



Nomination Pack

The Business Excellence Awards are proudly supported by:



Who can enter?

Applications to the Business Excellence Awards will be accepted from businesses which are operating in and geographically located within the Queanbeyan-Palerang Local Government Area.

Clubs and government funded agencies are not eligible to apply for the awards.

Entry process

Businesses can self-nominate in 1 of the 8 categories listed below and then have the opportunity to be awarded the Business of the Year award.

Members of the general community are encouraged to nominate businesses in the Queanbeyan-Palerang region for the Customer Service Award.

The Lifetime Achievement Award is a Committee's Choice Award to an individual who has greatly contributed to the region.

Self-nomination

Business are encouraged to self-nominate in one of the following categories:

1. Professional Services
2. Export
3. Trade
4. Inclusive Business
5. Retail
6. Tourism and Hospitality
7. Light industry, Manufacturing or Agribusiness
8. Start-up

Lifetime Achievement Award - Committee's Choice Award

This award is presented to a person who has made a significant contribution to the Queanbeyan-Palerang Business Community. This award is decided upon by the Business Excellence Awards committee.

Benefits of entering

Local businesses that enter the 2018 Business Excellence Awards will benefit in many ways:

- Receive exposure and publicity for their business across a number of media outlets.
- Opportunity to increase sales and marketing.
- Greater networking opportunities.
- The opportunity to highlight their business success.
- To have their business achievements recognised.
- The opportunity to review their business practices.
- Increased staff morale and highlighting the business as an employer of choice.

How to enter

Self-nominated businesses entering categories 1-8 are to provide a 100-word business description about their business which may be used in relation to editorial/advertising purposes for the 2018 Business Excellence Awards. Businesses must also complete the nomination form cover page and address the four submission questions (see below). These stages can also be completed online at <https://beawards.org.au/nominations/>

Up to 4 x A4 pages of supporting material should be included with your submission in the form of brochures, advertisements, customer testimonials, business plans etc. Nominations must be received by the Awards Coordinator no later than close of business 31 August 2018.

Following completion of the self-nomination form, to complete your nomination, please provide via email to admin@srbec.com.au your company logo (jpg or EPS format), three digital photos that reflect your business (jpg format at minimum size of 500kb each), and an introductory paragraph (no more than 150 words) that sums up your business philosophy/vision. Include in the subject the name of your business and the category you are entering.

All information received (apart from introductory paragraph) will be treated as 'commercial in confidence' and any material submitted will be destroyed at the completion of the awards.

Nominees are strongly encouraged to make themselves familiar with the conditions of entry and awards timeline. Key dates timeline and a checklist for entrants is included in this pack.

Nomination questions

- 1. Why should your business be given recognition in the BEA?** (examples; Contribution to the community, longevity, good employer, business growth)
- 2. Tell us what your business does and how your business does what it does?** (examples; Explain how your product matches local needs, what is it that customers like such as customer service or ease of access, giving back to the community through sponsorships)
- 3. What would attract a potential employee to your business? Tell us about your working environment and how it helps your business succeed.** (example; Good team culture, staff are involved, flexible working hours, give & take policy, opportunity for promotion & professional development, pay rates, sales incentive scheme)
- 4. Where do you see your business in 5 years? Why?** (example; your personal & business vision, exit strategy, staff buy-in, achieving goals – financial & personal, merger &/or acquisition, new products, sales levels)

Key dates in the Business Excellence Award process

Entrants are encouraged to familiarise themselves with the following important dates as no extensions will be given for any reason. Tickets for the awards night will go on sale closer to the event.

| | |
|-------------------------------|---|
| 14 March 2018 | Launch |
| 14 March 2018 | Nominations open |
| 31 August 2018 | Nominations close |
| September/October 2018 | Awards night - winners announced |

Visit the website beawards.org.au or the facebook page <https://www.facebook.com/beawards/> for details of the awards night.

Entry checklist

- Determine if you are eligible to apply (**Page 5 “Conditions of entry”**)
- Familiarise yourself with the key dates.
- Complete your nomination submission in line with the required format. (**Page 3 “How to Enter”**)
- Complete the nomination form cover page (**Page 6**) and attach to your submission.
- Forward your completed submission including nomination form and supporting materials to BEA Coordinator no later than close of business 31 August 2018 via email, post or in person, details are on the Nomination form (**Page 6**)
- Ensure your submission includes:
 - a. Nomination form
 - b. Your company logo (jpg or EPS format)
 - c. Three digital photos that reflect your business
 - d. An introductory paragraph (no more than 150 words) that sums up your business philosophy/vision
 - e. Please attach all four items on the one email and in the subject of the email put the name of your business and the category you are entering.

Note: All information provided (apart from introductory paragraph) will be treated as ‘commercial in confidence’ and any material submitted will be destroyed at the completion of the awards.

Conditions of entry

1. Entrants must be businesses with a registered business premise within the Queanbeyan-Palerang Local Government Area and such businesses must have an ABN.
2. Entrants must have been in operation for the qualifying period of 1 July 2017 to 30 June 2018 or in operation for 12 months at the time of entry into these awards. If you are unsure about this please contact the BEA Coordinator for clarification.
3. Businesses may enter only one category.
4. With the prior agreement of the entrant, submissions will only be available for viewing by members of the judging panel and BEA Coordinator.
5. The BEA Coordinator and judges have the authority to place entrants into categories that they think best reflects the business practices without the prior approval of entrants.
6. Entries will not be returned unless specifically requested.
7. Nomination Form pages must be completed and signed for the entry to be valid.
8. Entrants may enlist the help of a third party to assist with the writing and compiling of their entry submission.
9. The BEA Organising Committee has the option to feature selected entrants in promotional activities.
10. Entrants must have read and agreed to all entry guidelines and conditions of entry.
11. The judges' decision is final and no correspondence will be entered into
12. By entering the Business Excellence Awards competition, you authorise the use of the summary background for editorial/advertising purposes initiated in conjunction with the Business Excellence Awards.
13. Any slides, negatives, photos and videos must be copies / duplicates and not originals.
14. By entering the Business Excellence Awards you authorise your contact details to be supplied to agencies on behalf of award organisers for promotional purposes.
15. Under no circumstances will judges or mentors be held responsible for any comment, view point or expression whether expressed or implied, concerning the standard or quality of an entrant's submission. By signing the submission cover page you agree not to bring a claim against any judge or any members of the QBEA Organising Committee or their respective agencies in relation to feedback on your submission.
16. Possible site visit by the judges may occur on completion of the assessment of the written submission to evaluate the following
 - i. overall standard of physical appearance of the business,
 - ii. quality of service, product and professionalism of staff and management,
 - iii. linking of written submission to the business presentation, including safety, risk management, environmental impact and access.

Tips to help you complete your submission

- Tip 1** Don't undersell your business. Refer to any examples of excellence or outstanding achievements in your submission.
- Tip 2** Answer all parts of the question. Go back and review your answer. Ask a work colleague or friend to review your submission.
- Tip 3** Substantiate your claims, provide proof which could be in the form of images, testimonials from clients, etc.
- Tip 4** Be accurate and be factual.



Business Excellence Awards Nomination Form

The proposer:

Your name: _____ Phone: _____

Email: _____

The nominee:

Business name: _____

Owner/Manager: _____

Phone: _____ Email: _____

Business postal address: _____

Street address: _____

Award categories: (select which award is being entered)

- Professional services
- Export
- Trade
- Inclusive Business
- Retail
- Tourism and Hospitality
- Light industry, Manufacturing or Agribusiness
- Start-up

I _____ of _____

have read and agree to the terms and conditions of the 2018 Business Excellence Awards. I accept that my submission and supporting material will not be returned to me (unless specifically requested by myself).

Signed: _____ Date: _____

Please return completed form no later than close of business 31 August 2018 to:
BEA Coordinator

In person: Level 1, 251 Crawford St (RSL Building) Queanbeyan NSW 2620

Post: PO Box 530, Queanbeyan NSW 2620

Email: admin@srbec.com.au