

Call for Nominations

South Burnett Business Excellence Awards 2014

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Welcome

On behalf of the South Burnett Directions Committee, I invite your participation in the inaugural South Burnett Directions Business Excellence Awards.

The South Burnett Business Excellence Awards have been designed to recognize and celebrate the efforts and achievements of our diverse and dedicated business community and to acknowledge your contribution, not only to economic stability but also to building a strong and sustainable regional community that is the South Burnett.

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

Wayne Kratzmann

Chairman South Burnett Directions



Why should I enter?

The South Burnett Directions Business Excellence Awards will have benefits for all entrants, regardless of whether you progress as a winner. These awards will provide both business opportunity and personal challenge including:

- An opportunity to review your current business position to identify key areas of what you do best and where current processes can be improved as you plan for the future
- To get valuable feedback
- A wider range of exposure for your business through promotion of your services throughout a broader audience
- Increase staff motivation & morale
- An opportunity to celebrate your business journey by taking the time to reflect on all your trials and tribulations
- The chance to reflect upon, pinpoint and regard those who have contributed to your business' success and their role within your business
- An opportunity to participate in business workshops and take advantage of a free business health check undertaken on your business

Category Winners will also see added benefits which include:

- An opportunity to develop a point-of-difference as your business progresses through the awards process
- Opportunity to participate in mentoring for growth program
- Recognition of your achievements throughout the South Burnett community and as a leader in the region's business sector
- Recognition and celebration of your achievement at the 2014 South Burnett Business Excellence Awards Gala Dinner

Save the Date

Attend business association meetings to promote awards	July 2014
Nominations open	4 July 2014
Nominations close	15 August 2014
Business workshops	TBA
Category finalists notified	1 September 2014
Optional site visits to finalists	8 - 12 September 2014
Awards Gala Dinner RSVP	19 September 2014
Awards Gala Dinner	15 October 2014

Eligibility and Conditions

Businesses will be eligible to enter the 2014 South Burnett Business Excellence Awards providing all of the following criteria are met:

- Your business has been nominated by completing and submitting the nomination form
- Your business is registered and/or operates (as the primary place of business) in at least one of the towns of the South Burnett Region
- Your business has a registered Australian Business Number
- You agree to submit a letter from your accountant stating that your business is in a financially viable position
- You will notify organisers of any potential conflict of interest with judging panel
- You agree to undergo the entire selection process including site visits and meetings if required
- You will notify organisers in your individual capacity or in your capacity as director, trustee or representative of the entity nominated and entering of 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)
 - Claims, applications or other proceedings which have commenced (regardless of whether it was prior to or after execution of this agreement) within Australia that may compromise the integrity of the South Burnett Business Excellence Awards
- If your business is deemed to better suit an alternative category, you agree to that change, upon consultation with the South Burnett Business Excellence Awards Committee
- You agree to your business being included in any promotion associated with the awards where necessary
- You agree that the judges reserve the right not to present an award if the circumstances do not warrant such an award
- If nominated for a People's Choice for Customer Service/Customer Relations Award you agree to participate in the Award's process including receiving a mystery shopper to your business and, if successful as a finalist, attend the award night function (you will receive 2 free tickets).

Business Excellence Awards

Nomination Form

Title		
First Name		
Surname		
Registered Name of Business		
Trading Name of Business <i>(if different to above)</i>		
ABN		
Business Address		
	Postcode	
Postal Address <i>(if different to above)</i>		
	Postcode	
Telephone	Business Hours	
	After Hours	
Email		
Website		

For assistance or enquiries regarding the 2014 Annual South Burnett Business Excellence Awards nomination please contact Council's Economic Development Officer Julie Foley on 4189 9174 or email jfoley@southburnett.qld.gov.au

Category Selection

Select the category in which you want your business to be judged (up to 2 categories maximum) by inserting an X in the appropriate column below.

	1. Small Business Award: 1 – 5 staff
	2. Medium Business Award: 6 – 20 staff
	3. Large Business Award: 21+ staff
	4. Young Business Owner/Operator of the Year 30 years of age or younger at 30/6/14
	5. Start Up Business of the Year started business in last 2 years 1/7/12 to 30/6/14
Sponsored by 	6. Business of the Year – all nominees considered

Other categories include People’s Choice for Customer Service/Customer Relations, Distinguished Business Service Award, Local Business Association Award & Local Industry Award.

Supporting Nomination Data

Please limit to 500 words per section

Overview and Vision – Please describe what your business does and the overall objectives of your business:

What has driven your business success and why? -

Achievements – Tell us about milestones achieved by your business. These could include contracts you've won, innovations you've initiated, products/services you've developed or awards you've won.

Sales and Marketing – Describe your business’s overall marketing and sales strategy including digital online strategies:

Measuring Strategies - How do you monitor and measure the effectiveness of sales/marketing strategies including digital online methods:

Products & Services – Tell us how your product/service is unique or what is your business’s point of difference:

Customer Service – What is your customer service policy and process:

For businesses with a single owner/operator and no staff – Detail your personal skills and capabilities as a sole trader:

For businesses with two or more staff: Detail the personal skills and capabilities of the business owner(s)/operator(s):

Professional Development – List your commitments to the professional/personal development of staff and/or yourself:

Human Resources – Describe your recruitment/retainment processes:

Social Responsibility – Describe how your business supports/contributes to the community:

Technology - What benefit has using technology and communications brought to your business?

Financial Management – How does your business monitor and measure your financial performance?



South Burnett Directions

South Burnett Regional Council's Economic & Tourism Development Unit

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Disclaimer

South Burnett Directions (SBD) has made every effort to ensure that the details in the nomination package are correct at the time of distribution and cannot be held liable for any inaccuracy or misrepresentation, whether by inclusion, omission, change or withdrawal of services without notice.

Neither SBD, its agents or servants, nor award partners will be held responsible for any changes in the structure or content of the award program including speakers and any general or specific information published relative to the South Burnett Business Excellence Awards. SBD reserves the right to amend the nomination form subject to change in the program format. In addition, upon submission of this form you agree to the eligibility and conditions of entry and submission of entry.