



2022 Entry Form and Guidelines

Brought to you by the
SOUTH CANTERBURY CHAMBER OF COMMERCE



At **Ara Institute of Canterbury**, our objective is to empower our learners to build better worlds – whether by starting their own ventures or contributing to the workforce across a variety of sectors.

Ara is immensely pleased to be premier sponsor for the **Business Excellence Awards 2022** and to be part of an uplifting local event which celebrates stand-out businesses and leaders in South Canterbury.

We take pride in our role contributing to the educational, social and economic development of the region and will continue to support South Canterbury by transforming lives through education (Ngāi Tātou ki te whai ao).

Good luck to everyone who enters this year's awards – we wish you every success with your endeavours.



Darren Mitchell, Acting CEO,
Ara Institute of Canterbury Ltd

Print Partner 2022



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Air New Zealand proudly partnering the South Canterbury Chamber of Commerce

Support Sponsors 2022



The Objectives of the Awards

The 2022 Ara Business Excellence Awards recognise the resilience, innovation, and success of businesses and Not for Profit organisations in the South Canterbury region and profiles the nominees and the economic diversity of the region during the adversity of the past year.

Why Enter?

Many previous entrants have remarked on the simplicity and the value of the entry process for the following reasons:

- An opportunity to gain exposure and recognition whilst celebrating business excellence
- An opportunity to focus on your business by identifying your core strengths, competitive advantages, and any areas for further improvement
- An opportunity to review and document your achievements and milestones over the previous calendar year and plans for the future
- An opportunity to create motivation, enthusiasm, and pride for the organisation by engaging your team in the entry process
- Entrants benefit from significant local media coverage, with category and supreme winners able to leverage their success in on-going advertising and communications activity well past the immediate award period
- Showcases your services and products to a wider audience

Entrants can choose to enter **one category** and up to **three special awards** or choose to only enter the special awards. You do not need to enter a category in order to enter a special award. These are standalone awards.

Entry is free and is **open to all businesses in South Canterbury**.

Chamber members and non-Chamber members are all encouraged to enter.

**These awards will continue to run at all phases of the COVID-19 traffic light framework.
The format will be adapted as necessary.**

2022 Premier sponsor



Award Categories

- ❖ Timaru District Council/Venture Timaru **Emerging Business**
Commercial business trading less than 3 years.



- ❖ DB Draught **Small Business**
Commercial business with 1 - 5 FTE



- ❖ Oceania Dairy **Medium Business**
Commercial business with 6 - 15 FTE



- ❖ Stuff/ Timaru Herald **Large Business**
Commercial business with 16+ FTE



- ❖ PrimePort **Global Exporter**
Recognises successful exporters



- ❖ RSM Law **Community Organisation**
N.F.P. organisations that have an impact on the community



Special Awards

- ❖ **Emerging Leader Award**

- ❖ 2degrees **Workplace Wellbeing Award**



- ❖ Alpine Energy **Innovation and Technology Award**



- ❖ **Supporting Local Award**

- ❖ Environment Canterbury **Sustainability & Environmental Award**



ANZ People's Choice Award



All finalists are eligible for this award. It is voted by the public through the website www.southcanterbury.org.nz

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Forsyth Barr Special Commendation



Recognising a leader of the business community who has done exemplary work and has made a significant contribution to the business and wider community.

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Entry Workshops – sponsored by Mackenzie District Council



Mackenzie
DISTRICT COUNCIL

Workshops are scheduled to assist businesses entering the awards. This is an opportunity to cover any questions you may have regarding the entry process. These workshops are available face to face, or as a zoom option.

To **register** for a workshop please phone the South Canterbury Chamber of Commerce office on 03 687 2733 or email us at awards@scchamber.org.nz.

KEY DATES

ENTRIES OPEN	
Monday 14 February	Download entry forms at www.southcanterbury.org.nz/awards
Thursday 24 February	Twizel Workshop, Poppies Café, 10.00am – 11.00am
Thursday 24 February	Tekapo Workshop, Tekapo Community Hall, 2.00pm – 3.00pm
Friday 25 February	Timaru Workshop, Chamber of Commerce, 12.30pm – 1.30pm
Tuesday 1 March	Waimate Workshop, Waimate Event Centre, 9.30am – 10.30am
Wednesday 9 March	Fairlie Workshop, Fairlie Community Centre, 10.00am – 11.00am
Thursday 10 March	Geraldine Workshop, Barker's Foodstore and Eatery 1.30pm – 2.30pm
Thursday 16 March	Timaru Workshop, Chamber of Commerce, 12.30pm – 1.30pm
Friday 1 April	Timaru Workshop, Chamber of Commerce, 9.00am – 10.00am
Friday 8 April	Entries close
13 April – 6 May	Judging Process
Friday 13 May	Finalists announced. ANZ People's Choice voting begins
Tuesday 17 May	Ticket sales begin
Friday 10 June	Ticket sales close. ANZ People's Choice voting closes
Friday 17 June	Ara Business Excellence Awards Gala Event

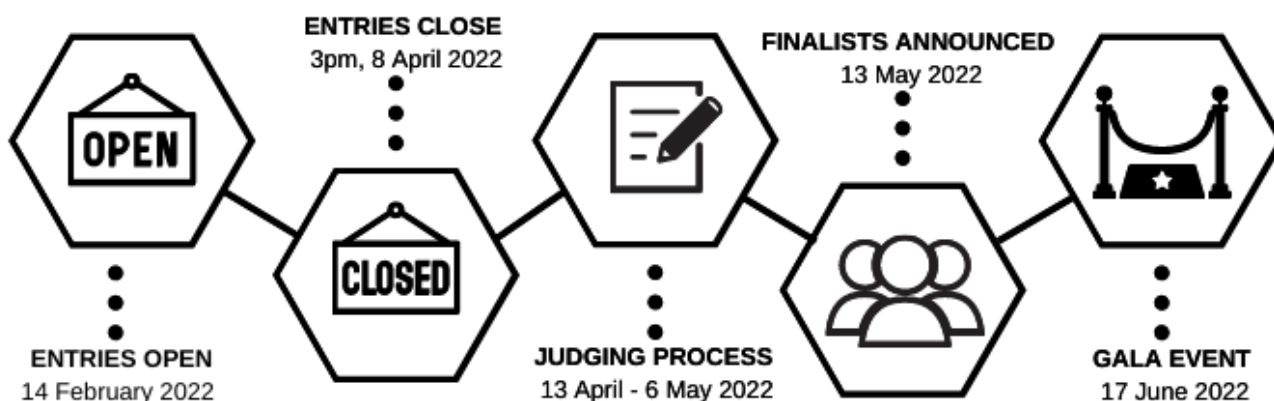
Guidelines and Conditions of Entry and Eligibility

- Organisations and businesses must be in **South Canterbury** i.e. Timaru, Mackenzie, or Waimate District.
- Each section must be completed within the specified **word limit**. Additional information will be excluded from judging.
- If you enter a category, you are not **eligible to enter** you will be asked to move to a suitable category.
- Please **word-process** your answers. The entry form pages 1 -3 may be completed by hand.
- **A4 Format only.**
- If you are posting or delivering your entry, please **provide the following copies for judges**
Category Awards 6 copies
Special Awards 3 copies
- Entries can be emailed to awards@scchamber.org.nz
- **All entrants** must send an **electronic version** of your entry to awards@scchamber.org.nz by the closing date.
- Answer all questions clearly and concisely. The use of bullet points is recommended when summarising information. **Appendices** are not permitted.
- Businesses must disclose any issues that may compromise the integrity of the awards or cause a business/organisation to discontinue in the next year. Issues may include legal action, law changes, cash flow difficulties, insolvency, possible loss of funding or other risks.
- It is not compulsory to include financial indicators, however indicators such as gross/net profit percentage could enhance your entry.
- If part of a larger organisation, organisations and businesses must be able to demonstrate that the South Canterbury branch operates as a separate business unit.
- All judging will be based on the initial application submitted. A mystery shopper process will be conducted for all category finalists and this mark will be included in the final score. Some finalists will receive a site visit. See award criteria.
- Finalists and winners agree to being involved in publicity related to the awards, including photo and other media opportunities with sponsors, judges, and the SC Chamber of Commerce.
- The SC Chamber of Commerce reserves the right to decline an application where it believes a business is not located in South Canterbury, where it believes a material conflict of interest exists with Chamber staff, directors, award sponsors and/or judges, or where entry criteria is not met.
- Category finalists must be available to attend the Awards ceremony in Timaru on Friday 17 June 2022.
- Previous Supreme Winners of the Business Excellence Awards are not eligible to enter the Business Excellence Awards for two years following their win of the Supreme Award (i.e., they may only enter in the third year following).
- For the Special Awards entry – two previous wins creates a stand down period of two years.
- Business Continuity Planning has provided a number of options to ensure the Ara Business Excellence Awards can proceed in all three Covid traffic light settings.

Confidentiality and Judging Ethics

- The judging panels are made up of local and national business leaders.
- For the award process to be effective, there must be unquestionable fairness and objectivity for all concerned.
- All awards entry documentation and entry forms are treated as confidential by the organising team and judges and will not be returned to entrants.
- Applicants are not expected to provide or reveal proprietary information regarding products, processes, or services.
- Judges will be asked to declare any conflicts of interest and if necessary alternative judging arrangements will be made.
- Each judge has volunteered their time without compensation and is committed to assisting with the success of the awards.
- Judging scores remain confidential and no correspondence will be entered into regarding the outcome of the awards. Please do not contact the judges for any comment.
- **Please note:** The top scoring entrants in each category/award will become finalists; however, entrants must score over 60% to become a finalist.

For any enquiries contact the SC Chamber of Commerce office (03) 687 2733 or email awards@scchamber.org.nz



Helpful Entry Tips

The following are some useful tips on the information judges are looking for from the answer to certain questions.

Key Characteristics of Your Business

- Business objectives that have been achieved
- Innovative initiatives that have been successfully implemented
- Unique organisational policies – internal and/or external benefits
- Examples of adding value to the South Canterbury region, business community or the community in general
- Buying locally
- Local sponsorships, e.g. involvement in community/charitable initiatives
- Branding/marketing behaviour that reinforces positive social values
- Active involvement in a local business organisation or industry group
- Other awards achieved or won
- Innovative responses to changes in your enterprise's operating environment
- Product integrity
- Application of innovation/technology
- Attitude/role in ensuring sustainability in our environment – environmental, financial, and social sustainability
- Ethical and responsible governance model strategies

Your Point of Difference

- Innovative product and/or service development
- Unique marketing and branding strategies
- Unique customer markets
- Evidence of positive outcomes or competitive advantage resulting from this point of difference, and how this links to improved performance
- Your organisation's guiding principles and company values - and how you involve key stakeholders (including staff, suppliers, and customers)

Social Responsibility

- Practical actions your business has taken to improve resource efficiency, the environment or reduce greenhouse gas emissions e.g. Energy and water efficiency, waste minimisation and efficient transport
- The adoption of continual improvement processes such as social/environmental reporting or certifications
- The positive impact your organisation makes on the health and wellbeing of your stakeholders, including employees, customers, investors, and the wider community
- People management approaches used to build staff engagement, support personnel development, embrace diversity, provide equal employment opportunities, support migrant staff, or address skill shortages

CATEGORY QUESTIONS

Please also complete the Entry form pages

ACTIVITY SUMMARY and BUSINESS DESCRIPTION

Briefly summarise your key business activity or purpose. **(Maximum 120 words, no marks)**

e.g. "The South Canterbury Business Excellence Awards were created to celebrate the excellence, innovation and success of South Canterbury businesses."

Specify any key points that make your business special, or anything you wish to highlight that is a key component to the success of your organisation.

Should you be selected as a finalist, this material may be used as part of the production for the gala event and in any print material.

2. WHAT ARE THE KEY CHARACTERISTICS OF YOUR BUSINESS?

(60 marks)

Describe in 800 words or less what characteristics highlight your organisation's innovation and creativity, excellence in business practice, and positioning in the market?

This should include:

- Business goals
- Marketing and promotion initiatives
- HR Management
- Customer service
- Performance and success
- Financial management

3. YOUR POINT OF DIFFERENCE

(30 marks)

Describe in 400 words or less 3 key points of difference that make your business, services and/or product range unique. As well as listing your core services, outline the ways in which your business operates to achieve your goals and objectives. This could include comments on the following:

- Customer service/retention programmes and staff service/retention initiatives
- Affiliations, strategic partnerships and/or collaboration with other organisations
- Application of innovation/innovative business practices, e.g. use of technology across the organisation
- Your role in ensuring sustainability in our environment (financial and social sustainability)
- How your business has adapted to changes in the markets
- What value you consider you have added to the South Canterbury business community.

4. SOCIAL RESPONSIBILITY

(10 marks)

Describe in **200 words or less** how your organisation demonstrates environmental stewardship, social responsibility, and fosters staff wellbeing.

This could include:

- The practical actions your business has taken to improve resource efficiency e.g. energy, waste, water
 - Continual improvement processes
 - The positive impact your organisation makes on the health and wellbeing of your stakeholders, including employees, customers, and the wider community
 - People management and staff well being
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5. FURTHER COMMENTS TO SUPPORT YOUR ENTRY

(10 marks)

Further comments to support your entry in 200 words or less. Including actions taken during the COVID-19 environment.

Mystery Shopper

(10 marks)

All category finalists will be mystery shopped prior to marks being finalised. Mystery shopper points will be added to judges' totals to obtain category winners.

SPECIAL AWARDS

Please also complete the green entry form pages

- ❖ Special Awards have separate questions from Category entries
- ❖ Entries in the Special Awards are not eligible for the Supreme Award
- ❖ You may enter up to 3 Special awards
- ❖ Should you be a finalist you will be required to provide photos for the gala event

EMERGING LEADER AWARD

(Maximum 1000 words)

The emerging leader award recognises dynamic leaders who are ambitious in their outlook and vision, embracing innovation, resilience, and displaying a generous ethos of inspiring and investing in others. The value these leaders bring contributes to the success of not only the business and the individuals within it, but also the South Canterbury community.

Emerging Leader nominees must accept the nomination and sign the entry form.

Emerging Leader nominations must be from CE/General Manager/Business Owner or equivalent.

- Describe how your employee demonstrates vision, innovation, and resilience.
Outline how your employee displays a generous ethos of inspiring and investing in others
- Provide at least two examples of how they contribute to the success of not only the business and the individuals within it but also to the South Canterbury community.

Should your nominee be selected as a finalist, part of this material will be used for the gala event still shots and in any print material.

WORKPLACE WELLBEING AWARD

(Maximum 1000 words)

The 2degrees Workplace Wellbeing award recognises businesses committed to the health and wellbeing of their staff.

Describe your business activity as it relates to this specific special award entry.

Should you be selected as a finalist, this material will be used as part of the production for the gala event and in any print material. (Maximum 100 words)

Please outline the following:

- How do you build an environment that focuses on staff wellbeing?
- How do you create a positive and engaged culture in your organisation?
- How did you change/adapt your practices in the Covid environment?
- How have you measured success? What evidence is there that positive change has occurred?
- What else would you like to share to support your entry?

INNOVATION AND TECHNOLOGY AWARD

(up to 1000 words)

Describe your business activity as it relates to this specific special award entry.

Should you be selected as a finalist, this copy will be used as part of the video production for the gala event and in any print material. (Maximum 100 words)

Describe and demonstrate how you have incorporated innovation and technology in the day to day running of your business and how this contributes to productivity and maximisation of profits.

This could include:

- *Innovative techniques*
- *Creative innovations*
- *IT innovations, Application, and use of technologies*

SUPPORTING LOCAL AWARD

(Maximum 1000 words)

Describe your business activity as it relates to this specific special award entry.

Should you be selected as a finalist, this material will be used as part of the production for the gala event and in any print material. (Maximum 100 words)

Entrants for this award should demonstrate their commitment and involvement to enhancing and supporting the South Canterbury community. The entry may be in areas such as culture, education, health or welfare and **one-off projects**. At the discretion of the SCCC the Supporting Local Award may be divided as appropriate following entries closing.

- Provide a brief description of the project or initiative entered for this award.
- Describe the contribution made to the community.
- Outline the legacy this will leave current or future generations.

SUSTAINABILITY AND ENVIRONMENTAL AWARD

Describe your business activity as it relates to this specific special award entry.

Should you be selected as a finalist, this material will be used as part of the video production for the gala event and in any print material. (Maximum 100 words)

Entries are invited from any company, organisation, farm, community group or school, that is focusing on managing and enhancing the environment and/or sustainability in their organisation through economic, social, cultural, or environmental protection.

Criteria:

The judges will examine and assess each answer carefully by looking for evidence of how an organisation is operating and addressing sustainability and/or environmental practices. The scoring assessment will generally be based on the following criteria:

1. **Awareness:** Acknowledging that sustainability and/or environmental actions and considerations are important concerns to the organisation.
2. **Planning:** Clear evidence of a planned approach to achieving the outcomes of environmental management and enhancement.
3. **Monitoring:** Keeping track of the plans and checking the results against objectives/targets described in the action plans.
4. **Impact measurement:** Continuously improving sustainability and/or environmental management and enhancement to gradually promote performance that drives impact or behavioural change.
5. **Communication:** Transparently promoting the 'organisation's' sustainability or environmental efforts to all stakeholders through internal and external communication.

Questions

(maximum 1000 words):

- Please provide a brief description of the project or initiative being nominated for the Environment Canterbury Sustainability and Environmental Award. (120 words maximum)
- Please describe what action is being taken for the management and enhancement of the environment, including your motivation behind your decision and to what extent have you researched, tailored, and implemented best practice. (400 words maximum)
- How and why are you managing the natural resources around you – what natural resources do you use, how do you know you are using it in a sustainable way? (150 words maximum)
- Tell us how you go about identifying and addressing a sustainability/environmental issue. How innovative are you? (110 words maximum)
- How do you know you are making a difference – where have you seen the change? (110 words maximum)

Please describe your next steps – what are you thinking about doing next? (100 words maximum)

The top 3 finalists will have a supportive and positive site visit to determine the award winner



2022 ENTRY FORM

INCLUDE THESE PAGES WITH YOUR AWARD ENTRY

These pages may be handwritten.

If you are entering more than one award, we only need one copy of these pages.

Details of Business

Legal name of business:

Trading name of business:

Awards contact person:

Title/position:

Email:

Phone:

Structure of business

Sole Trader Partnership Company Other _____

Physical address of business:

Postal Address:

Website:

How long has the business been trading?

How long under the current ownership?

Number of full-time equivalent employees:

(Note – do not include contractors)

Please indicate which category you are entering – you may only enter one category
Refer to Guidelines booklet for criteria.

Timaru District Council/Venture Timaru Emerging Business Award
(Note – This award may be divided into two separate awards based on entries received)

DB Draught Brewery Small Business Award

Oceania Dairy Medium Business Award

Stuff/Timaru Herald Large Business Award

PrimePort Global Exporter Award

RSM Law Community Organisation Award

Note: If you are a national or international organisation, the category you select should be based on your South Canterbury staffing levels.

Please tick the special awards you are entering - you may enter up to 3 special awards

Emerging Leader Award - please complete the following information

Emerging Leader award nominee name:

Position:

Nominee Acceptance of Entry:

(Please sign)

2degrees Workplace Wellbeing Award

Alpine Energy Innovation and Technology Award

Supporting Local Award

Environment Canterbury Sustainability and Environmental Award

Declaration:

I declare, as an entrant of the Ara Business Excellence Awards 2022, that I agree to accept and comply with the Terms and Conditions of entry contained herein.

I confirm that 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 award selected and confirm that the submitted entry meets the criteria.

Name of Contact: _____ Signature: _____

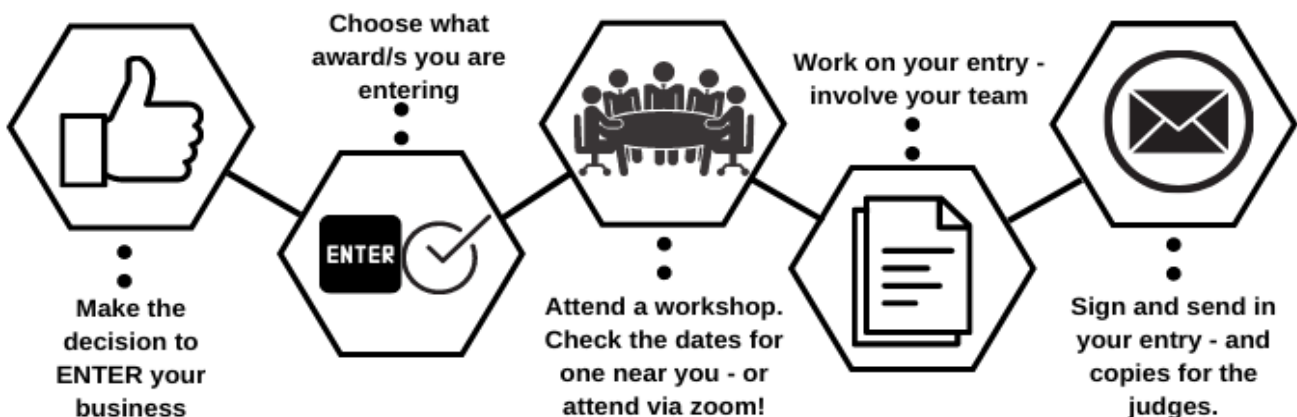
BEA Manager contact details

**Janet Hogan | 03 555 5091 | 027 634 6780
janet@scchamber.org.nz**

Entries close at **3pm Friday April 8, 2022**. No late entries will be accepted.

Please email your entry to awards@scchamber.org.nz
OR post or deliver your completed entry to:

**South Canterbury Chamber of Commerce Business Excellence Awards
25 Canon Street
PO Box 919
Timaru 7940**



Entries close 3pm Friday April 8, 2022