

2018 Entry Guidelines and Entry Form

Overview

The 2018 South Canterbury Business Excellence Awards recognise the excellence, innovation, and success of businesses and charities in the South Canterbury region.

Individual businesses and charities can choose to enter one category or one special award from the lists below, or one category and up to three special awards.

Entry is free and is open to all businesses in South Canterbury.

Premier sponsor



Categories	Sponsors
Emerging Business	 
Small Business	
Medium Business	
Large Business	
Retail	

Special Awards	Sponsors
ACC Workplace Safety Award	
Innovation and Technology Award	
Environment Canterbury Sustainability and Environmental Award	
Employee of the Year Award	
Community Impact Award	
People's Choice Award	<p>This award is voted by the public of South Canterbury through the website www.southcanterbury.org.nz All finalists are eligible for this award.</p> 

- ❖ **Special Awards have separate entry forms/ questions.**
- ❖ **Entries in the Special Awards are not eligible for the Supreme Award.**

Nominations - Nominations are encouraged for businesses that have demonstrated excellence. The South Canterbury Chamber of Commerce will contact nominated businesses to encourage entry into the awards. Nominate online at www.southcanterbury.org.nz/awards or call the Chamber office to nominate your chosen business.

Why Enter?

These guidelines have been established to provide you with further ideas on what can be included in your entry. Many previous entrants have remarked on the simplicity and the value of the entry process for the following reasons:

- An opportunity to focus on your business by identifying your core strengths, competitive advantages, and any areas for further improvement.
- An opportunity to review and document your achievements and milestones over the previous calendar year, and plans for the future.
- An opportunity to create motivation, enthusiasm and pride for the organisation by engaging your team in the entry process.
- Entrants benefit from significant local media coverage, with category and supreme winners able to leverage their success in on-going advertising and communications activity well past the immediate event period.
- Showcases your services and products to a wider audience.

2018 South Canterbury Chamber of Commerce Business Excellence Awards
www.southcanterbury.org.nz/awards

CATEGORY ENTRY FORM 2018

CONTACT DETAILS

FULL BUSINESS NAME:

This name will be used in the media should you become a Finalist.

CONTACTNAME:

POSITION:

E-MAIL:

POSTAL ADDRESS:

STREET ADDRESS:

TELEPHONE:

MOBILE:

WEBSITE:

FACEBOOK:

CONTACT PERSON FOR FUTURE CORRESPONDENCE *(if different from above)*:

MOBILE:

E-MAIL:

Business size and number of employees

Please select the category you are entering, based on the employee numbers that apply to your organisation. Full-time contractors are considered as full-time employees (FTEs). If you are a national or international organisation, the category you select should be based on your South Canterbury staffing levels.

- | | | |
|--------------------------|-------------------|---|
| <input type="checkbox"/> | Emerging Business | Trading less than 3 years |
| <input type="checkbox"/> | Small Business | 1 – 5 FTE |
| <input type="checkbox"/> | Medium Business | 6 – 15 FTE |
| <input type="checkbox"/> | Large Business | 16+ FTE |
| <input type="checkbox"/> | Retail | Principle activity is the sale of goods to the consumer |

1. ACTIVITY SUMMARY

In up to **25 words** briefly summarise your key business activity or purpose, e.g. “The South Canterbury Business Excellence Awards were created to celebrate the excellence, innovation and success of South Canterbury businesses.”

This descriptor will be used in the media should you become a finalist.

2. BUSINESS DESCRIPTION

Please specify in 100 words or less any key points that make your business special, or anything you wish to highlight that is a key component to the success of your organisation.

This descriptor will also be used in the media should you become a finalist.

3. WHAT ARE THE KEY CHARACTERISTICS OF YOUR BUSINESS? (30 marks)

Describe in 800 words or less what characteristics highlight your organisation’s innovation and creativity, excellence in business practice, and positioning in the market?

This could include:

- Business goals
 - Marketing and promotion initiatives
 - HR Management
 - Customer service
 - Performance and success
 - Financial management
-

4. YOUR POINT OF DIFFERENCE (50 marks)

Describe in 400 words or less what makes your business, services and/or product range unique. As well as listing your core services, outline the ways in which your business operates to achieve your goals and objectives. This could include comments on the following:

- Customer service/retention programmes and staff service/retention initiatives
 - Affiliations, strategic partnerships and/or collaboration with other organisations
 - Application of innovation/innovative business practices, e.g. use of technology across the organisation
 - Your role in ensuring sustainability in our environment (financial and social sustainability)
 - How your business has adapted to changes in the markets
 - What value you consider you have added to the South Canterbury business community.
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5. Social Responsibility

(10 marks)

Describe in **200 words or less** how your organisation demonstrates environmental stewardship, social responsibility and fosters staff wellbeing.

This could include:

- The practical actions your business has taken to improve resource efficiency e.g. energy, waste, water
 - Continual improvement processes
 - The positive impact your organisation makes on the health and wellbeing of your stakeholders, including employees, customers and the wider community
 - People management and staff well being
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6. FURTHER COMMENTS TO SUPPORT YOUR ENTRY

Any further comments to support your entry in 200 words or less.

Mystery Shopper

(10 marks)

All category finalists will be mystery shopped prior to marks being finalised. Mystery shopper points will be added to judges' totals to obtain category winners.

SPECIAL AWARDS ENTRY FORM

Each Special Award entry must be provided on a separate sheet.

For all special award entries please complete the following:

CONTACT DETAILS

FULL BUSINESS NAME:

This name will be used in the media should you become a Finalist.

CONTACT NAME:

POSITION:

E-MAIL:

POSTAL ADDRESS:

STREET ADDRESS:

TELEPHONE:

MOBILE:

WEBSITE:

FACEBOOK:

CONTACT PERSON FOR FUTURE CORRESPONDENCE *(if different from above):*

MOBILE:

E-MAIL:

Please tick the awards you are entering. You may enter up to three.

- ACC Workplace Safety Award
- Innovation and Technology Award
- Environment Canterbury Sustainability and Environmental Award
- Employee of the Year Award
- Community Impact Award

ACC WORKPLACE SAFETY AWARD

(up to 1000 words)

Please outline the following:

- How you decide on appropriate health and safety objectives or goals, how you plan to complete those and how you resource your plan.
- How you involve workers to help keep your workplace safe.
- How you manage health and safety risks and hazards in your workplace.
- How you maintain your health and safety records. This could include injuries, incident investigations, training, first aid, emergency procedures and supporting rehabilitation back into the workplace.
- Describe any health and safety innovations that you have implemented.

The top 3 finalists will have a supportive and positive site visit to determine the award winner.

INNOVATION AND TECHNOLOGY AWARD

(up to 1000 words)

Describe and demonstrate how you have incorporated innovation and technology in the day to day running of your business and how this contributes to productivity and maximisation of profits.

This could include:

- *Innovative techniques*
- *Creative innovations*
- *IT innovations*
- *Application and use of technologies.*

ENVIRONMENT CANTERBURY SUSTAINABILITY AND ENVIRONMENTAL AWARD

(up to 900 words)

Entries are invited from any company, organisation, farm, community group or school that is focusing on protecting and enhancing the environment and/or sustainability in their organisation through economic, social, cultural or environmental protection.

Criteria:

The judges will examine and assess each answer carefully by looking for evidence of how an organisation is operating and addressing sustainability and/or environmental practices. The scoring assessment will generally be based on the following criteria:

- **Recognition:** Acknowledging that sustainability and/or environmental actions and considerations are becoming important concerns to the organisation.
- **Intention:** Beginning to act to address these issues.
- **Priority:** Ensuring those topics and issues are part of the organisation's regular agenda.
- **Planning:** Action plans demonstrate progress in addressing these issues.
- **Monitoring:** Keeping track of the plans and checking the results against objectives/targets described in the action plans.
- **Impact measurement:** Continuously improving sustainability and/or environmental management to gradually promote performance that drives impact or behavioural change.
- **Communication:** Transparently promoting the company's sustainability or environmental efforts to all stakeholders through internal and external communication.

Questions:

- Please provide a brief description of the project or initiative being nominated for the Environment Canterbury Sustainability and Environmental Award (200 words maximum).
- Describe the contribution made to the protection and enhancement of the environment and/or changes being made for a sustainable future (450 words maximum).
- Describe the degree of innovation shown in the approach used to solve or address a sustainability or environmental problem or issue (150 words maximum).
- Illustrate the financial implications associated with the initiatives (100 words maximum).

EMPLOYEE OF THE YEAR AWARD 2018

(up to 1000 words)

The employee of the year award recognises the outstanding service of an employee who has consistently excelled in their work. The award also recognises the value individuals create in a business regardless of the seniority of the role.

Employee of the Year nominees must accept nomination and sign the entry form.

Employee of the Year nominations must be from CE/General Manager/Business Owner or equivalent.

AWARD NOMINATION DETAILS

Business/Organisation name:

Employee of the Year Entrant name:

Position:

Nominee Acceptance of Entry: *(Please sign)*

BACKGROUND INFORMATION

Person nominating details:

Business/Organisation Name:

Award Entry contact name :

Position:

Contact phone number:

Email address:

- Describe how your employee consistently and clearly surpasses performance requirements of their position.
- Outline how your employee contributes to the vision and goals of your organisation.
- Provide at least two examples of their leadership or work with other employees or customers and clients that displays excellence.
- Outline how your employee's contribution inspires others to outstanding results.

COMMUNITY IMPACT AWARD

(up to 1000 words)

Recognising the positive impact and the importance of the roles not-for-profit community organisations have in South Canterbury. To be eligible for this Award, entrants must be registered as a charity with the Charities Commission.

- Provide a brief description of the project, initiative or the organisation entered for this award.
- Describe the contribution made to the community and the impact this has had locally.
- Outline the legacy this will leave current or future generations.

Helpful Entry Tips

The following are some useful tips on the information judges are looking for from the answer to certain questions;

Key Characteristics of Your Business

- Business objectives that have been achieved
- Innovative initiatives that have been successfully implemented
- Unique organisational policies – internal and/or external benefits
- Examples of adding value to the South Canterbury region, business community or the community in general
- Buying locally
- Local sponsorships, e.g. involvement in community/charitable initiatives
- Branding/marketing behaviour that reinforces positive social values
- Active involvement in a local business organisation or industry group
- Other awards achieved or won
- Innovative responses to changes in your enterprise's operating environment
- Product integrity
- Application of innovation/technology
- Attitude/role in ensuring sustainability in our environment – environmental, financial, and social sustainability
- Ethical and responsible governance model strategies.

Your Point of Difference

- Innovative product and/or service development
- Unique marketing and branding strategies
- Unique customer markets
- Evidence of positive outcomes or competitive advantage resulting from this point of difference, and how this links to improved performance
- Your organisation's guiding principles and company values - and how you involve key stakeholders (including staff, suppliers and customers).

Social Responsibility

- Practical actions your business has taken to improve resource efficiency, the environment or reduce greenhouse gas emissions e.g. energy and water efficiency, waste minimisation and efficient transport
- The adoption of continual improvement processes such as social/environmental reporting or certifications
- The positive impact your organisation makes on the health and wellbeing of your stakeholders, including employees, customers, investors and the wider community
- People management approaches used to build staff engagement, support personnel development, embrace diversity, provide equal employment opportunities, support migrant staff or address skill shortages

Entry Workshops

Workshops are scheduled to assist businesses entering the awards. This is an opportunity to cover any questions you may have regarding the entry process and commence writing your entry.

For workshop dates in your area and to register for a workshop please phone the South Canterbury Chamber of Commerce office on 03 687 2733 or email awards@scchamber.org.nz

Workshops sponsored by



KEY DATES

2 March	Entries and Nominations Open Entry forms can be downloaded online at www.southcanterbury.org.nz/awards
5 April	Waimate Workshop –Waimate Event Centre 10.00 – 11.30am
12 April	Mackenzie Workshop – Tekapo Community Hall 1.30 - 3pm
13 April	Timaru Workshop - Chamber of Commerce 10.00 – 11.30am
17 April	Geraldine Workshop - Geraldine Community Resource Centre 10.00 – 11.30am
16 May	Timaru Workshop - Chamber of Commerce 10.00 – 11.30am
6 June	Timaru Workshop - Chamber of Commerce 10.00 – 11.30am
15 June	Entries Close
20 June – 9 July	Judging Process
20 July	Finalists announced. ANZ People’s Choice voting begins
23 July	Ticket sales begin
17 August	Ticket sales close, ANZ People’s choice voting closes
24 August	Business Excellence Awards Gala Evening

Guidelines and Conditions of Entry and Eligibility

- Organisations and businesses must be located in South Canterbury i.e. Timaru, Mackenzie or Waimate District
- Each section must be completed within the specified word limit.
- Please word process your answers. No handwritten entries will be accepted.
- Answer all questions clearly and concisely. The use of bullet points may assist in summarising information.
- Appendices are not allowed.
- Businesses must disclose any issues that may compromise the integrity of the awards or cause a business/organisation to discontinue in the next year. Issues may include legal action, law changes, cash flow difficulties, insolvency, possible loss of funding or other risks.
- It is not compulsory to include financial indicators, however indicators such as gross/net profit percentage could enhance your entry.
- If part of a larger organisation, organisations and businesses must be able to demonstrate that the South Canterbury branch operates as a separate business unit.

- Judging will be based on the evidence provided in the initial application. Special awards are marked on the application submitted. A mystery shopper process will be carried out for all category finalists and this mark will be included in the final score.
- Finalists and winners agree to being involved in publicity related to the awards, including photo and other media opportunities with sponsors, judges and SC Chamber of Commerce.
- SC Chamber of Commerce reserves the right to decline an application where it believes a business is not located in South Canterbury or where it believes a material conflict of interest exists with Chamber staff, directors, award sponsors and/or judges.
- Category finalists must be available to attend the Awards ceremony in Timaru on the evening of Friday 24 August 2018.
- Previous Supreme Winners of the Business Excellence Awards are not eligible to enter the Business Excellence Awards for two years following their win of the Supreme Award (i.e. they may only enter in the third year following.)
- For the Special Awards entry – two previous wins creates a stand down period of one year.

Confidentiality and Judging Ethics

- The judging panels are made up of local and national business leaders.
- For the award process to be effective, there must be unquestionable fairness and objectivity for all concerned.
- All awards entry documentation and entry forms are treated as confidential by the organising team and judges and will not be returned to entrants.
- Applicants are not expected to provide or reveal proprietary information regarding products, processes or services.
- Judges will be asked to declare any conflicts of interest and if necessary alternative judging arrangements will be made.
- Each judge has volunteered their time without compensation and is committed to assisting with the success of the awards.
- Judging scores remain confidential to judges and no correspondence will be entered into regarding the outcome of the awards.
- **Please note:** The top four scoring entrants in each category/award will become finalists; however entrants must score over 60% to become a finalist.

For any enquiries contact the SC Chamber of Commerce office (03) 687 2733 or email awards@scchamber.org.nz

Entries close at 5pm Friday June 15. No late entries will be accepted.

Please email your entry to awards@scchamber.org.nz
OR post or deliver your completed entry to:

South Canterbury Chamber of Commerce Business Excellence Awards
3 Sophia Street
PO Box 919
Timaru 7940



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