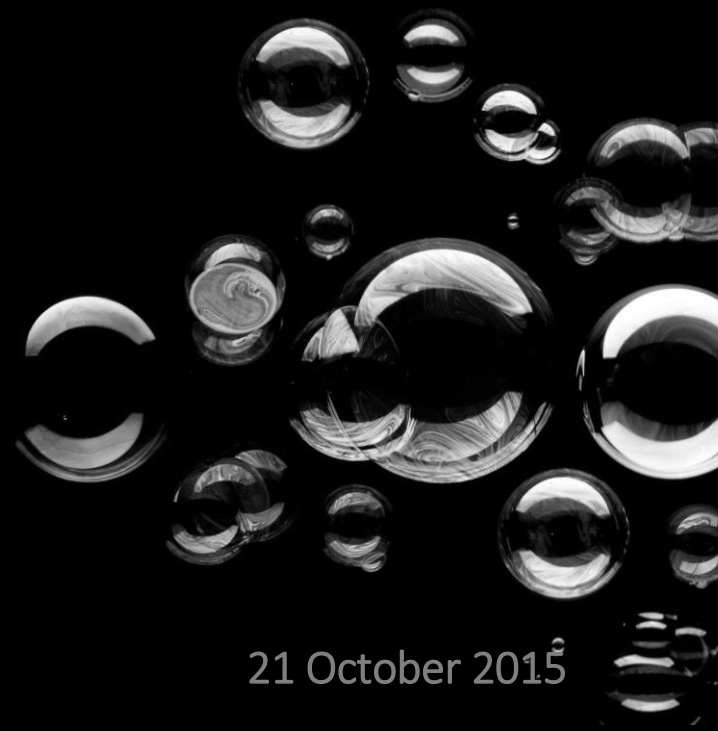




# nomination Kit



21 October 2015  
Kingaroy Town Hall

## FROM THE SOUTH BURNETT DIRECTIONS CHAIRMAN

On behalf of the South Burnett Directions Committee, I encourage your participation in the second annual South Burnett Business Excellence Awards.

Following the success of last year's event, the 2015 awards see streamlined processes designed to recognise and celebrate the efforts and achievements of our diverse and dedicated business community, and to acknowledge the contribution of local business, not only to economic stability, but also to building a strong and sustainable regional community that we are all proud of.

I am excited for the opportunity to work with you to showcase and celebrate the vast achievements of South Burnett businesses.

*Wayne Kratzmann*

## ABOUT THE AWARDS

The South Burnett Business Excellence Awards are proudly hosted by South Burnett Directions as the region's only comprehensive and prestigious awards scheme, offering specific and meaningful benefits to the South Burnett business community. Primarily a vehicle to recognise and share local business success, the South Burnett Business Excellence Awards have been developed to ensure all nominees gain value out of the process.

An essential component to business development is ongoing training, up-skilling and self-improvement. South Burnett Directions is committed to providing a range of training opportunities for all local businesses to capitalise on enthusiasm, share successes, and foster a culture of life-long learning.

The Awards seek to contribute to the self-image and identity of South Burnett business and to foster pride in this business community. They also seek to improve the outside perception of South Burnett and recognise leading businesses with a view to encouraging others to improve.

A gala dinner will be held on Wednesday, 21 October 2015 where winners will be announced and presented with prizes in honour of their achievement.



*NOMINATE YOUR BUSINESS NOW!*

ALL BUSINESSES IN THE SOUTH BURNETT  
ARE ENCOURAGED TO NOMINATE

**Why is this an opportunity too good to miss?**



***Promotional Opportunities:***

- all nominees will be listed on the South Burnett Directions Facebook page and website
- there will be an opportunity for all nominees to be included in a 2015 Business Excellence Awards special feature provided by the South Burnett Times at a subsidised rate
- finalists and winners will receive a Business Excellence Awards electronic logo acknowledging their finalist and/or winner status for use in email signatures
- finalists and winners will be profiled on the South Burnett Directions Facebook page and website
- all winners will receive recognition of their achievements throughout the South Burnett community as a leader in the region's business section, through a variety of media outlets

***Prizes***

- All finalists will receive two (2) free tickets to attend the 2015 South Burnett Business Excellence Awards Gala Dinner on 21 October 2015
- All category winners will receive:
  - a trophy to display at their business
  - a \$500 Advertising Voucher from The South Burnett Times
  - a \$250 Advertising Radio Package from 4KRY "Hot FM"
- The Business of the Year winner will also receive:
  - An Advertising Package from WIN Television

***Challenge and development***

There are many more benefits to nominating your business, such as:

- participation in free business workshops and networking opportunities
- celebration of your business journey by taking the time to reflect back on all your trials and successes
- the chance to reflect upon, pinpoint and regard those who have contributed to your business' success and their role within your business

## MENTORING FOR GROWTH

Mentoring for Growth helps businesses that are experiencing growth by giving them access to a panel of business mentors who can help address commercial challenges at a structured panel meeting. Mentors are able to provide feedback and discuss options based on the extensive knowledge, experience, and specific expertise. All nominees will be eligible for selection to participate in a Mentoring for Growth program.

## WHO CAN NOMINATE

The South Burnett Business Excellence Awards are open to:

- ▶ Businesses which are registered and/or operating (as the primary place of business) in the South Burnett, as identified by the South Burnett Regional Council area boundaries
- ▶ All entities with an Australia Business Number (ABN), including Not for Profit and Community Organisations
- ▶ Franchisors residing within the South Burnett, and individual Franchisees, are eligible to nominate.

## IMPORTANT DATES

Nominations open	<b>3 August 2015</b>
Workshops / Development opportunities	<b><i>see workshop schedule</i></b>
Nominations close	<b>25 September 2015</b>
Finalists announced	<b>9 October 2015</b>
Awards dinner, winners announced	<b>21 October 2015</b>

Dinner bookings can be made by emailing [info@southburnettdirections.com.au](mailto:info@southburnettdirections.com.au)  
Tickets will go on sale 21 September 2015

## HOW TO SUBMIT YOUR ENTRY

handwritten or typed nomination forms will be accepted

Post to	South Burnett Business Excellence Awards South Burnett Directions PO Box 336 Kingaroy Q 4610
Email to	<a href="mailto:awards@southburnettdirections.com.au">awards@southburnettdirections.com.au</a>
Online	<a href="http://www.southburnettdirections.com.au">www.southburnettdirections.com.au</a>

## CONDITIONS

To be eligible to enter the South Burnett Business Excellence Awards, the nominating organisation must agree to the following conditions of entry:

- Agree to have the business profiled in the media and included in any promotion associated with the awards. Finalist and winners may receive publicity through participating media organisations.
- Applicants can enter one or more of the listed categories, however it is highly recommended that applicants enter a category where they can demonstrate a competitive edge. The judges may, at their discretion, re-categorise an entry if it is felt appropriate.
- It is your responsibility to notify the organisers of any potential conflict of interest with any of the judging panel members.
- Agree that the judges reserve the right not to present an award if the circumstances do not warrant such an award.
- The judges' decision is final.

## CONFIDENTIALITY

This information is collected by South Burnett Directions. Information collected will be used for administrative and contact purposes and will be provided to the judging panel for the purpose of judging this nomination. Contact details may be provided to sponsors.

Information provided in this nomination will be treated confidentially and content will not be released outside South Burnett Directions or the judging panel without the organisation's approval.

Entering the awards is acknowledgement that the organisation accepts these terms and gives permission for South Burnett Directions and sponsors to contact the organisation.



# 2015 SOUTH BURNETT BUSINESS EXCELLENCE AWARDS

## **Bill Hull Car Centre Micro Business Award**

A micro-business is a business with less than five (5) employees, and includes self-employed individuals. They are important to the economy as they provide employment to a large portion of the workforce, facilitate innovation and entrepreneurship, as well as provide an avenue for offering specialised and niche products and services to the market. This award recognises business excellence and acumen for any business with between 1 and 5 staff members (FTE's). Eligible businesses can be from any industry or sector.

## **Burnett Business Centre Small Business Award**

Small businesses complement the economic activity of large organisations by providing them with goods and services, and make up the backbone of the supply chains of larger projects. They power regional development and are the gateway through which many people enter the economy. This award acknowledges a South Burnett business operated and managed to facilitate sustainability and success with between 6 and 20 staff (FTE's).

## **Supa IGA Kingaroy Enterprise Award**

For the purposes of these awards, an Enterprise is any business with more than 20 staff. Small to Medium Enterprises are said to be responsible for driving innovation and competition in many economic sectors. Eligibility for this category is more than 20 employees (FTE's); businesses can be from any industry or sector.

## **Tarong Power Stations Young Business Leader Award**

This award recognises a business whose owner or manager demonstrates leadership qualities and business skills and is aged 30 years or younger as at 30 June 2015.

## **Proteco Emerging Business Award**

This award acknowledges excellence and innovation in businesses that have been operating in the South Burnett region for no longer than two (2) years. To be eligible for this category, your business must have commenced operation after 1 July 2013.

**The following award categories are included in the 2015 schedule, but are not available for nomination as part of this nomination kit; nominees have been / will be selected through a different process.**

## **Meandu Mine People's Choice Customer Service Award**

This is for community members to recognise and say thanks to those businesses that go above and beyond. Nomination forms will be available at multiple locations across the region for customers to nominate a business delivering continued exceptional customer service.

## **Swickers Distinguished Business Service Award**

This a special category awarded by the judging panel. They will consider any South Burnett business contributor, past or present, and merit the award on business success and achievement as well as contribution to the South Burnett business community.

## **Local Business Association Award**

Each Business Association Group nominates one of their local businesses for this category.

## **Heritage Business of the Year Award**

The Business of the Year will be selected from the winners of the Micro Business Award, Small Business Award, Enterprise Award, Young Business Leader Award, and the Emerging Business Award.

## WORKSHOP SCHEDULE

All workshops will be held at:  
TAFE Qld South West, Kingaroy Campus  
Cnr Bunya Highway and Geritz Road, Kingaroy  
5.45 pm to 7.00 pm

**Updated**

WORKSHOP TOPIC	OVERVIEW	DATE
<b>Marketing</b>	<i>Explore the principles behind successful marketing campaigns and branding strategies, including how to measure results. Develop your elevator pitch so you can succinctly share what makes your business special. Be clear on your USP.</i> <b>Deliverables – Elevator Pitch (written and delivered to group)</b>	Wednesday, 12 August 2015
<b>Business Management</b>	<i>Running a good business has a foundation with the right attitude and work/life balance. Planning for the future, and getting buy-in on your vision.</i> <b>Deliverables – Two page business plan</b>	Monday, 17 August 2015
<b>Financial Management</b>	<i>Analysing your reports to make good decisions; so much more than the bottom line. Monitoring and measuring is essential to future success. Also covers debtor policy and maintaining compliance.</i> <b>Deliverables – decision making tools</b>	Wednesday, 2 September 2015
<b>Customer Service</b>	<i>An energetic and participatory workshop that covers customers, attitude, product knowledge and what is good customer service. It's more than you might think! Customer retention strategies and policies are also included.</i> <b>Deliverables – Developed customer retention strategy to implement</b>	Tuesday, 8 September 2015
<b>E-marketing</b>	<i>Everyone's online, find out what works (for what cost) in the digital marketing scene.</i> <b>Deliverables – Facebook post (shared/liked by group)</b>	Monday, 14 September 2015
<b>Human Resources</b>	<i>How to attract, recruit, and retain good workers. What is the benefit of lifelong learning?</i> <b>Deliverables – Position Description template</b>	Thursday, 17 September 2015

## NOMINATION

The nomination is made up of 3 sections

### Section 1 – Organisation Details

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Please provide basic information about the business / organisation nominating, including contact details. Here you will also indicate which category/ies you are nominating for.

### Section 2 – Organisational Summary

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Please provide a broad overview of the business, including:

- Business structure
- Number of employees
- A description of the business

### Section 3 – Organisational Response to Criteria

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Businesses / organisations will be judged on the following criteria. Please address these criteria questions individually and with as much information as possible.

Answers may be written in essay form or simply using dot points. Attachments are acceptable, and encouraged, to support your response. Please include policies, plans, mission statements, and other business documents, if applicable.

The use of technology and innovation is accepted as commonplace in today's business environment. Please ensure all responses include details of the technology you utilise and how it assists with efficiencies.

**PLEASE DO NOT EXCEED MORE THAN 250 WORDS PER CRITERIA**

## JUDGING PROCESS

All applications will be kept strictly confidential and will only be viewed by the Judging Panel. The Judging Panel will consist of an independent chair, supported by local business persons.

All judges are experienced in business or business related industries who are bound by confidentiality and professional conduct agreements.

The judging will be assessed on the written submission only. Please take care to include all relevant information to address the criteria questions.

Judges are required to select up to five (5) finalists in each category (depending on the number of nominations received) and one (1) category winner. The overall Business of the Year Award winner will be selected from the winners of the Micro Business Award, Small Business Award, Enterprise Award, Young Business Leader Awards, and Emerging Business Award.



# 2015 SOUTH BURNETT BUSINESS EXCELLENCE AWARDS NOMINATION FORM

## Section 1 – Organisation Details

Business name \_\_\_\_\_

Contact person name \_\_\_\_\_

Contact person position \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

Website \_\_\_\_\_

When did you commence or purchase this business? \_\_\_\_\_

## CATEGORY

We would like to nominate for the following award category:

- Bill Hull Car Centre Micro Business Award
- Burnett Business Centre Small Business Award
- Supa IGA Kingaroy Enterprise Award

And, if eligible:

- Tarong Power Stations Young Business Leader Award
- Proteco Emerging Business Award

## Section 2 – Organisational Summary

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### Business Structure:

- Private company
- Public company
- Sole Trader
- Not for profit organisation
- Other \_\_\_\_\_

### How many employees do you have? (including owners/operators)

	Full Time	Part Time	Casual
2012 / 2013			
2013 / 2014			
2014 / 2015			

Describe the nature of the business. What does it do? List its products and services.

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## WINNERS STATEMENT

Please prepare a brief statement which will be read out to guests at the Awards Dinner should the business be chosen as a winner. (50 words)

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## DECLARATION

I, as an authorised representative of the above business, agree to the following conditions:

- That the nomination is formally accepted;
- That we agree to participate in any free promotional opportunities which may be generated through the media;
- That, to the best of my knowledge, the business is solvent (a letter from my accountant can be produced upon request);
- That payment of creditors is current and within acceptable business terms;
- That we accept the judging process as detailed in this nomination kit and accept its decision as final; no correspondence will be entered into although constructive feedback will be provided upon request.

In your individual capacity, or in your capacity as director, trustee or representative of the entity nominated, have you had any: \* Judgements, writs from a court tribunal or other similar body in Australia (whether or not a conviction or judgement was recorded against the relevant entity) or \* Claims, applications or other proceedings which have commenced within Australia that may compromise the integrity of the South Burnett Business Excellence Awards?  yes  no

*If you answered yes, a representative of the judging panel will contact you for further information.*

- I have included a copy of the business logo in high resolution .jpeg or .png format.
- I am interested in the optional advertising opportunity to be included in a South Burnett Times Special Feature (you will be contacted directly by South Burnett Times)

Name of Authorised Person \_\_\_\_\_

Position of Authorised Person \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_