AWARD ENTRY PACK 2019

SHOALHAVEN BUSINESS AWARDS




South Coast Register
WIN


SHOALHAVEN
Business Chamber
BUSINESS AWARDS
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Shoalhaven City Council
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SHOALHAVEN
BUSINESS
AWARDS
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jon harris


jon harris

CONGRATULATIONS

ON YOUR DECISION

TO ENTER THE AWARDS

Just by entering the Awards you are giving yourself the opportunity to review your business operations, reconnect with your vision and strategy, and measure performance against objectives.

Many entrants see the Awards as a time for forced self-assessment, which helps keep them accountable to their goals. It is an opportunity to engage with your team and collectively brainstorm the strategy for your entry. You are also giving yourself the opportunity to represent the Shoalhaven in the Illawarra Business Awards, and as we have seen in the past, even the State Awards (if you enter an aligned category).

This pack will give you all the information you need to understand the entry process and complete your Award entry. It is our intent to make the process of entering as easy and enjoyable as possible.
You can find help in this pack, on our website, the Awards workshop sessions, our Facebook page and our newsletter. Please make sure you like and follow the Chamber's Facebook page for regular and important updates.

About the Awards

The Shoalhaven Business Awards is the region's most anticipated annual business event.

The Awards are about so much more than just winning. In addition to recognising and honouring the most outstanding businesses in the region, they provide an opportunity to celebrate the combined success of the Shoalhaven business community.

The pinnacle of the business year, the Awards provide unrivalled networking opportunities, the chance to share remarkable stories, and ongoing brand exposure to the entire region.

For entrants, the Awards provide a platform for reviewing business operations with fresh eyes, as well as the eyes and minds of experts. They put a spotlight on the region, showcasing the success stories of our most outstanding businesses, and market the Shoalhaven as an investment destination.

Several categories are aligned with the Illawarra Awards, as well as the NSW state Awards, meaning a number of Shoalhaven businesses will be given the opportunity to compete in larger award programs and bring further recognition for the Shoalhaven.

Held at the Shoalhaven Entertainment Centre, the Awards is an accessible event.

For sponsorship enquiries and information about entering the Awards contact Amber Morrisey, Awards Manager awards@shoalhavenbusiness.com.au or 0407 289 584

Read more at www.shoalhavenbusinesschamber.com.au/awards

Key dates

Thursday	30 May	Awards launched and entries open
Monday	1 July	Awards entries close
Friday	19 July - (TBC)	Awards Finalists' and Sponsors Evening
	15 – 31 July	Finalists' Interviews
Friday	23 August	Awards Gala night

Contacts

For questions about entering, please contact:

Amber Morrisey, Awards Manager awards@shoalhavenbusiness.com.au 0407 289 584 or 4221 1345.

For portal or password assistance, please contact

NSW Business Chamber Member Support Centre
businessawards@nswbc.com.au or phone: 13 26 96

Categories

We have 18 awards this year, 17 of which you can directly enter.

ALIGNED CATEGORIES

The winners of these categories will go on to represent the Shoalhaven and compete in the Illawarra Business Awards.

1. Outstanding Employer of Choice
2. Excellence in Social Enterprise
3. Excellence in Small Business (5 – 20 employess)
4. Excellence in Innovation
5. Excellence in Micro Business (Less than 5 employees)
6. Excellence in Business (21 or more employees)
7. Outstanding Young Employee
8. Outstanding Young Entrepreneur
9. Outstanding Business Leader
10. Excellence in Sustainability
11. Start Up Superstar

NON-ALIGNED CATEGORY

12. Excellence in Workplace Safety
13. Excellence in Community Services
14. Excellence in Retail & Personal Services
15. Excellence in Professional & Commercial
16. Excellence in Tourism & Hospitality
17. Employee of the Year
18. Business of the Year

How to enter

Entries are completed online using the NSW Business Chamber awards entry portal. The URL for the portal is http://www.businessannualawards.com.au/login?chamber=shoalhaven

Using the Portal:
After setting up your profile, if you forget your password simply select the Forgot Password option which is located on the log in page of the awards portal.

Supported browsers for using the portal include:

- Firefox 34 and higher
- Internet Explorer 9 and higher Chrome 39 and higher
- Safari (Mac only) 7.1 and higher Opera 26 and higher

Entry writing tips

- Aim to stand out from the crowd. Judges are assessing so many entries; you want yours to be different and be enjoyable to read
- Tell a story with your responses. Storytelling is one of the best ways to captivate hearts and minds and to ensure your entry is memorable
- Re-read the question as you are answering it. Are you addressing precisely what is being asked? This is critical to judges in assessing and scoring your entry.
- Use clear, concise language. Short, succinct sentences are much easier to read than long wordy ones.
- Check your spelling and grammar – get someone else to review your entry, ideally someone with great attention to detail as well as a strong grasp of the English language.
- Work within the minimum and maximum word limits.
- Reference evidence – awards, testimonials etc. Although you can't attach documents in the portal, you can reference them and if required, bring them to your interview.
- Download and print a PDF of your entry from within the portal and conduct a final review before submitting.

Please note: as stated in the questions, all entries will be based on the success of the past 12 - 24 months only.

Benefits of entering

Review your business

The benefits of entering the Awards extend well beyond winning and glory. As a process of entering the Awards, you will review your business operations, reconnect with your vision and strategy, and measure performance against objectives. Many entrants see the Awards as a time for forced self-assessment, which helps keep them accountable to their goals.

Celebrate success

Your business is successful because of the people you have in it. Entering the Awards is a great way to review the past 12 months, involving and recognising those who have contributed to the success of your business.

Reward & recognition

Bringing your staff to the Awards Gala is a great opportunity to recognise and reward your team for the role they play in making your business a success.

A sense of pride for your team

Working for a recognised or awarded business is great for your team. Who doesn't like working for a business that is considered to be among the best? Our finalists all gain recognition as part of the Awards lead up and follow up; think about what that might mean for your team.

Identify areas for development

Participating in the Awards is a great way to see what your peers and your competition are doing and consider areas for improvement in your own business.

Put a spotlight on passion

There are many businesses that are doing something really outstanding, really valuable, or really unique, and often it goes unnoticed. Entering the Awards is an opportunity to bring awareness to the work you are doing and may have benefits that you never imagined.

Represent the Shoalhaven

Winners of the aligned category Awards will go on to the Illawarra Business Awards and compete against businesses in the Illawarra region. Winners of those Awards then go on to the NSW State Awards, an extremely prestigious opportunity. Representing your business, and the Shoalhaven, at the State Awards is a great way to earn free PR for your business.

Awards entry workshops

Feedback from the past few years was extremely positive, and a number of the participants from the workshops have gone on to win Awards. This year we will be providing a more tailored approach to the workshops creating more of a drop-in space where participants can pop in at a pre-determined time to chat face to face with a judge. There may be a few workshop dates depending on popularity which will give people more opportunity to attend. The workshops will be more informal and relaxed however still remaining extremely informative.

Participants have advised us that they want assistance with their category questions. They wanted help on how to address the entry questions and understand whether their proposed response would be what the judges are looking for.

Should you wish to book a time with our Chair of Judges, Raj Ray, please contact the Awards Manager, Amber Morrisey.

awards@shoalhavenbusiness.com.au 0407 289 584

Judging process

Who are the judges?

The judges are an independent panel of business owners, business professionals and government representatives from the Shoalhaven and surrounding regions.

How are they appointed?

The Shoalhaven Business Chamber and the Chair of Judges jointly appoint the judges.

Who is the Chair of Judges?

The Chair of Judges is Raj Ray. Raj has been appointed by the Chair of the Shoalhaven Professional Business Association, Steven Bayer.

How many judges are there?

Two judges per category.

Steps involved

1. Judges meet to eliminate conflicts of interest and sign confidentiality agreements
2. Judges are assigned to categories
3. Judges review and score all entries in their category
4. Judges determine their category finalists
5. Finalists are contacted and announced
6. Interviews are undertaken
7. Judges choose their category winner
8. Judges meet to determine Business of the Year
9. Winners' names are provided to the Shoalhaven Business Chamber for announcement at the Awards gala

What are judges looking for in your written entry?

The judges are initially looking for the questions to be answered. Providing information that is not related to the question is not helpful. Your responses must also clearly demonstrate excellence by your business.

Interviews / site visits

Interviews will take place between 17 – 31 July, typically at the finalists' place of business. Finalists will be announced on 12 July so this is the earliest that judges will be able to start contacting finalists to set up interviews. Interviews take between 30 and 60 minutes.

Franchise business owners

Please note that if you are a franchise business, the judges will be looking for information that demonstrates extraordinary success in the execution of your franchise model and/or unique initiatives, strategies and other successes that are directly attributable to your local team and that set your business apart from competitors and other local organisations. This approach aims to fairly recognise a franchise's dedication to excellence while acknowledging the advantage a franchise structure offers from an operational and support service perspective.

What are the judges looking for during interview?

The judges will be looking for entrants to clearly reinforce information provided in the entry. They will also ask questions that are not part of the written submission.
Finalists are selected based on the score from their written entry.

How are finalists selected?

Finalists are selected based on the score from their written entry.

How winners are selected

Winners are selected by judges scoring the written submission as well as responses provided in the interview.

How Business of the Year is selected

Outstanding business category winners that also meet the additional criteria for Business of the Year will be put forward as a finalist. Each judge presents their case as to why they feel the business they are putting forward deserves to win. Once the shortlist is determined, judges vote by secret ballot.

What are the distinguishing features of the Business of the Year?

In addition to being a standout business when compared with the other category winners, judges will also be looking for:

- Demonstrated growth
- Industry success
- Financial sustainability and solvency
- Strong examples of inclusive initiatives that go beyond basic compliance
- Strong examples of social responsibility
- Businesses that demonstrate contribution to the Shoalhaven business community Businesses
- that cultivate an attitude of contribution to the Shoalhaven business community

How does the audit process work?

The judging process is overseen by an independent team of auditors from the Shoalhaven Professional Business Association.

Awards Finalists' Evening

An Awards Finalists and Sponsors Evening will be held on Friday 19 July. All finalists and sponsors will be invited. One ticket per finalist organisation will be provided. Extras can be purchased, price TBC.

The purpose of this event is to recognise and congratulate our Awards finalists, providing an opportunity to be recognised and celebrated ahead of the Awards Gala on 23 August.

It is also an opportunity for us to thank our sponsors.

Post Awards eBook

Last year we created a post Awards eBook and it received extremely positive feedback. This year we will once again continue the momentum and excitement that the Awards generate, and as well as celebrate the success of our winners, through the production of an eBook. The eBook will also better connect our sponsors with their respective category winners and provide better visibility as to the alignment between sponsors and categories.

The eBook will ensure that stories of success are captured, our winners celebrated, and our sponsors and supporters further recognised after the Awards period.

Award winner interviews

After the Awards, each winner will be interviewed to garner content for the eBook. Interviews can be conducted at your place of business, or offsite at the winners' discretion. Interviews will be conducted via email in September.

eBook distribution

The eBook will be distributed to all Awards entrants, all gala attendees, and all Shoalhaven Business Chamber members. It will also be posted on the Chamber website and Facebook page.

CATEGORY DESCRIPTIONS & QUESTIONS

Employer of Choice

The Employer of Choice award recognises organisations that put in place strategies and initiatives to create stimulating and supportive workplace environments for their employees. These strategies or initiatives must have a positive impact on both employees and the organisation as a whole.

Eligibility Requirements

- The organisation has been trading for a continuous period of two years or more, not bankrupt or trading insolvent at the time of entry.

Questions

1. What is your employee value proposition? Why would someone want to work for your business?. Maximum word count 300
2. Describe your workplace culture. Maximum word count: 250
3. How do you attract and retain the best talent? Maximum word count: 250
4. Excluding business growth or expansion, what percentage of staff turnover has there been in your business in the previous financial year? Maximum word count: 200
5. Have you had any employment related claims over the past 24 months? Maximum word count: 200
6. What plans or processes do you have in place to manage employment related claims? Maximum word count: 250
7. What percentage of your staff have attended at least one business, technical, personal or professional development training in the last financial year? Maximum word count: 200
8. How has investment in training and development improved the performance of your business? Maximum word count: 300
9. How would you describe an Employer of Choice? Maximum word count: 300
10. How does your business adopt inclusive practices and recognise the needs of a diverse community (including gender equality, people with intellectual and physical disability and seniors)? Maximum word count: 300
11. Identify and describe your positive and/or proactive inclusive practices within the business that go beyond regulatory compliance. Maximum word count: 250
12. Outline your current staff level and diversity – include employees with disability, seniors (over 55) and people from culturally and linguistically diverse backgrounds. Maximum word count: 300

Excellence in Social Enterprise

The Excellence in Social Enterprise Award recognises an organisation that trades to tackle social problems, be it social, environmental cultural or economic.

Eligibility Requirements

- The majority (at least 50%) of profits are used to work towards your social mission.
- The majority of the organisation's income is from trade, NOT donations or grants.
- The organisation has not entered into the categories of Excellence in Micro Business, Excellence in Small Business and Excellence in Business category.

Questions

1. Explain the social purpose of your organisation Maximum word count: 300 words
2. Explain how your purpose contributes to the community, cultural and/or environment. Maximum word count: 400 words
3. Outline the product/s and/or services you trade to fund your organisation's social purpose. Maximum word count: 400 words
4. Detail each of the strategies and actions undertaken to achieve your organisation's social purpose. Maximum word count: 400 words
5. Detail measurable evidence of how each of these strategies and actions is contributing to the achievement of the social purpose goals for your organisation. Maximum word count: 400 words
6. Provide an overview of your five year strategy for future growth, sustainability and key milestones detailing how you are working towards achieving them. Maximum word count: 400 words

Excellence in Small Business

The Excellence in Small Business award recognises a business with five to twenty employees that has achieved significant growth (market share, sales volume, turnover, profitability) and is able to demonstrate the specific strategies and plans implemented to achieve sustainable growth in the previous financial year.

(For businesses employing less than 20 employees on payroll in Australia such as contractors, casuals and labour hire staff)

Eligibility Requirements

- This business has been trading for a period of two years or more, is not bankrupt or trading insolvent at the time of entry.
- This business has 5 to 20 employees on the payroll in Australia.
- This business has not entered into the Excellence in Social Enterprise, Excellence in Micro Business or Excellence in Business category.

Questions

1. Provide an overview of the key features of your business plan including goals, strategies and outcomes. Maximum word count: 400
2. Define your businesses product and/or service offering/s. Maximum word count: 400
3. Define your target market/s. Maximum word count: 300
4. What is unique about your business i.e what makes it stand out from your competitors? Maximum word count: 300
5. Do you have monthly reporting of financial performance (profit and loss, cash flow and other key performance indicators)? Specify reports. Maximum word count: 300
6. Detail your business goals and key milestones achieved in the previous financial year. Maximum word count: 400
7. What were the strategies and plans you initiated to achieve your business growth over the previous financial year? Maximum word count: 300
8. Detail the key challenges and opportunities your business and industry face in the future. Maximum word count: 300
9. What strategies or plans do you have in place to address these challenges and/or opportunities? Maximum word count: 450
10. Demonstrate how your business contributes to the local economy in your region. For example employing local people, local purchasing etc. Maximum word count: 250

Excellence in Innovation

The Excellence in Innovation award recognises businesses that have made significant contributions to their industry through the introduction or improvement of an idea, method, technology, process or application.

Eligibility Requirements

- The organisation has been trading for a continuous period of two years or more, not bankrupt or trading insolvent at the time of entry.

Questions

1. Provide details of the innovation or innovative approach in your business. Maximum word count: 300
2. Explain how your business monitors and reacts to changes in the market including how your business acquires an understanding of emerging customer needs and market developments. Maximum word count: 300
3. How well has the innovation been received by the marketplace? Provide details of the cost effectiveness, integration, risk minimisation and commercialisation. Maximum word count: 300
4. How has innovative activity in your business helped grow or improve your business such as increased size, greater scope, productivity improvements, higher revenue, lower cost? Maximum word count: 500
5. Demonstrate how the innovation has or is likely to have a positive impact beyond your business (i.e. to your industry, to the community). Maximum Word count: 400
6. How did this innovation achieve its objectives and goals? Maximum word count: 400

Excellence in Micro Business

The Excellence in Micro Business award recognises a business with less than 5 employees that has achieved significant growth (market share, sales volume, turnover, profitability) and is able to demonstrate the specific strategies and plans implemented to achieve sustainable growth in the previous financial year.

Eligibility Requirements

- The organisation has been trading for a continuous period of less than 2 years, not bankrupt or trading insolvent at the time of entry.
- This business has less than 5 employees on the payroll in Australia.
- This business has not entered into the Excellence in Social Enterprise category, Excellence in Small Business or Excellence in Business category.

Questions

1. Provide an overview of the key features of your business plan including goals, strategies and outcomes. Maximum word count: 400
2. Define your businesses product and/or service offering/s. Maximum word count: 400
3. Define your target market/s? Maximum word count: 300
4. What is unique about your business i.e what makes it stand out from your competitors? Maximum word count: 300
5. Do you have monthly reporting of financial performance (profit and loss, cash flow and other key performance indicators)? Specify reports. Maximum word count: 300
6. Detail your business goals and key milestones achieved in the previous financial year. Maximum word count: 450
7. What were the strategies and plans you initiated to achieve your business growth over the previous financial year? Maximum word count: 300
8. Detail the key challenges and opportunities your business and industry face in the future. Maximum word count: 300
9. What strategies or plans do you have in place to address these challenges and/or opportunities? Maximum word count: 450
10. Demonstrate how your business contributes to the local economy in your region. For example, employing local people, local purchasing etc. Maximum word count: 250

Excellence in Business

The Excellence in Business award recognises a business with 21 or more employees that has achieved significant growth and is able to demonstrate the specific strategies and processes implemented to achieve sustainable growth in the previous financial year.

Eligibility Requirements

- This business has been trading for a period of two years or more, is not bankrupt or trading insolvent at the time of entry.
- This business has 21 or more employees on the payroll in Australia.
- This business has not entered into the Excellence in Social Enterprise category, Excellence in Micro Business or Excellence in Small Business category

Questions

1. Provide an overview of the key features of your business plan including goals, strategies and outcomes. Maximum word count: 400
2. Define your businesses product and/or service offering/s. Maximum word count: 400
3. Define your target market/s. Maximum word count: 300
4. What is unique about your business i.e what makes it stand out from your competitors? Maximum word count: 300
5. Do you have monthly reporting of financial performance (profit and loss, cash flow and other key performance indicators)? Specify reports. Maximum word count: 300
6. Detail your business goals and key milestones achieved in the previous financial year. Maximum word count: 450
7. What were the strategies and plans you initiated to achieve your business growth over the previous financial year? Maximum word count: 300
8. Detail the key challenges and opportunities your business and industry face in the future. Maximum word count: 300
9. What strategies or plans do you have in place to address these challenges and/or opportunities? Maximum word count: 450
10. Demonstrate how your business contributes to the local economy in your region. For example, employing local people, local purchasing etc. Maximum word count: 250

Outstanding Young Employee

The Outstanding Young Employee award recognises an inspirational young employee aged between 18-30 years. To enter into this award the individual must have been employed by their current employer for a minimum of 18 months at the time of entry.

Eligibility Requirements

- Entrant must be aged between 18 -30 years at the time of entry.
- Entrant has been employed by their current employer for at least 18 months on or prior to this entry submission. " Should the entrant leave the organisation before the Regional or State Gala event, their entry is ineligible.
- Entrant is not a NSW Business Chamber Staff Member, Regional Advisory Councillor, State Councillor or Board Member.

Questions

1. Entrants first name.
2. Entrants surname.
3. Date of birth.
4. Current job title.
5. Name of the business/organisation you work for.
6. Commencement of employment date.
7. Outline your employment background including previous roles and responsibilities. Maximum word count: 300
8. Provide a current profile of yourself including current job role and scope of responsibilities including details of the role, any direct reports, your budget, your financial and organisational reporting line.Maximum word count: 400
9. Detail your measurable career achievements including key milestones. Maximum word count: 400
10. Provide an overview of your five-year goals/milestones and how you are working towards each of these. Maximum word count: 300
11. Describe the key challenges you have faced as a young employee and how you have dealt with each of these challenges, including examples. Maximum word count: 300
12. What do you believe makes you an outstanding young employee, including examples of where you have had to use your leadership skills? Maximum word count: 450

Outstanding Young Entrepreneur

The Outstanding Young Entrepreneur award recognises an inspirational young person aged between 18-30 years who, through their own commitment and passion, owns or part owns a successful business. This award recognises young businesspeople who demonstrate outstanding entrepreneurial spirit, strategic direction and innovative ideas whilst providing inspiration to a new generation of upcoming young businesspeople.

Eligibility Requirements

- Entrant is aged between 18-30 years at the time of entry.
- Entrant is a current owner or part owner of a business.
- Entrant is not a NSW Business Chamber Staff Member, Regional Advisory Councillor, State Councillor or Board Member.

Questions

1. Entrants first name.
2. Entrants surname.
3. Date of birth.
4. Current Job title.
5. Name of business organisation you own or part own.
6. Date in which you established or took ownership of the business organisation.
7. Number of other owners.
8. Percentage of ownership held by you.
9. What problem have you solved, how did you identify it as a market need and what is your target market? Maximum word count: 200
10. Describe your competitors and your business's competitive advantage. Maximum word count: 300
11. Describe how you funded your business. Maximum word count: 300
12. Provide an overview of your five-year strategies for future growth and key milestones detailing how you are currently working towards achieving these. Maximum word count: 450
13. Detail the measurable growth and key achievements in your business over the past 24 months. Maximum word count: 450
14. Describe the key challenges you have faced as a young entrepreneur and how you deal with these challenges. Maximum word count: 300

Outstanding Business Leader

The Outstanding Business Leader award recognises the positive contribution made to business by business people and professionals. The award recognises those who demonstrate outstanding entrepreneurial spirit, strategic business direction and innovative ideas, whilst providing inspiration to a new generation of upcoming business leaders. Individuals entering into this category can be self-employed or employed by a business

Eligibility Requirements

- Entrant is aged 31 years and over at the time of entry.
- Entrant is not a NSW Business Chamber Staff Member, Regional Advisory Councillor, State Councillor or Board Member.

Questions

1. Entrants first name.
2. Entrants surname.
3. Date of birth.
4. Current job title.
5. Name of your organisation or business.
6. Provide a current profile of yourself including your scope of responsibilities, details of your role, any direct reports, your budget, your financial and organisation reporting line. Maximum word count: 300
7. Detail your achievements in business with clear measurable examples. Maximum word count: 400
8. Outline how you have reshaped your business, organisation or industry to create a smarter and more inclusive future with examples of how you have used your leadership skills? Maximum word count: 400
9. Provide an overview of your five-year strategies for future growth and key milestones, detailing how you are working towards achieving each of them. Maximum word count: 400
10. Describe the key challenges you have faced as a business leader and how you overcame each of them. Maximum word count: 400
11. Describe the activities and initiatives you have undertaken to help the community (and or the business community). Maximum word count: 400

Excellence in Sustainability

The Excellence in Sustainability award recognises businesses that are working to reduce the impact of their operations on the environment and/or provide products and services that have positive environmental outcomes.

Eligibility Requirements

- The organisation has been trading for a continuous period of two years or more, not bankrupt or trading insolvent at the time of entry.

Questions

1. Describe your business environmental sustainability goals. Note that these must be quantifiable targets. Maximum word count: 300
2. Describe the initiatives/actions your organisation has undertaken to achieve its sustainability objectives in the previous 12- 24 months within the region you are entering the awards. Maximum word count: 400
3. Describe your sustainability achievements over the last 12–24 months. Maximum word count: 300
4. Describe how you involve staff in your environmental initiatives. Maximum word count: 300
5. Provide measurable evidence of how the sustainability objectives your business has achieved have contributed to the business, customers, staff and suppliers such as financial outcomes, staff engagement, marketing benefits, supplier/customer loyalty. Maximum word count: 400

Start Up Superstar

The Start Up Superstar award recognises a business that has been trading for at least 12 months and less than 24 months. This business delivers a product/service/idea/invention with credible potential and strongly displays an entrepreneurial spirit.

Eligibility Requirements

- The business has been trading for a continuous period of 12 months and less than 24 months, not bankrupt or trading insolvent at the time of entry.
- This business has not been purchased or acquired
- This business is not part of a franchise
- This business is not a new product or service line

Questions

1. Is this your first start up? (If no please specify other business ventures and their degree of success). Maximum word count: 300
2. Date when you commenced trading.
3. Number of owners.
4. What problem (or need) has your business solved? Maximum word count: 200
5. How did you identify the market need? Maximum word count: 400
6. Describe your product service or offering? Maximum word count: 400
7. Who is your target market? Word count: Maximum 250
8. Describe your business's innovative competitive advantage. Maximum word count: 400
9. Outline your business success since its inception. Maximum word count: 400
10. Detail and include your current research, customer marketing strategy, logistics and service delivery. Maximum word count: 360
11. Describe how you funded your business. Maximum word count: 200
12. Detail how your business has the potential to scale and achieve financial sustainability. Maximum word count: 400
13. Provide commercial and technical evidence your team has the ability and competencies to achieve success and detail strategy and timeframe involved. Maximum word count: 500

Excellence in Workplace Safety

Entries are invited from businesses of all sizes and industries that have demonstrated excellence in workplace safety. This could be from an individual's contribution, a work team or from the whole workplace. Entries for this Award may include product solution, engineering innovation, a training program, an awareness raising activity or other risk control measures that have been implemented at the workplace in the last 12-24 months that have reduced the risk of work-related injury and illness in their workplace.

Questions

1. Name of business (and name of individual/ work team if applicable) Maximum word count:50
2. ABN or CAN. Maximum word count:10
3. Name / contact details of person submitting the entry. Maximum word count: 50
4. Current workers compensation policy number. Maximum word count: 10
5. Describe a Health and Safety Issue in the Workplace. Maximum word count: 300
6. What did you do to address/control/resolve it? Maximum word count: 300
7. Describe how workers were consulted to resolve the issue. Maximum word count: 400
8. What was the outcome? In what way is your workplace now safer? How was it good for your business? Maximum word count: 300

Excellence in Community Service

This award recognises not-for-profit organisations that are positively contributing to the Shoalhaven community through projects, services and/or through other long-term initiatives.

Questions

1. How do you engage with the community to encourage their support and partnership? Maximum word count: 400

2. What are the key challenges of operating a Community Service organisation in the Shoalhaven? Maximum word count: 400

3. How does your organisation ensure financial sustainability? Maximum word count: 400

4. Detail the measurable results you achieved, both financial and non-financial, and how these demonstrate "excellence". Maximum word count: 400

Excellence in Retail & Personal Services

This category applies to all retail businesses ranging from smaller sole trader operations to large department stores, motor vehicle operations and sales, and a wide range of health, fitness, beauty and personal services, including allied health providers.

Questions

1. Explain your business growth and achievements in the past 12-24 months. Maximum word count: 400
2. What were the strategies and plans you initiated to achieve your business growth over the past 12 – 24 months? Maximum word count:
3. How did you implement these strategies? Maximum word count: 400
4. Detail the measurable results you achieved, both financial and non-financial, and how these demonstrate "excellence". Maximum word count: 400
5. What is your point of difference in your service philosophy and how do you differentiate yourself from your competitors? Maximum word count: 400

Excellence in Professional & Commercial

This category is open to providers of specialist services such as medical, legal, consultants, business and personal development, business to business, accredited training, architects, draughts people, interior designers, surveyors and marketing/advertising agencies.

Questions

1. Explain your business growth and achievements in the past 12-24 months. Maximum word count: 400
2. What were the strategies and plans you initiated to achieve your business growth over the past 12-24 months? Maximum word count: 450
3. How did you implement these strategies? Maximum word count: 400
4. Detail the measurable results you achieved, both financial and non-financial, and how these demonstrate "excellence". Maximum word count: 400
5. How do ensure you are up to date with relevant industry and regulatory changes in your industry? Maximum word count: 400

Excellence in Tourism & Hospitality

This category is open to providers of tourism, entertainment, commercial tourist accommodation and hospitality services. Businesses eligible to enter include providers or general tourism/recreational facilities and attractions, licensed clubs, hotels, motels, caravan and camping parks, B&B operators, conference and catering operators, restaurants and cafes.

Questions

1. Explain your business growth and achievements in the past 12-24 months. Maximum word count: 400

2. What were the strategies and plans you initiated to achieve your business growth over the past 12 – 24 months? Maximum word count: 450

3. How did you implement these strategies? Maximum word count: 400

4. Detail the measurable results you have achieved, both financial and non-financial, and how these demonstrate "excellence". Maximum word count: 400

5. Explain how you participate in and contribute to the growth and success of hospitality and tourism in the Shoalhaven region? Maximum word count: 400

Employee of the Year

This category is employer nominated, meaning an employee cannot directly enter. It is open to all businesses, both for profit not-for-profit, with at least one employee who is not a director or owner of the business. The Employee of the Year award seeks to recognise outstanding employees who go above and beyond in their role and who actively seek out opportunities to contribute to the overall success of your business. The employee must be directly employed by your organisation, and must have been in your employ for a minimum of 12 months as at 1 June 2019. By completing the application for this category, you certify that you have your employee's approval to enter them in this award.

1. Provide a current profile of your employee including current job role and scope of responsibilities, any direct reports, and their organisational reporting line. Word count: Maximum 250

2. Detail your employee's achievements over the last 12-24 months. Word count: Maximum 350

3. Explain how your employee's contribution has delivered measurable business results in the last 12-24 months. Word count: Maximum 350

4. Describe how your employee has changed or enhanced your workplace culture, including any examples where they have inspired co-workers. Word count: Maximum 350

5. Describe any challenges your employee has faced in their role over the last 12-24 months, and detail how they have dealt with and overcome these challenges, including examples. Word count: Maximum 350

6. What do you believe this employee should be named as Employee of the Year? Include any other relevant examples of how this employee goes above and beyond in their role, including how they represent your business in the community. Word count: Maximum 350

Terms & Conditions

It is important that you read the complete terms and conditions before submitting your entry. These terms are also available on the SBC website at www.shoalhavenbusinesschamber.com.au/awards/termsandconditions

1. How to Enter

1.1 Entry is free.

1.2 To enter the NSW Business Chamber State Business Awards (NSWBC Awards) all applicants must read and understand the terms and conditions set out in this document (Terms and Conditions) and complete the on-line entry form for your chosen category.

1.3 NSW Business Chamber reserves the right to alter or change these Terms and Conditions at any time at its discretion.

1.4 All entrants into a Regional or State Award will be notified of any change to these Terms and Conditions that has taken place before their entry is judged and will be provided with a reasonable opportunity to amend or alter their entry (should they wish to do so).

1.5 All submissions are to be lodged through the NSWBC Awards website at http://www.businessannualawards.com.au (Website).

1.6 By lodging your entry you agree to be bound by these Terms and Conditions.

1.7 Your entry must be submitted by 5pm Australian Eastern Standard time on the relevant close date for your region, as published in the Key Award Dates section on the Website.

1.8 All entries must be submitted through either one of the aligned Local Business Chamber award programs or Regional award programs. Direct entries into the NSWBC Awards will not be accepted.

2. Entry Eligibility

2.1 All businesses that submit an entry must hold a current Australian Business Number (ABN). This clause 2.1 does not apply to individual entrants into the individual award categories of Outstanding Young Employee, Outstanding Young Entrepreneur and Outstanding Business Leader.

2.2 Entries can be submitted by any business that has been continuously operating in NSW for a minimum period of two years at the time of entry as published in the Key Award Dates section on the Website. This clause 2.2 does not apply to entries into the Start Up Superstar and Outstanding Young Entrepreneur categories where entries can be made by any business that has been operating less than a period of two years at the time of entry.

2.3 Entry into the NSWBC Awards is not open to Board Members of the NSW Business Chamber or any of its related or controlled entities.

2.4 Entry into the Outstanding Young Employee, Outstanding Young Entrepreneur and Outstanding Business Leader categories are not open to NSW Business Chamber Board Members, NSW Business Chamber Regional Advisory Councillor and State Councillors. NSW Business Chamber Regional Advisory Councillors and State Councillors can enter their business in other NSWBC Award categories.

2.5 Staff members of NSW Business Chamber or any of its related or controlled entities are not eligible to enter the NSWBC Awards.

2.6 An entry into the individual award categories (Outstanding Young Employee, Outstanding Young Entrepreneur and Outstanding Business Leader) shall be automatically disqualified if:

2.6.1 the entrant becomes bankrupt or insolvent; or

2.6.2 the entrant becomes disqualified from holding office as a director of any organisation or company.

2.7 Entrants into the Outstanding Young Entrepreneur Award category must:

2.7.1 be an owner, CEO or director of the relevant business; or

2.7.2 hold a majority shareholding or have a controlling interest in the business.

2.8 The NSW Business Chamber reserves the right in their sole discretion to disqualify any individual or business entry who the NSW Business Chamber has reason to believe has breached any of these Terms and Conditions, or engaged in any unlawful, fraudulent, misleading, deceptive or other improper misconduct that may jeopardise the fair and proper conduct of the NSWBC Awards or otherwise bring the NSWBC Awards into disrepute or damage the goodwill or reputation of the NSW Business Chamber.

2.9 NSW Business Chamber accepts no responsibility for any entries lost in transit or not received by the closing time due to technical disruptions or any other reason beyond the control of the NSW Business Chamber.

3. Previous Year Regional and State Winner

3.1 Regional and State Winners are eligible to enter the same category in the subsequent year that they have won, up to a maximum of three consecutive years.

3.2 If the same organisation or person wins the same category at either the Regional or State awards three years in a row, they will be placed in the “Hall of Fame” for that category.

3.3 The organisation or person who is placed in the “Hall of Fame” shall then be excluded from entry into that category at both the State and Regional Awards for the next two consecutive years.

3.4 Subject to clause 3.3, State and Regional winners, including members of the Hall of Fame, may enter any other category in the subsequent year of their announced win.

3.5 To progress as a State Finalist at the NSWBC Awards, Regional winners must be either:

3.5.1 a current financial member of the NSW Business Chamber or any of its related or controlled entities by 30th September in the relevant year;

3.5.2 a Local Business Chamber member that has opted in to become a member of the NSW Business Chamber by 30th September in the relevant year;

3.5.3 a client of the Australian Business Solutions Group of the NSW Business Chamber with an ABN registered in NSW; or

4. Entry requirements

4.1 All entries for consideration must be lodged online and include the required information.
4.2 NSW Business Chamber reserves the right to declare any entry ineligible, if at any time during or after the term of the award process your entry form is found to be incomplete, deficient, false or misleading in any way.
4.3 Your entry will be allocated to a NSW Business Chamber regional awards program, based on the street address, location and postcode of your business' premises and at NSW Business Chamber's absolute discretion.

5. Opening Dates

5.1 Refer to the Key Award Dates page on the Website for entry opening dates.
5.2 NSW Business Chamber reserves the right to extend or vary the entry period if required, before or after the NSWBC Awards entry period commences.

6. Closing Dates

6.1 Refer to the Key Award Dates page on the website for entry closing dates.
6.2 NSW Business Chamber reserves the right to extend or vary the entry period if required, before or after the NSWBC Awards entry period commences.

7. Confidentiality

7.1 Upon their submission pursuant to these Terms and Conditions, entries become the property of NSW Business Chamber. All information provided in the entry form will be used for the purpose of judging only and will be treated as commercial-in-confidence by NSW Business Chamber and any of its related or controlled entities, unless otherwise specified.
7.2 If you are selected as a finalist in the NSWBC Awards, information provided in your entry (excluding financial information) will be used for the purpose of promoting the NSWBC Awards and your business.
7.3 Contact information provided in your entry form will be disclosed to sponsors for the purpose of direct opportunities for promotion through sponsor partners. You can refuse the disclosure of contact information to sponsors by advising 13 26 96 or navigation@nswbc.com.au in writing.
7.4 NSW Business Chamber, in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs) may collect, use and disclose personal information in accordance with its Privacy Policy which can be viewed online at: https://www.nswbusinesschamber.com.au/About/Privacy-Policy or by contacting the company secretary via the following:

NSW Business Chamber
Locked Back 938
North Sydney NSW 2059
Australia
P: 02 9458 7481
E: company.secretary@nswbc.com.au

7.5 NSW Business Chamber's Privacy Policy is deemed to be incorporated into these Terms and Conditions and by entering the Awards, you are taken to consent to NSW Business Chamber's Privacy Policy. The Privacy Policy may be replaced or varied at the discretion of NSW Business Chamber from time to time, and as replaced or varied it is incorporated into these Terms and Conditions.

8. Judging

8.1 All entries are judged by a panel of subject matter experts, selected by NSW Business Chamber from business and community leaders including previous State Category Winners and Category Sponsors. These judges may be drawn from current employees of the NSW Business Chamber or any of its related or controlled entities.

8.2 Judges will allocate scores to each question asked, and these scores will be multiplied by a weighting to reach an overall score for each entry.

8.3 There will only be one winner per category.

8.4 Where there are two or more entries with the same highest score a count back will be conducted to determine which entrant scored higher on the most category questions.

8.5 If after the count back there is still two or more entries with the same highest score, the judging panel will be reconvened for determination of the winner.

8.6 State Category Winners may be eligible to form part of the immediate subsequent year's Regional Awards Judging Panel for their winning category, if they are not entering that category in the year they are judging or the year immediately following their role as a judge.

8.7 Judges are required to sign a confidentiality agreement and disclose any conflict of interest.

8.8 The Judging Panel's decision is final and no further correspondence will be entered into.

8.9 In situations where there is only one entrant for a category in a Regional Award, this entry will be judged. Subject to meeting a gateway score, the entry will become an automatic State Finalist and will be awarded a State Finalist certificate and represent their region in that category at the State Gala event. They will be recognised at the Regional Awards dinner but will not be declared a Regional winner; they will be referred to as a State Finalist.

8.10 A representative of the NSW Business Chamber or the Judging Panel may contact any entrant via telephone interview or email for further information or to verify their entry prior to selecting the final preferred winner. Conducting such interviews does not create any obligation on the NSW Business Chamber or the Judging Panel to select the interviewed entrant as a winner.

9. Awards

9.1 The NSWBC Awards comprise of the following categories:

9.1.1 Excellence in Micro Business (for businesses with less than 5 employees);

9.1.2 Excellence in Small Business (for businesses with 5 to 20 employees);

9.1.3 Excellence in Business (for businesses with 21 or more employees);

9.1.4 Outstanding Young Employee (Aged 18-30);

9.1.5 Outstanding Young Entrepreneur (Aged 18-30);

9.1.6 Outstanding Business Leader (Aged 31+);

9.1.7 Outstanding Employer of Choice;

9.1.8 Excellence in Social Enterprise;

9.1.9 Excellence in Innovation;

9.1.10 Excellence in Sustainability;

9.1.11 Excellence in Export;

9.1.12 Start-Up Superstar;

9.1.13 Local Chamber of Commerce of the Year.

9.2 NSWBC may, in its sole discretion (without prior notice) add or vary these award categories of both State and Regional level from time to time.

9.3 Winners of the aligned categories listed in clause 9.1 from each Regional Awards program will progress to the NSW Business Chamber State Business Awards as a State Category Finalist subject to satisfying these Terms and Conditions.

9.4 NSW Business Chamber may have additional Regional award categories relevant to each region. Please note these additional Regional award categories do not progress to the NSW Business Chamber State Business Awards.

10. Geographic coverage

10.1 NSW Business Chamber provides the online entry and judging engine for other Local Business Chamber and Regional awards which are aligned with the NSWBC Awards program. Those Local and Regional awards may have different terms and conditions.

10.2 Shoalhaven specific Awards do not progress to Illawarra and NSW Business Chamber Business Awards.

The Local Award categories comprise of the following:

10.2.1 Excellence in Workplace Safety

10.2.2 Excellence in Community Services

10.2.3 Excellence in Retail & Personal Services

10.2.4 Excellence in Professional & Commercial

10.2.5 Excellence in Tourism & Hospitality

10.2.6 Employee of the Year

10.2.7 Business of the Year

^ Award categories that cannot be directly entered. The finalists for these awards will be selected by the judges.

10.3 Aligned category winners will automatically enter the Illawarra Business Chamber Awards as a Regional Category Finalist.

10.4 If you wish to go on to be a Regional Finalist at the Illawarra Business Chamber Business Awards, you will be required to be become a NSW Business Chamber Member as per the terms and conditions set by the Illawarra Business Chamber.

10.5 The maximum number of business categories you can enter is three.

10.6 An organisation may enter more than one individual category, however any one individual may only enter one individual category. To be eligible for Business of the Year, a business must win an aligned category.

10.7 Eligible businesses include Australian registered businesses, companies or organisations. This includes partnerships, franchises, community organisations, registered charities, commonwealth & state government departments, agencies and local government bodies. Businesses must have commenced or have a significant local presence in the Shoalhaven as defined by the Local Government Area.

11. Announcing the finalists and winners

11.1 All State Finalists will be notified by phone and email and published on the NSWBC Awards Website.

11.2 Winners will be announced at the gala event in each Region, with the State Category Winners announced at the State Gala Event. In a Region where there is no gala event, winners will be notified and awarded their Regional Winner trophy in person.

11.3 It is a condition of entry that, if requested by the NSW Business Chamber, the Regional and State Winners agree to participate in media requests, social media and other publicity requests (such as NSW Business Chamber and Regional Chamber events) conducted by and for use by the NSW Business Chamber and any of their related or controlled entities. There will be no fee payable, remuneration or other direct financial benefit to be received by the Winners (other than the marketing opportunity) as a result of the winners' participation in these activities.

12. Local Business Chamber and Regional Business Chamber Awards programs

12.1 These Terms and Conditions apply to entrants into all NSW Business Chamber Regional Business Awards, including entrants of Local Business Chamber awards which are aligned with the NSWBC Awards, unless otherwise agreed.

12.2 Please note that additional terms and conditions may also be applied by the Local Business Chamber or Regional Business Chamber running such awards. Please check the relevant Local Business Chamber or Regional Business Chamber Awards website for their terms and conditions.

13. Local Business Chamber Award entrants and winners

13.1 Where a Local Business Chamber Awards program exists and that Local Business Chamber aligns all or some of their categories and criteria with the NSW Business Chamber Awards Program, Local Chamber Alliance members can only enter those aligned categories via the Local Business Chamber Awards program. Where a Local Business Chamber Awards program exists but they have not chosen to align with some of the NSW Business Chamber State Business Award Categories, Local Chamber Alliance members may directly enter those categories at a Regional level.

13.2 A business or individual is eligible to enter into multiple Local Business Chamber Awards within a Region, subject to those Chambers' applicable terms and conditions of entry. You will be required to enter a new username per entry submission if you use the NSW Business Chamber portal.

13.3 Where a Local Business Chamber Awards program does not exist, a Local Chamber Alliance member can enter directly into the NSWBC Awards at the Regional level.

13.4 Local Business Chamber Award winners are eligible to progress to the NSW Business Chamber Regional Awards program as a Regional entrant subject to:

13.4.1 complying with the NSWBC Awards Terms and Conditions;

13.4.2 the Local Business Chamber category winner's entry being submitted via the NSWBC Awards online entry system for the purpose of judging.

13.5 Category winners at a Local Business Chamber and Regional level must satisfy a gateway score that the NSW Business Chamber will set at the start of every awards program. This score will be awarded by the NSW Business Chamber State Business Awards Judging Panel.

FAQs

PORTAL

What is the portal address?

http://www.businessannualawards.com.au/login.aspx?chamber=shoalhaven

How do I log into the portal?

You must create a new username and password.

KEY DATES

What date do the Awards open?

Thursday 30 May 2019

What date do the Awards close?

Monday 1 July, 11:59pm

When do I need to be available for interviews?

Interviews are conducted between Monday 15 July and Wednesday 31 July.

ENTERING & T&Cs

Do I need to be a Shoalhaven Business Chamber member to enter the Awards?

No, you don't, the Awards are open to all businesses in the Shoalhaven (definition of 'business in the Shoalhaven' outlined in terms and conditions 10.9).

Can I enter a category that I won last year?

Yes.

Are there any restrictions on categories I won prior to 2018?

No, unless you have been admitted to the Hall of Fame for winning (that same category) three times. Then, you can no longer enter that category.

Can I get someone else to complete my entry?

Yes, in fact there are business owners who already do this, and it is quite common across many award programs. If writing is not your strong suit, consider delegating it to someone else. Many businesses do this to eliminate time being a barrier to entry. It's important that you work with the person writing the entry to ensure it's in line with your expectations, and to ensure you are clear on what is in your entry, should you make it to interview.

Isn't that 'cheating'/giving an unfair advantage?

Excellent business leaders are not necessarily skilled at crafting compelling business writing. And you may have an incredible story, but not know the best way to tell it. It is completely feasible to run an exceptional business, but have poor spelling, poor grammar, poor sentence structure, or not know how to effectively and convincingly use the English language to your advantage. If this sounds like you, by outsourcing the writing element of your submission, you are giving yourself the best possible chance of creating a winning entry. Organisations such as Proof Communications, a Sydney-based business-to-business writing consultancy, specialise in writing business award entries. They can not only write, edit and proof your entry, they can help you uncover valuable information that will ensure you stand out from the crowd.

Does my written entry count towards my final assessment?

Yes, it does. The final selection of a category winner is a combination of your written application and your interview.

Can I enter the Awards if I am sponsoring?

Yes, you may. You cannot enter the category that you are sponsoring, but you may enter any other category.

Can I enter the Awards if I am judging?

No, you cannot enter if you are also judging. This is because each judge plays a role in selecting Business of the Year, which would create a conflict of interest.

Will the sponsor of my category see my entry?

No, the sponsors provide funds to make the Awards possible, but there is no relationship between sponsor of a category and the judge of that category. The only exclusions to this is the Excellence in Workplace Safety and the Excellence in Social Enterprise, where one of the judges on each of these categories may be a representative from the Sponsoring organisation.

We look forward to receiving your Award entry, and thank you for participating in the 2019 Shoalhaven Business Awards.

GOOD LUCK

www.shoalhavenbusinesschamber.com.au/awards