



## Westpac Southland Business Excellence Awards



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**Is your business ready  
to be recognised?**

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# Entry Form

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### CONTACT DETAILS

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Full Business Name / Organisation \_\_\_\_\_

Contact Name \_\_\_\_\_ Position \_\_\_\_\_

Email \_\_\_\_\_ Facebook \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Business Location (PHYSICAL ADDRESS) \_\_\_\_\_

Postal Address (IF DIFFERENT FROM ABOVE) \_\_\_\_\_

Contact Person for Future Correspondence (IF DIFFERENT FROM ABOVE) \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Year Business / Organistaion 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):

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Findex (NZ) Ltd Primary &amp; Primary Services Sector Award</b><br>Recognising any enterprise with less than 15 full time employees demonstrating business excellence.   | <input type="checkbox"/> <b>The Southland Times Consumer Service Sector Award</b><br>Recognising any enterprises in the hospitality, tourism or retail sector that provides outstanding products or services.    |
| <input type="checkbox"/> <b>Invercargill City Council Construction, Trades, Manufacturing &amp; Distribution Sector Award</b><br>Recognising any enterprise in the construction, trades, manufacturing & distribution sector that provides outstanding products or services. | <input type="checkbox"/> <b>Invercargill Licensing Trust Not for Profit Award</b><br>Recognising excellence in performance by a Southland not-for-profit organisation.   |
| <input type="checkbox"/> <b>PowerNet New and Emerging Award</b><br>For private sector enterprises that have been in operation for less than two years as at 31 March 2019 and have demonstrated business excellence.   | <input type="checkbox"/> <b>Southland Chamber of Commerce Professional Service Sector Award</b><br>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, select which ones and extra questions will be made available.

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Market South Innovation Award</b><br>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. | <input type="checkbox"/> <b>Healthy Families Workplace Wellbeing Award</b><br>Recognising enterprises that have created successful initiatives designed to embed a culture of wellness in their organisations |
| <input type="checkbox"/> <b>ACC Workplace Safety Award</b><br>For all enterprises that demonstrate excellent safety in the workplace.   | <input type="checkbox"/> <b>Southern Institute of Technology Business Personality Award</b><br>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 2018 calendar year.

- |   |  |
|---|--|
| <input type="checkbox"/> 1 – 14 full time employees   | <input type="checkbox"/> More than 100 full time employees |
| <input type="checkbox"/> 15 – 50 full time employees  | <input type="checkbox"/> More than 500 full time employees |
| <input type="checkbox"/> 51 – 100 full time employees |  |

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The Southland Times



PRODUCT SPONSORS



PRINCIPAL SPONSOR



FINDEX









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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

*Continued on following page*





**ACC WORKPLACE SAFETY AWARD (100 POINTS)** MAX 800 WORDS

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.**

How you plan for or identify new hazards in your workplace

- How you manage hazards and risks in your workplace.
- Which activities or strategies you use to manage these hazards and risks, i.e. the steps that you take or the systems you develop.
- How do you assess the level of effectiveness of your hazard and risk management?
- How do you involve employees and others in this process?
- How do you integrate these processes into everyday operational activities?

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**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: <https://www.acc.co.nz/for-business/workplace-health-safety/tools-for-staying-healthy-safe-at-work/>



**HEALTHY FAMILIES INVERCARGILL – WORKPLACE WELLBEING AWARD (100 POINTS)** MAX 250 WORDS

Purpose of the Award:

To recognise and acknowledge businesses and workplaces who have integrated wellbeing into their workplace culture.

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:

- The way we lead - The workplace’s commitment to wellbeing is practised at all levels and led by management.
- The way we connect - The people in your workplace work as a team. They are supported to connect, stop and take notice of themselves, each other and their environment.
- The way we work - The wellbeing of your people is deliberately integrated into how your workplace manages, designs, arranges and carries out work.
- The place we work - The physical environment and facilities in your workplace are designed to support the health and wellbeing of your people.

*Please use the prompts above.*

Tell us about workplace wellbeing in your organisation.

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What involvement does your staff have in developing your workplace wellbeing culture?

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How does your business play a role in the wider community’s wellbeing?

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Choose one aspect of wellbeing in your workplace that you are really proud of; and tell us why it was so successful.

MAX 250 WORDS

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**SOUTHERN INSTITUTE OF TECHNOLOGY– BUSINESS PERSONALITY AWARD**

*See separate attachment*

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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:

- |  |  |
|--|--|
| <input type="checkbox"/> Contact Details                         | <input type="checkbox"/> Strengths (60 points)                 |
| <input type="checkbox"/> Enterprise Size and Number of Employees | <input type="checkbox"/> Performance (25 points)               |
| <input type="checkbox"/> Enterprise Summary                      | <input type="checkbox"/> Supplementary Information (10 points) |
| <input type="checkbox"/> Planning (15 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 (100 points)
- Southern Institute of Technology Business Personality of the Year

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## DECLARATION

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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.

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 \_\_\_\_\_