

# AWARDS PROCESS

We are trying to make entry to awards as easy as possible.  
See below dates to help you with this process.

**1 COMPLETE ENTRY FORM ONLINE (ENTRY CLOSES 22ND JULY)**  
Complete the entry form and any of the judged awards applications in the one place:  
[www.macleayvalleychamber.com.au](http://www.macleayvalleychamber.com.au)

**2 ATTEND A WORKSHOP**  
There will be a workshop running during the award application process to help with your entry.  
**Friday 8th July 12.30pm - ETC**

**3 GALA TICKETS OPEN (28TH JULY)**  
Get your tickets early for this sell out event:  
[www.macleayvalleychamber.com.au](http://www.macleayvalleychamber.com.au)

**4 PUBLIC VOTING & SELF PROMOTION (28TH JULY - 12TH AUGUST)**  
Once entries close there will be a public voting period. Vote in the online public awards voting and encourage others to vote too!  
Let everyone know you have entered, by using your awards promotion pack!  
(we will send this to entrants prior to voting opening)

**5 GALA DINNER (27TH AUGUST)**  
Winners Announced! Time to celebrate local business!

# THANKS TO OUR SPONSORS

Thank you to our Presenting Partner

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Thank you to our Corporate Partners

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# AWARDS CATEGORIES



Celebrating and recognising business excellence in the Macleay Valley.  
Showcasing the success of our members.

# 2016 BUSINESS AWARD CATEGORIES



There are 3 types of awards:

- 12 Judged Awards
- 14 Business Choice
- 1 Peoples Choice

## JUDGED AWARDS

Of the judged category, three awards recognise individual excellence and achievement, while nine recognises business excellence. All applications in these categories will be adjudicated by a panel of independent industry specialists.

Please note that the Macleay Valley Food Bowl Award is a local award and therefore this category does not form part of the NSW Local Chamber Alliance Awards Program.

## BUSINESS CHOICE AWARDS

The business choice awards will this year be voted on by your peers and members of the business community. In order to lodge a vote for a nominated business using the Survey Monkey application which limits one vote per IP address, you must be:

- Member of the Macleay Valley Business Chamber
- Member of the South West Rocks Business Chamber
- Member of another recognised Business Chamber in the region
- Member of the Macleay Business Women's Network
- An applicant who has submitted an application in the 2016 Awards

A business may be nominated by a member of the public (and we will contact the business in order to complete an application) or they can enter directly (which we encourage). Please note to enter the business choice awards an entry form must be completed available from [www.macleayvalleychamber.com.au](http://www.macleayvalleychamber.com.au). Once we have received a completed entry form, a confirmation email will be sent to the registered email address.

All nominees will be listed in a voting page that will be published in the Macleay Argus from Friday, 5 August till Friday, 19 August.

## PEOPLES CHOICE

The people's choice award is open to any business in the Macleay Valley and will be voted by members of the public via The Macleay Argus voting form.

Nomination for this category will be via an Entry Form that will be published in the Macleay Argus from Tuesday, 1 July till Friday, 2 August - you can nominate yourself or be nominated by a member of the public.

All nominees will be listed in a voting page that will be published in the Macleay Argus.

## AWARDS CATEGORIES – BUSINESS CHOICE

<b>1</b>	<b>Accommodation Tourism &amp; Attractions Hotels &amp; Clubs</b>	Hotels, Motels, Farm Stays, B&B, Caravan Parks, Backpackers. Attractions, Themed Entertainment, Tours, Booking Services. Pubs, Clubs, Bars, Nightclubs.
<b>2</b>	<b>Automotive Services</b>	Sales, Repairers, Servicing, Parts & Accessories, Hire & Leasing.
<b>3</b>	<b>Building, Trade Services &amp; Suppliers</b>	Construction Trades, Trade Suppliers including Nurseries, Garden and Landscape Suppliers.
<b>4</b>	<b>Banking, Finance &amp; Credit Unions. Legal &amp; Insurance Services Real Estate &amp; Residential Services</b>	Banks, Credit Unions, Lending & Financial service providers. Lawyers, Solicitors, Conveyancing, Insurances Agencies, Advisors, IT services. Real Estates, Strata & Managing Agencies, Property Valuers.
<b>5</b>	<b>Childcare, Education &amp; Training</b>	Pre-Schools, Schools & Colleges, Training Institutions, Training Facilitators, Driving Instructors, Flight Schools.
<b>6</b>	<b>Community &amp; Social Services</b>	Job Services, Supported Employment, Drug & Alcohol & Family Support Services, Respite Care, Aged Care.
<b>7</b>	<b>Creative Services &amp; Communications</b>	Interior Designers, Graphic Designers & Agencies, Marketing Agencies, PR, Film & Video Makers, Photography Studios, Media.
<b>8</b>	<b>Food Production &amp; Catering Restaurants &amp; Cafes</b>	Catering, primary producers, food processing. Restaurants, Cafes, Takeaways, Food Vans & Vendors
<b>9</b>	<b>Hair &amp; Beauty Services</b>	Hairdressers, Salons, Barbers, Training Services.
<b>10</b>	<b>Industry, Manufacturing &amp; Engineering</b>	Primary Producers, Manufacturers, Engineering Services, Food and/or Beverage Processing/Manufacturing.
<b>11</b>	<b>Medical, Healthcare &amp; Fitness</b>	Pharmacies, Medical Practices, Medical Schools, Personal Training, Gym's & Fitness Studios.
<b>12</b>	<b>Retail</b>	Franchises, Large Retail or Bulky Goods.
<b>13</b>	<b>New Business</b>	Business commencement on or after 1st July 2015.
<b>14</b>	<b>Employee of the Year</b>	Employee of the Year Award is given annually to an outstanding employee who has made a unique contribution to their workplace and has demonstrated exceptional reliability, quality of work, initiative, and professionalism.
<b>15</b>	<b>People's Choice</b>	– voted by the public via the Macleay Argus



## AWARDS CATEGORIES – JUDGED

16	<b>Young Business Executive (aged 18 – 35)</b>	The Young Business Executive award recognises an inspirational young professional aged between 18-35 years who has built a successful career with an organisation.
17	<b>Young Entrepreneur (aged 18– 35)</b>	The Young Entrepreneur award recognises an inspirational young person aged between 18-35 years who, through their own commitment and passion, has built and operates a successful business. This award recognises young business leaders who demonstrate outstanding entrepreneurial spirit, strategic direction and innovative ideas whilst providing inspiration to a new generation of upcoming young business people.
18	<b>Business Leader (aged 35+)</b>	The 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.
19	<b>Excellence in Business Ethics</b>	Recognises an outstanding business that has been able to achieve business success while acting in an ethically responsible way.
20	<b>Excellence in Innovation</b>	Recognises businesses that have made significant contributions to their industry through the introduction or improvement of an idea, method, technology, process or application.
21	<b>Excellence in Sustainability</b>	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.
22	<b>Excellence in Small Business (for businesses employing less than 20 employees*)</b>	The Excellence in Small Business award recognises a business (employing less than 20 employees*) that has attained significant growth and is able to demonstrate the specific strategies and processes implemented to achieve sustainable growth in the previous 24 months. *This includes all employees on payroll in Australia such as contractors, casuals and labour hire staff.

## AWARDS CATEGORIES – JUDGED CONT.

23	<b>Excellence in Business (for businesses employing 20 or more employees*)</b>	The Excellence in Business award recognises a business that has attained significant growth and is able to demonstrate the specific strategies and processes implemented to achieve sustainable growth over the previous 24 months. *This includes all employees on payroll in Australia such as contractors, casual and labour hire staff.
24	<b>Employer of Choice</b>	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.
25	<b>Excellence in Export</b>	The Excellence in Export recognises leading examples of businesses that are forging a strong reputation for Australian products and services in international markets.
26	<b>Excellence in Work Health &amp; Safety</b>	This Award recognises high standards of workplace health and safety/return to work practices in small business.
27	<b>Macleay Valley Food Bowl Award</b>	This award has been launched to celebrate and recognise the organisations and individuals who have contributed to the Macleay Valley Food Bowl. The awards covers all areas of the agribusiness & industry including dairy, beef, poultry, beverages, seafood food processing and more. The award is a platform to recognise key achievements in the industry and honour key people.



# **CATEGORIES**

# **TERMS & CONDITIONS**

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Showcasing the success of our members.



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All nominees will be listed in a voting page that will be published in the Macleay Argus.

# JUDGED CATEGORY

## YOUNG BUSINESS EXECUTIVE (AGE 18 TO 35)

The Young Business Executive award recognises an inspirational young professional aged between 18-35 years who has built a successful career with an organisation.

### QUESTIONS

*Are you entering on behalf of another individual (YES/NO)?*

*If NO proceed to question 1.*

*If YES do you have their permission to enter on their behalf.*

1. Entrants name.
2. Entrant's date of birth.
3. Entrant's current job title.
4. Name of organisation the entrant works for.
5. Provide a current profile including current job role and scope of responsibilities Word count: Max 400
6. What is your employment background? Word count: Max 400
7. Provide an overview of your 5 year goals/milestones and how you are working towards these. Word count: Max 250
8. Detail your measurable career achievements. Word count: Max 400
9. Describe the key challenges you have faced as a young business professional and how you deal with these challenges. Word count: Max 400
10. What do you believe makes you a good leader? Word count: Max 400

### ADDITIONAL T&C'S

- In addition to the general T&C's the following apply to this category:-
- If you are applying on behalf of someone else you must have their permission to enter this award category.
- Entrant must be employed by the organisation for a period of 2 years at the time of entry submission.
- Should the entrant leave the organisation before the Regional or State Gala event, their entry is ineligible.
- The Finalist complimentary ticket is non transferrable in this category at regional or state level.
- NSW Business Chamber State and Regional Councillors are ineligible to enter into this category.
- NSW Business Chamber Business Award program judges are ineligible to enter into this category for the current year and the consecutive year following the year in which they judged

# JUDGED CATEGORY

## YOUNG ENTREPRENEUR (AGE 18 TO 35, IN OWN BUSINESS)

The Young Entrepreneur award recognises an inspirational young person aged between 18-35 years who, through their own commitment and passion, has built and operates a successful business. This award recognises young business leaders who demonstrate outstanding entrepreneurial spirit, strategic direction and innovative ideas whilst providing inspiration to a new generation of upcoming young business people.

### QUESTIONS

*Are you entering on behalf of another individual (YES/NO)?*

*If NO proceed to question 1.*

*If YES do you have their permission to enter on their behalf.*

1. Entrants name.
2. Entrant's date of birth.
3. Name of business/organisation
4. Provide a current profile of yourself including your title, current business, scope of responsibilities. Word count: Maximum 500
5. Please detail the measurable achievements in your business. Word count: Maximum 400
6. Provide an overview of your 5 year goals/milestones for your business and how you are working towards these. Word count: Maximum 400
7. Describe the key challenges you have faced as a young entrepreneur and how you deal with these challenges. Word count: Maximum 400
8. How do you demonstrate inspiration to other young entrepreneurial people? Word count: Maximum 400
9. Why do you believe you should win this award? Word count: Maximum 300

### ADDITIONAL T&C'S

- In addition to the general T&C's the following apply to this category:-
- If you are applying on behalf of someone else you must have their permission to enter this award category.
- Entrants must have ownership and/or have been operating their business for a minimum of 2 years at the time of entry submission.
- NSW Business Chamber State and Regional Councillors are ineligible to enter into this category.
- NSW Business Chamber Business Award program judges are ineligible to enter into this category for the current year and consecutive year following the year in which they judged.

# JUDGED CATEGORY

## BUSINESS LEADER AGE 36+

The 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.

### QUESTIONS

*Are you entering on behalf of another individual (YES/NO)?*

*If NO proceed to question 1.*

*If YES do you have their permission to enter on their behalf.*

1. Name of entrant.
2. Entrant's date of birth.
3. Entrant's current job title.
4. Name of organisation.
5. Provide a current profile of yourself including your title, current business role, scope of responsibilities. Word count: Maximum 400
6. Why do you believe you should be considered as a business leader? Word count: Maximum 400
7. Provide an overview of your 5 year goals /milestones. Word count: Maximum 400
8. Detail your achievements in business in the previous 5 years. Word count: Maximum 450
9. Describe the key challenges you have faced as a business leader in the past 5 years and how you overcame them. Word count: Maximum 450
10. Demonstrate how you have helped the community (and or the business community) overcome social or environmental problems. Word count: Maximum 400

### ADDITIONAL T&C'S

- In addition to the general T&C's the following apply to this category:
- If you are applying on behalf of someone else you must have their permission to enter this award category.
- NSW Business Chamber State and Regional Councillors are ineligible to enter into this category.
- NSW Business Chamber Business Award program judges are ineligible to enter into this category the current year and consecutive year following the year in which they judged.
- Tick box that you have read and accepted these category T&Cs

# JUDGED CATEGORY

## EXCELLENCE IN BUSINESS ETHICS

Recognises an outstanding business that has been able to achieve business success while acting in an ethically responsible way.

### QUESTIONS

*Are you entering on behalf of another individual (YES/NO)?*

*If NO proceed to question 1.*

*If YES do you have their permission to enter on their behalf.*

1. Name of entrant.
2. Entrant's business name
3. Provide a current profile of yourself including your title, current business, scope of responsibilities. Word count: Maximum 500
4. Explain how your business demonstrates excellence in business ethics? Please provide at least 3 specific examples. Word count: Maximum 400
5. How do ethical practices contribute to your business success? Please provide evidence. Word count: Maximum 400
6. Detail measurable evidence of how you contribute to your local community. Word count: Maximum 400
7. Describe how your business interacts with your employees to promote excellence in business ethics with your suppliers and customers. Please provide at least 3 specific examples. Word count: Maximum 400

# JUDGED CATEGORY

## EXCELLENCE IN INNOVATION

Recognises businesses that have made significant contributions to their industry through the introduction or improvement of an idea, method, technology, process or application.

### QUESTIONS

*Are you entering on behalf of another individual (YES/NO)?*

*If NO proceed to question 1.*

*If YES do you have their permission to enter on their behalf.*

1. Name of entrant.
2. Entrant's business name
3. Provide a current profile of yourself including your title, current business, scope of responsibilities. Word count: Maximum 500
4. Is this a new innovation or an innovative approach to an existing practice or problem? Please explain. Word count: Maximum 400
5. 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. Word count: Maximum 450
6. Provide evidence of how your business is innovative, with specific examples over the previous 24 months including cost effectiveness, integration and risk minimization. Word count: Maximum 500
7. Provide details of the commercialisation, adoption or take up of the innovation and its sustainability over time. Word count: Maximum 500
8. Provide measurable evidence of how innovative activity in your business in the previous 12 - 24 months has helped grow or improve your business. Word count: Maximum 400
9. Demonstrate the extent to which your business innovation has or is likely to have a positive impact beyond your business (i.e. to your industry, to the community). Word count: Maximum 400
10. How are these improvements or impacts to the business measured? Word Count: Maximum 400



# JUDGED CATEGORY

## 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.

### QUESTIONS

*Are you entering on behalf of another individual (YES/NO)?*

*If NO proceed to question 1.*

*If YES do you have their permission to enter on their behalf.*

1. Name of entrant.
2. Entrant's business name
3. Provide a current profile of yourself including your title, current business, scope of responsibilities. Word count: Maximum 500
4. Describe your business environmental sustainability goals. Please note that these must be quantifiable targets. Word count: Maximum 300
5. Describe the initiatives/actions your organisation has undertaken to achieve its sustainability objectives in the previous 12- 24 months. Word Count: Maximum 400
6. Describe your sustainability achievements over the last 12 months. Word count: Maximum 400
7. Describe how you involve staff in your environmental initiatives. Word count: 400
8. Provide measurable evidence of how the sustainability objectives your business has achieved have contributed to the business, its customers, staff and suppliers such as financial outcomes, staff engagement, marketing benefits, and supplier/customer loyalty. Word count: 500

### ADDITIONAL T&C'S

- Where sustainability is your core business, you must enter this category based on sustainable initiatives and projects within your business, not related to your core offering.

# JUDGED CATEGORY

## **EXCELLENCE IN SMALL BUSINESS (FOR BUSINESSES EMPLOYING LESS THAN 20 EMPLOYEES\*)**

The Excellence in Small Business award recognises a business (employing less than 20 employees) that has attained significant growth and is able to demonstrate the specific strategies and processes implemented to achieve sustainable growth in the previous 24 months.

\*This includes all employees on payroll in Australia such as contractors, casuals and labour hire staff.

### **QUESTIONS**

*Are you entering on behalf of another individual (YES/NO)?*

*If NO proceed to question 1.*

*If YES do you have their permission to enter on their behalf.*

1. Name of entrant.
2. Entrant's business name
3. Provide a current profile of yourself including your title, current business, scope of responsibilities. Word count: Maximum 500
4. Explain your business growth in the previous 24 months. Word count: Maximum 400
5. Explain the strategies and plans to achieve your business growth over the previous 24 months. Word count: 450
6. How did you implement these strategies? Word count: Maximum 400
7. Detail the measurable results you achieved both financial and non-financial and how these demonstrate "excellence". Word count: Maximum 500

# JUDGED CATEGORY

## EXCELLENCE IN BUSINESS (FOR BUSINESSES EMPLOYING 20 OR MORE EMPLOYEES\*)

The Excellence in Business award recognises a business that has attained significant growth and is able to demonstrate the specific strategies and processes implemented to achieve sustainable growth over the previous 24 months.

\*This includes all employees on payroll in Australia such as contractors, casual and labour hire staff.

### QUESTIONS

*Are you entering on behalf of another individual (YES/NO)?*

*If NO proceed to question 1.*

*If YES do you have their permission to enter on their behalf.*

1. Name of entrant.
2. Entrant's business name
3. Provide a current profile of yourself including your title, current business, scope of responsibilities. Word count: Maximum 500
4. Explain your business growth in the previous 24 months. Word count: Maximum 400
5. Explain the strategies and plans to achieve your business growth over the previous 24 months. Word count: Maximum 450
6. How did you implement these strategies? Word count: Maximum 400
7. Detail the measurable results you achieved, both financial and non-financial, and how these demonstrate "excellence". Word count: Maximum 500

# JUDGED CATEGORY

## 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.

### QUESTIONS

*Are you entering on behalf of another individual (YES/NO)?*

*If NO proceed to question 1.*

*If YES do you have their permission to enter on their behalf.*

1. Name of entrant.
2. Entrant's business name
3. Provide a current profile of yourself including your title, current business, scope of responsibilities. Word count: Maximum 500
4. Please provide the number of full time employees includes all employees on payroll in Australia. (This is for context only and will not be scored).
5. Explain any specific HR and WHS programs and policies you have undertaken in the previous 24 months. Word count: Maximum 400
6. Why did your business embark on this project/s and/or initiatives? Word count: Maximum 350
7. What measurable results have been achieved and how have they positively contributed to workplace productivity and employee satisfaction? (i.e. reduction in voluntary staff turnover, absenteeism, training and development hours, employee satisfaction measures). Word count: Maximum 450
8. Identify and describe the benefits you offer as an Employer of Choice? Word Count Maximum 400

# JUDGED CATEGORY

## EXCELLENCE IN EXPORT

The Excellence in Export recognises leading examples of businesses that are forging a strong reputation for Australian products and services in international markets.

### QUESTIONS

*Are you entering on behalf of another individual (YES/NO)?*

*If NO proceed to question 1.*

*If YES do you have their permission to enter on their behalf.*

1. Name of entrant.
2. Entrant's business name
3. Provide a current profile of yourself including your title, current business, scope of responsibilities. Word count: Maximum 500
4. Summarise your measurable export success or successes in the past 24 months. Word count: Maximum 350
5. Outline the key points of your international marketing strategy over the past 12- 24 months and what role it played in your company's success. Word count: Maximum 400
6. What strategies (communication/advertising/promotional/partnerships etc.) have you implemented to promote and sustain awareness of your brand/s in overseas markets in the past 12-24 months? Word count: Maximum 400
7. Briefly explain how your company differentiates its product/service from the competition and how you are maintaining/improving this advantage. Word count: Maximum 400

# JUDGED CATEGORY

## MACLEAY VALLEY FOOD BOWL AWARD

This award has been launched to celebrate and recognise the organisations and individuals who have contributed to the Macleay Valley Food Bowl. The award covers all areas of the agribusiness industry including dairy, beef, poultry, beverages, seafood, food processing and more, as well as large and micro agricultural businesses. The award is a platform to recognise key achievements in the industry and honour key people.

This award will not be eligible to be considered for further judging by the Regional Business Awards Committee as it focuses only on the Macleay Valley at this stage.

### QUESTIONS

*Are you entering on behalf of another individual (YES/NO)?*

*If NO proceed to question 1.*

*If YES do you have their permission to enter on their behalf.*

1. Name of entrant.
2. Entrant's business name
3. Provide a current profile of yourself including your title, current business, scope of responsibilities. Word count: Maximum 500
4. Describe the key challenges you have faced in the past 5 years and how you overcame them. Word count: Maximum 450
5. What strategies (communication/advertising/promotional/partnerships etc.) have you implemented to promote and sustain awareness of your brand/s in the past 12-24 months? Word count: Maximum 400
6. Briefly explain how your business differentiates its product/service from the competition and how you are maintaining/improving this advantage. Word count: Maximum 400