your competitors and makes your business the success it is? Why would a customer purchase from you and not another builder?
- 1.9 What have been your proudest milestone achievements in your business, and why?
- 1.10 Please indicate any awards the business has received.
- 1.11 Have you entered the Probuilder awards previously? If yes, which year/s?

2. BUSINESS PHILOSOPHY, PRINCIPLES & LEADERSHIP

Value 15 points

- 2.1 Vision, Mission and Core Values – Outline your business' vision, mission and core values and outline the principles and priorities that guide and assist you in achieving business success.
- 2.2 Leadership – How do you engage and empower your team to deliver your business philosophy on a day to day basis?
- 2.3 Social responsibility – How are you working with the community to increase their perception of your business as being an ethical and honest organisation?

3. BUSINESS PLANNING, MARKETING & GROWTH

Value 25 points

- 3.1. Business Planning
 - 3.3.1 Explain how goals and targets at all levels of the business are determined and measured?
 - 3.3.2 What issues and considerations are taken into account when developing your strategic and operational plans?
 - 3.3.3 Who amongst your team is involved in developing and implementing this plan?
- 3.2. Marketing – Please provide an overview of your current marketing strategy and how the strategy is applied on a day to day basis.
- 3.3. Continuous Improvement
 - 3.2.1 Give specific examples of your commitment to innovation and continuous improvement that have been implemented in your business in the past 3 years. Include areas such as product, customer service and organisational systems.
 - 3.2.2 What have been your biggest challenges, how have you overcome them and what have you learnt along the way?
- 3.4. Strategic growth – What strategies do you have in place to grow your business and maintain its relevance. Include timelines.



2019 HIA Professional Builder/Renovator Entry Criteria

4. CUSTOMER SERVICE & SATISFACTION

Value 25 points

- 4.1 Describe how your business interacts with its customers to achieve genuine customer satisfaction?
- 4.2 How do you measure the effectiveness of your customer service practices? Please provide current examples.
- 4.3 Explain how you ensure customer service is maintained. Please provide examples of feedback you have received – positive and constructive.

5. MANAGING THE BUSINESS

Value 30 points

5.1 Human Resource Management

- 5.1.1 Recruitment – Describe how you recruit and induct (i) employees and (ii) trade contractors into your business.
- 5.1.2 Employees – Provide practical examples of your commitment to recognising and rewarding your employees.
- 5.1.3 Succession Planning – What strategies do you have for the future hiring and development of apprentices, cadets, trainees or other industry workforce entrants? What support is provided for trade contractors to hire apprentices?
- 5.1.4 Performance Management – Detail what formal and informal system(s) of measuring employee and trade contractor work performance that you have in place.
- 5.1.5 Professional Development – What professional development strategies and systems do you have in place to improve employee skill levels? Describe how you assist trade contractors to maintain and/or improve the level of skill required to effectively contribute to your business.

5.2 Business Systems

- 5.2.1 Briefly detail any worksite safety systems that your business has in place, include areas such as:
 - a. Workplace Health and Safety
 - b. Environmental; and
 - c. Quality Assurance
- 5.2.2 Describe (if any) the level of certification your business has achieved in the above systems (*not applicable for small builder*)
- 5.2.3 How do you ensure all employees, contractors and suppliers are aware of their legal obligations including WHS?
- 5.2.4 Explain your business systems including use of technology and how the business manages the pre-construction phase of the business.

5.3 Supply Chain Management

- 5.3.1 Describe the business relationship you have established with suppliers and other providers to ensure a continuing level of quality service required for business success.

6. FINANCIAL MANAGEMENT & ETHICAL CONDUCT

- 6.1 Have you or any of your senior management had any adverse findings made against them by a court, tribunal or regulatory authority/agency (e.g. the ACCC, ASIC, builders licencing authority, etc) in the last five years including misconduct, dishonesty, or any other similar matter that would contravene the HIA Code of Ethics?
- 6.2 Details of any disputed claims, threatened court actions and/or other litigation with home owners/suppliers/subcontractors or other parties above \$50,000.
- 6.3 Warranty Insurance
Please provide details on your eligibility for Home Warranty insurance by addressing the following:
 - a. Scope of cover;
 - b. Turnover allowance;
 - c. Contract value limits.This information is to be provided in the form of declaration from your warranty insurance provider or a certificate of eligibility.

1. BUSINESS SUMMARY

This section is for you to provide background information about your business.

The reason we ask for this information is so the judges can get a feel for the type of business you run.

This will help them assess the answers you provide in the rest of the entry as it will put things into perspective and/or some kind of context.

Value 5 points

Do I have to stick to what's in the list of the dot points in this section?

No, you do not have to specifically address each item in this list. They are only suggestions.



Feel free to describe the history and other important features of your business in your own words, and referring to what you think is most relevant, as each business is unique in its own way.

Please provide a brief history and summary of your business (please keep response to a maximum of 400 words).

Please address the following:

- 1.1 How long has your business been operating under its current structure?
- 1.2 How many trade contractors do you have working for you?
- 1.3 Number of staff employed? Please provide the split between onsite staff and office staff.
- 1.4 Does your business operate independently? If not, describe the operating relationship you have with thirdparties.
- 1.5 What geographic area(s) do you service?
- 1.6 List the range and type of housing products and/or services provided e.g. affordable homes, high end renovations, landscaping etc?
- 1.7 Who is your target market e.g. first home buyers, third home buyer, middle income families? Provide an explanation and any research on why this is your target market.
- 1.8 What do you regard as your point of difference? What sets you apart from your competitors and makes your business the success it is? Why would a customer purchase from you and not another builder?
- 1.9 What have been your proudest milestone achievements in your business and why?
- 1.10 Please indicate any awards the business has received.
- 1.11 Have you entered the Probuilder awards previously? If yes, which year/s?

Important: All we ask is that you keep to the word limit of 400 words (max) for this section



2. BUSINESS PHILOSOPHY, PRINCIPLES & LEADERSHIP

Business Philosophy

A business philosophy is a set of beliefs, values and principles enshrined in a company's way of doing business. This is often presented as a mission statement and/ or company vision and is essentially a company's operational blueprint. The business philosophy underpins the company's overall goals and its strategic purpose.

What we need to know:

Considerations for your entry may include (but are not limited to):

- The business philosophy, core values and vision that drive the business.
- How were the mission statement, core values and vision derived.
- Application of these principles across the business on a day to day basis.
- The level of acceptance of the business as a respected corporate citizen within the broader social context.

Leadership

Leadership of course is a subjective construct but effective leadership, however defined is essential to business success. A good definition suggested by American entrepreneur Randy Stocklin goes like this:

“Leadership is the ability to help people achieve things they don't think are possible. Leaders are coaches with a passion for developing people, not players; they get satisfaction from achieving objectives through others.

Leaders inspire people through a shared vision and create an environment where people feel valued and fulfilled”

What we need to know:

Considerations for your entry may include (but are not limited to):

- How a supportive environment that inspires and motivates others to realise business and personal growth and success is created within your business.

Social Responsibility

Social responsibility is an increasingly important factor in determining which companies consumers choose to support. This may take the form of embracing responsibility for actions and, through its activities, positively affects the environment, society, consumers, employees, communities, and other stakeholders. It may also mean contributing to the betterment of the local community.

What we need to know:

- How is your company building relationships within the community?
- Demonstrate how you communicate your social responsibility to the community.



Your mission is the everyday extension of your vision. What CAN you and what WILL you do today and every day to make your vision a reality?

Value 15 points



3. BUSINESS PLANNING, MARKETING & GROWTH

Business Planning

Planning is about encapsulating an organisation's corporate strategy, values, operating model and overall vision. This may include how it competes and its point of difference in the market and competitive landscape that it operates. These fundamentals can be relatively stable over time and usually undergo a revision only when major changes occur internally such as mergers or acquisitions, or by externally imposed changes such as regulatory changes and other changes which the business has little or no control over e.g. the Global Financial Crisis, introduction of the NBN.

An alarming number of Australian small to medium sized businesses however, continue to fail within the first 3 years of their existence for a range of reasons, not the least being the failure to develop a 'roadmap' to drive them toward success.

What we need to know:

Considerations for your entry may include (but are not limited to):

- An understanding of the broad market dynamics that your business operates in.
- The systems, processes and practices that are in place to develop and implement strategic and operational plans.
- The kind of evaluative mechanisms that are applied to determine business strategic and operational performance.
- Changes and improvements made as a result of feedback from performance evaluations.

Market Planning

A marketing plan is a comprehensive blueprint (that can form part of your business plan) that outlines a company's advertising and marketing efforts for accomplishing specific marketing objectives within a set time frame. A marketing plan also includes a description of the current marketing position of a business, a discussion of the target market and a description of the marketing mix that a business will use to achieve its marketing goals.

An effective marketing plan helps to:

- identify customers;
- identify competitors;
- develop a marketing strategy to make a business stand out; and
- provide a structured approach to develop products and services that satisfy customer needs.

What we need to know:

Considerations for your entry may include (but are not limited to):

- The type of marketing strategies employed, digital and otherwise.
- The processes and practices in place to develop and apply marketing strategies and plans.
- The means by which the effectiveness of marketing strategies are measured.
- Changes and improvements made as a result of performance evaluations of marketing policies and strategies.
- Provide an understanding of your 'customer journey' and the touch points from a marketing perspective. How do you provide your customers with information at these touch points?



Continuous Improvement

Continuous improvement can be broadly defined as gradual never-ending change which is focused on increasing the effectiveness and/or efficiency of an organisation to fulfil its policy and objectives. Improvements in business strategy, business results, customer, employee and supplier relationships can be subject to continual improvement. Organisations which apply continuous improvement principles are often referred to as 'learning organisations'. Put simply, it means 'getting better all the time'.

What we need to know:

Considerations for your entry may include (but are not limited to):

- The manner in which feedback from regular organisational performance evaluations is utilised to improve business systems, processes and outcomes.
- The flexibility of the business in terms of its ability to continuously improve whilst adapting to change within a dynamic and often disruptive environment.
- The practices (and incentives) in place that ensure that innovation and continuous improvement strategies are applied across all areas of the business.
- Significant improvements in business performance as a result of active continuous improvement strategies.
- The biggest challenge your company has had to overcome since inception.

Strategic Growth

Strategic business growth focuses on the long term growth of a business. For a business to survive and grow they need to be able to adapt and change to market conditions in response to feedback from customers, and market trends.

What we need to know:

- Briefly outline what broad strategies you have in place to grow your business and ensure that it remains relevant. Include timelines.

Value 25 points



4. CUSTOMER SERVICE & SATISFACTION

Customer Service

Business success (or failure) is directly linked to the quality of product or service that is provided to customers. With more ways to reach external customers – phone, websites, email, social media, personal approaches – customers expect businesses to firstly understand their needs and to be more and more responsive to those needs. This puts the onus back onto businesses to continuously evaluate their current levels of service and to have quality policies, systems standards and processes in place to support those fundamentals.

It is important to understand that quality customer service is not only about servicing potential purchasers of your product or service (external) but it is also about how team members actively service their fellow team members (internal).

What we need to know:

Considerations for your entry may include (but are not limited to):

- The approach to providing high quality customer service.
- Provide information on how the business understands who their customers are.
- Evaluation of the effectiveness of customer service policies, practices and procedures.
- The stages of customer interaction including the means by which the business' message is conveyed. Include information on the customer journey and the touch points experienced by the customer. How does the business enhance the customer experience?
- The effectiveness of internal customer service practices in supporting overall quality customer service outcomes.
- Recent significant improvements in product and service delivery resulting in improved customer service and satisfaction. How have these improvements changed the customer experience?
- How customer satisfaction is measured. Include examples.

Value 25 points

5. MANAGING THE BUSINESS

There are many challenging aspects to the day to day management of a successful building business.

Irrespective of the size of the business, managing finances, human resources, worksite health and safety, environmental control, regulatory constraints, training and professional development and the like can test even the hardest of souls. Whilst the challenges are apparent, the solutions are not always quite so apparent. However, the introduction of sound, workable policies, systems and practices into the workplace that team members can understand and work with usually lead to acceptance, trust, improved motivation and superior business outcomes.

Human Resource Management

What we need to know:

Considerations for your entry may include (but are not limited to):

- Employee recruitment practices and procedures and how they link with the business philosophy and core values.
- Succession planning including the recruitment of apprentices, cadets, trainees.
- Performance management and reward systems (both individual and team).
- Skill and qualification enhancement through training and professional development.

Business Systems

What we need to know:

Considerations for your entry may include (but are not limited to):

- Worksite health and safety policies, systems and practices including induction practices and performance monitoring practices.
- Managing environmental regulatory requirements and meeting community standards of acceptance.
- Quality systems implementation and management (and accreditation where applicable) including management of time, quality and extra costs.
- Business Systems including use of technology and how the business manages the pre-construction phase of the business.
- How your business deals with waste, theft and cost overruns.

Please ensure supporting evidence (especially WHS) is kept to a manageable level.



Managing Suppliers and Third Parties

What we need to know:

Considerations for your entry may include (but are not limited to):

- Establishing sound relationships with manufacturers, suppliers, regulators, banks etc.
- Benefits to your business of fostering positive relationships with manufacturers, suppliers, regulators, banks etc.
- Managing difficulties and disputes that may arise with third parties from time to time.

Value 30 points

2019 HIA Professional Builder/Renovator Conditions of entry

Entrant eligibility

- 1 Entrants must be appropriately licensed or registered (as required by law) to provide the services and products supplied by the business.
- 2 Entrants must be financial members in good standing of the Housing Industry Association Ltd (HIA) at the time of entry until the completion of the awards program.
- 3 Entrants must be builders or renovators of residential dwellings.
- 4 Entrants must enter the award category reflective of the annual turnover of the Entrant.

Entry must be for a business in this HIA region

- 5 Where a member operates a single business across a number of HIA Regions, the member may enter their business in respect of only one region (of their choice) and will be judged only in respect of its business in that HIA Region. Determination of category eligibility is based on the aggregate turnover across the entire consolidated business (consolidated according to accounting standards).
- 6 Where a member is running genuinely separate 'stand alone' businesses (not having financial results consolidated, according to accounting standards, into any other corporate structure) in different HIA Regions, nothing in these Conditions prevents the member entering each business in its respective HIA Region of operation. Each business must operate separately and apart from any of the Entrant's operations in any other HIA Region and must have its own management, operational and financial structures (a Branch office, for example, would not qualify).
- 7 Franchised Businesses are eligible to enter this Award category if they or their Franchisees are builders and renovators of residential dwellings, and each of them meets all the other requirements for entry. The entire Franchise (Franchisor & all Franchisees) in a Region will be treated as one entry. Franchises will be judged on the totality of their business systems as well as the business operations of their individual franchisees. Entry forms should be completed by the Franchisor, which is the entity responsible for the contents of the entry, and must include a statement that each of their Franchisees in that Region has agreed to the entry and its contents, and undertakes to abide by HIA's requirements for entrants. Where a Franchise wins this Award, the Award will be to the Franchise itself and not to the Franchisor or any or all of their individual Franchisees.

Terms of entry

- 8 Entrants will not be entitled to a refund for entries withdrawn after the closing date.
- 9 All applicable sections of the entry form must be completed.
- 10 If the Entrant is entered into a category for which it does not qualify, HIA reserves the right to move the Entrant to an appropriate category, without prior consent from the Entrant.
- 11 Judges reserve the right to change turnover categories for awards.
- 12 HIA reserves the right to amalgamate categories to best represent the industry if deemed appropriate.
- 13 Judges reserve the right to decline to present an award in a particular category if a minimum standard of excellence has not been reached.
- 14 Judges will assess entries on the basis of material relevant to the operation of the Entrant's business in the HIA Region in which the entry is made. Information from outside the operating HIA Region may also be submitted but will only be considered if the judges in their absolute discretion consider the material to be directly relevant to the entry in the context of the applicable Regional operation.
- 15 The judges decision is final and no correspondence will be entered into.

Publicity & warranties

- 16 The Entrant:
 - a warrants that the details of its entry are correct in every respect;
 - b warrants that the subject matter of the entry and material included with or as part of the entry (such as business plans and

- manuals) does not infringe copyright or any other intellectual property right;
 - c indemnifies HIA against such infringements.
 - d agrees to use the relevant Award logo without modification and prominently state the category, HIA Region and the year awarded, whenever disclosing information or promoting itself or the entry in any communications media, as a finalist or winner in the Professional Builder Awards.
 - e agrees to comply with HIA's Awards Advertising Standards, Award Logo Style Guide and Conditions of Use.
- 17 Entrants acknowledge that HIA takes no responsibility for the quality of photos or editorial discrepancies within any artwork, images or other documentation provided.

Disqualification

- 18 HIA reserves the right to disqualify an entry before, during or after contest judging, official announcement of winners and awards presentation without a refund if HIA determines that:
 - a the entry or Entrant breaches or otherwise fails to meet/observe any of the above stated eligibility or contest requirements;
 - b HIA considers false or misleading information is intentionally provided;
 - c the Entrant ceases to trade for whatever reason, becomes bankrupt or insolvent between the close of entries and announcement of awards; or
 - d the Entrant ceases to be a member of HIA;
 - e the Entrant breaches any conditions of clause 17 including, without limitation, failing to comply with the HIA Professional Builder/Renovator Advertising Standards.
- 19 In the case of disqualification after the awards' ceremony, the Entrant will be required to return the Award and a public announcement may be made by HIA.

Disclosure

- 20 The Entrant agrees that any media comment in any communications media and photographic display of any of the entries will be at the discretion of HIA and the associated media.
- 21 HIA and its associated media accept no responsibility for any incorrect details, spelling or other incorrect information stated in the entry form.
- 22 HIA cannot guarantee the return of the submitted entry, photographs or any other material supplied by the Entrant. All documentation will be securely stored at the completion of the awards program.
- 23 HIA does not guarantee that all Entrants will be featured in publications or promotional events related to the HIA Awards.

Privacy and personal information

- 24 HIA may collect personal information (as defined in the *Privacy Act 1988 (Cth)*) and other information relating to the entrant's business in order to administer the Awards. All entries become HIA's property.
- 25 By participating in the Awards (including by submitting an entry), the entrant consents for HIA to use and disclose any personal information:
 - a for the purposes set out in HIA's Privacy Statement available at hia.com.au/privacy; and
 - b to HIA's related entities, business partners, agencies, sponsors and other third parties engaged to provide services in connection with the Awards, in order to:
 - i market to the entrant, including by email,
 - ii SMS/MMS, mail, social media and telephone; and administer the Awards.
- 26 The entrant agrees that such consent continues unless otherwise withdrawn. To withdraw consent to receive marketing material from HIA or a third party or request that personal information not be disclosed to a third party, the entrant may:
 - a Telephone HIA on 1300 650 620
 - b Email national_events@hia.com.au



Contact detail & Closing date

Closing date: Friday 14 June 2019

HIA ACT & Southern NSW Events

28 Collie Street
Fyshwick ACT 2609
Ph. 02 6285 7300
act_events@hia.com.au

HIA Hunter Events

HIA Home Inspirations Centre
17 Murray Dwyer Circuit
Mayfield West NSW 2304
Ph. 02 40142000
hunter_events@hia.com.au

HIA Queensland Events

14 Edmondstone Street
South Brisbane QLD 4101
Ph. 07 3021 8800
qld_events@hia.com.au

HIA South Australian Events

Cnr Port Road & Station Place
Hindmarsh SA 5007
Ph. 08 8340 5900
sa_events@hia.com.au

HIA North Queensland Events

25 Blackhawk Boulevard
Condon QLD 4815
Ph. 07 4755 6600
nth.qld_events@hia.com.au

HIA Gold Coast Events

Unit 4, 2 John Duncan Court
Varsity Lakes QLD 4227
Ph. 07 5587 7444
GCNRevents@hia.com.au

HIA Tasmanian Events

30 Burnett Street
North Hobart Tas 7000
Ph. 03 62304600
tas_events@hia.com.au

HIA Northern Territory Events

651 Stuart Highway
Berrimah Business Park
Berrimah NT 0828
Ph. 08 83405900
sa_events@hia.com.au

HIA NSW Events

4 Byfield Street
Macquarie Park NSW 2113
Ph. 02 99783333
nsw_events@hia.com.au

HIA Victorian Events

70 Jolimont Street
East Melbourne Vic 3002
Ph. 03 9280 8255
vic_events@hia.com.au

HIA Western Australian Events

22 Parkland Road
Osborne Park WA 6017
Ph. 08 9492 9200
wa_events@hia.com.au

Closing date: Friday 14 June 2019

Entry form

Online submissions available May 2019. This entry form does not need to be completed for submissions uploaded online.

Entrant details

HIA MEMBER NUMBER _____ BUILDER'S LICENCE NUMBER _____
(Note, the above field is mandatory in processing your application)

CONTACT NAME _____ TRADING NAME _____

ADDRESS _____

STATE _____ POSTCODE _____

PHONE _____ EMAIL _____

WEBSITE ADDRESS _____

TYPE OF BUSINESS _____
(e.g. Sole Proprietor, Partnership, Publicly Listed, Proprietary Limited)

WHAT IS THE PRIMARY BUSINESS? NEW HOMES RENOVATIONS BOTH

WHAT IS YOUR TOTAL TURNOVER THE PAST FINANCIAL YEAR? _____

NUMBER OF STARTS: _____ RENOVATIONS: _____ NEW HOMES: _____

Checklist

- Each criterion addressed
 - Entry submitted by close of entry date
 - 5x copies of entry provided
- Include 1x USB with your entry which contains:
- High resolution team staff photo
 - Business logo in jpeg and eps format

Award category

- Please tick the category you wish to enter:
- HIA Professional Major Builder for builders with an annual turnover of \$50 million or more;
 - HIA Professional Medium Builder/ Renovator for builders with an annual turnover of between \$10 million and \$50 million;
 - HIA Professional Small Builder/Renovator for builders with an annual turnover of less than \$10 million

Entry fees

- \$550 HIA Professional Major Builder
- \$440 HIA Professional Medium Builder/Renovator
- \$330 HIA Professional Small Builder/Renovator

Payment details

I HAVE ENCLOSED A CHEQUE FOR \$ _____ (PLEASE MAKE CHEQUES PAYABLE TO HIA LTD.)

OR PLEASE DEBIT \$ _____ FROM MY CREDIT CARD CARD TYPE VISA MASTERCARD AMEX

CARD NUMBER _____ EXPIRY DATE _____

SIGNATURE _____ PRINT NAME _____

Declaration

I declare that I am authorised to submit this entry. I have read and fully understand the Conditions of Entry definition of categories for this completion and affirm that the entry meets all requirements. I have reviewed and understand the awards and publicity for this competition as well, and agree to participate according to those practices. I am aware that any false or misleading information in this entry will disqualify me from this competition. I have read and agree to the cancellation policy.

NAME _____ DATE _____

SIGNATURE _____



For more information, you can contact
HIA by phone: 1300 650 620

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