



# Westpac Southland Business Excellence Awards



## Recognising business excellence in Southland



## Entry Form

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### CONTACT DETAILS

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FULL BUSINESS/ORGANISATION NAME:  
CONTACT NAME: POSITION:  
E-MAIL:  
BUSINESS LOCATION (*physical address*):  
POSTAL ADDRESS (*if different from above*):  
PHONE: MOBILE:  
WEBSITE: FACEBOOK:  
CONTACT PERSON FOR FUTURE CORRESPONDENCE (*if different from above*):  
MOBILE: EMAIL:  
YEAR BUSINESS/ORGANISATION ESTABLISHED:

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### CATEGORIES

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Please indicate which category or categories you wish to enter (you may enter multiple categories):

**Crowe Horwath Primary & Primary Services Sector Award**

Recognising any enterprise in the primary and primary service sector that provides outstanding products or services.

**Invercargill City Council Construction, Trades, Manufacturing & Distribution Sector Award**

Recognising any enterprise in the construction, trades, manufacturing & distribution sector that provides outstanding products or services.

**PowerNet New and Emerging Award**

For private sector enterprises that have been in operation for less than two years as at 31 March 2017 and have demonstrated business excellence.

**The Southland Times Consumer Service Sector Award**

Recognising any enterprises in the hospitality, tourism or retail sector that provides outstanding products or services.

**Invercargill Licensing Trust Not for Profit Award**

Recognising excellence in performance by a Southland not-for-profit organisation.

**Southland Chamber of Commerce Professional Service Sector Award**

Recognising any enterprise in the professional service sector that provides outstanding products or services.

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## SPECIALIST CATEGORIES

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Do you also wish to enter a specialist category? If so, click which ones and extra questions will be made available.

### **Market South Innovation Award**

Recognising innovative enterprises that have invested in developing innovative thinking, products, services, initiatives, processes, or a business model that have been integral to their success.

### **ACC Workplace Safety Award**

For all enterprises that demonstrate excellent safety in the workplace.

### **Healthy Families Workplace Wellbeing Award**

Recognising enterprises that have created successful initiatives designed to embed a culture of wellness in their organisations

### **Southern Institute of Technology Business Personality Award**

Your chance to recognise an outstanding individual who has gone the extra mile.

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## ALL ENTRANTS TO COMPLETE QUESTIONS 1 - 6

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### **1. ENTERPRISE SIZE AND NUMBER OF EMPLOYEES BASED IN THE SOUTHLAND REGION** (*number of staff*)

Please select the employee numbers that apply to your organisation – for the majority of the **2016** calendar year.

- 1 – 14 full time employees
- 15 – 50 full time employees
- 51 – 100 full time employees
- More than 100 full time employees
- More than 500 full time employees

### **2. ENTERPRISE SUMMARY**

Briefly describe your business/organisation, its brief history, your customers and core activities.  
(Maximum 50 words)

### **3. PLANNING (15 Points)**

Please describe:

- Your organisation's vision and goals.
- How you developed these goals and what challenges are associated with achieving them.
- How you strategically plan, communicate and then implement and evaluate this plan.

(Maximum 250 words)

#### 4. STRENGTHS (60 Points)

Please describe what makes your business stand out. Your examples could include:

- Advantages that your business has and that set it apart from your competition.
- How you achieve your goals and objectives and how you communicate these (e.g. marketing).
- Quality customer service – customer experience, ability to retain customers and build market share.
- Staff – how they contribute to your goals, and how you motivate them in both the short and long term.
- How your business recognises and makes the most of opportunities throughout the business environment – these can be related to any element of your business including your customers, staff, technologies, innovations, efficiencies, and/or processes/systems.
- Relationships with key suppliers,
- Development of your product and/or service.
- The leadership in your enterprise.
- Risk management and how you recognise and manage different risks in your enterprise.
- Business sustainability, whether that is in terms of the environment, society or economy.

(Maximum 1000 words)

#### 5. PERFORMANCE (25 points)

Describe the key performance indicators in general terms over the past two years, and how this information is used in the management of your business. Your examples could include:

- Productivity improvements
- Market share improvements
- Business growth record
- Financial indicators
- Business efficiency
- Other non-fiscal (such as measured satisfaction levels)

(Maximum 500 words)

Has your profit increased in the last financial year compared to the previous?

Yes

No

Not applicable

If it has increased in the last financial year compared to the previous, by what percentage?

If N/A please explain

#### 6. SUPPLEMENTARY INFORMATION (10 Points)

Your chance to upload supplementary information.

This may include:

- Testimonials/Awards/Accreditations/Certifications
- Compliance documentation
- Marketing Materials

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## SPECIALIST CATEGORIES

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### MARKET SOUTH INNOVATION AWARD QUESTION (100 POINTS)

**Please also answer this section if entering the Market South Innovation Award**

Describe how your enterprise is innovation and design led and has invested in developing innovative thinking, products, services, initiatives, processes, or a business model that have been integral to the enterprise's success.

Examples could include:

- The use and implementation of innovation and knowledge to enhance business excellence and organisational performance.
- An environment that encourages and rewards innovative employees.
- The use of a strong element of design and innovation within the company.
- How innovation and staff are used for knowledge generation.
- Application of innovation and technology to underpin future business growth.
- Results gained from recent improvements or innovations.

(Maximum 500 words)

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### ACC WORKPLACE SAFETY AWARD (100 Points)

**Please also answer this question if entering the ACC Workplace Safety Award**

The judges will be looking for businesses that can demonstrate how hazard management has been successfully integrated into your operational activities, and supported continuous improvement along with evidence of employee involvement in the process.

Your comments below should explain how you have met the following criteria and how you have linked this to a continuous improvement strategy that includes employee involvement. **Please use one example, and follow it through all sections.**

(Maximum 800 words)

#### Criteria

How you plan for or identify new hazards in your workplace

**Comment:**

What activities or strategies you use to manage these hazards, i.e. the steps that you take or the systems you develop

**Comment:**

How do you check that that these activities or systems are working?

**Comment:**

What do you do when you determine the activities or systems for hazards aren't working correctly?

**Comment:**

How do you involve employees in this process?

**Comment:**

How do you integrate these processes into everyday operational activities?

**Comment:**

Please note: Should you be selected as a finalist for the ACC Workplace Safety Award, ACC will conduct a work site assessment which will review your wider health and safety system as part of the judging process.

Further information about workplace safety can be found on the ACC website at:

<http://www.acc.co.nz/preventing-injuries/at-work/index.htm>

## HEALTHY FAMILIES INVERCARGILL – WORKPLACE WELLBEING AWARD

### PURPOSE OF THE AWARD

- To recognise and acknowledge businesses and workplaces who have integrated health and wellbeing into their workplace culture by creating, encouraging and supporting a health promoting environment

Judges will be looking for businesses that can demonstrate how the health and wellbeing of their staff is encouraged through a health promoting environment that is created and successfully integrated into the everyday operational activities that the business conducts and evidence of employee involvement throughout the process.

### AWARD FOCUS AREAS FOR JUDGES

1. How does your organisation promote, support and encourage workplace wellbeing?
2. If you already have a wellness programme or policy, please explain how this is implemented?
3. How does your business promote its commitment to workplace wellbeing to the community?
4. Explain how sustainable your wellbeing practices and culture are within your business?
5. What types of involvement do your staff play in the process?
6. If you were to showcase one successful aspect your workplace is doing in regards to workplace wellbeing, what would it be?

## SOUTHERN INSTITUTE OF TECHNOLOGY- BUSINESS PERSONALITY AWARD

SEE SEPARATE ATTACHMENT

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## MEDIA RELEASE

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**No points are awarded for this information and it does not form part of the judging criteria.**

The Westpac Southland Business Excellence Awards 2017 will generate significant publicity and media coverage. All entries must include a media statement as it is important that information about your business is readily available for The Southland Times article showcasing finalists.

In a maximum of 100 words, your media statement should include:

- A brief history of your business/enterprise.
- Questions to think about to include; how many staff? When did you begin? What does your business do/produce? Where are you located?
- Quotes from the official spokesperson (including their title) about what makes your business/enterprise different/special/exceptional.
- Anything else new, unique or currently newsworthy about your business/ enterprise.

Please provide ONE photograph that showcases your business/organisation, its people and its activities - keeping your category in mind. (In JPEG format and of a high resolution). Please also provide your company logo.

The photograph (JPEG), logo and media release must be supplied separately to enable it to be easily forwarded on to The Southland Times. Please either enclose on CD, memory stick or email to [office@commercesouth.com](mailto:office@commercesouth.com)

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## SUBMITTING YOUR ENTRY

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Please ensure you can answer 'YES' to the following questions prior to signing your entry:

### CHECKLIST

I have answered all the sections:

- Contact Details
- Enterprise Size and Number of Employees
- Enterprise Summary
- Planning (15 points)
- Strengths (60 points)
- Performance (25 points)
- Supplementary Information (10 points)
- **Compulsory – upload a letter from your accountant confirming a sound financial position (template available to download)**

Also, I have completed the following sections if applying for these awards:

- Market South Innovation Award (100 points)
- ACC Workplace Safety Award (100 points)
  
- Healthy Families Invercargill Workplace Wellbeing Award
- Southern Institute of Technology Business Personality of the Year

I agree that as a condition of entry I will be available to appear on video camera for use of promotional material at the awards night and thereafter.

I agree that I will be available to be interviewed by the judges if they require more information as part of the judging process.

I understand that the judges may request supplementary information to determine the category finalists.

I agree that I have disclosed any issues that may compromise the integrity of the awards or cause our organisation to discontinue in operation or business in the following year. These issues may include legal action, law changes, possible loss of funding, or other risks.

I agree to allow the Chamber of Commerce Southland to record in a data base, the award entrant's business name and details as furnished in your entry form, and to make this available to the Awards principal sponsor, with the ability to the Chamber and the Awards principal sponsor to use same for forwarding appropriate promotional information to the entrant's contacts.

By entering the awards you confirm that you or your business is not currently or potentially under criminal investigation and authorise Chamber of Commerce Southland to confirm this with official authorities if they see fit.

### DECLARATION

I declare to the best of my knowledge the information contained in this Entry Form is true and correct. I have read and understood the criteria for the category selected and confirm that the submitted entry meets the criteria.

Name of Contact:

Designation:

Date:

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## THANK YOU FOR ENTERING

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