



SCENIC RIM

BUSINESS EXCELLENCE AWARDS

NOMINATION KIT 2019



MAKE
GREAT
HAPPEN



MESSAGE FROM THE MAYOR

It gives me great pleasure to introduce the 2019 Scenic Rim Business Excellence Awards.

Our region is home to an array of small and medium sized business operations ranging from the traditional to the quaint and quirky - all of which play a valuable role in strengthening our regional economy and in generating the energy that is powering our brand 'Scenic Rim'.

The Scenic Rim Business Excellence Awards provide another opportunity to recognise strong achievers and to celebrate and to inspire others to press forward as we expand our line-up of high-performing enterprises that will continue to deliver prosperity and future employment opportunities across our region.

The inclusion of Apprentice/Trainee of the Year in the awards line-up aims to encourage and inspire those who represent the future of business and industry in our region.

I encourage you to nominate and I look forward to seeing all of the nominations. I hope you will join me in celebrating the achievements of our Scenic Rim business community at the gala awards night on Friday 29 March at The Centre, Beaudesert.



Cr Greg Christensen

WHY ENTER THE AWARDS?

The aim of the awards is to showcase, promote and unite businesses within the Scenic Rim by recognising excellence in innovation, productivity and customer service. We seek to highlight your ideals and aspirations while applauding your achievements and endeavour to succeed, whether you are a large, medium or small business, in any economic climate.

Scenic Rim Regional Council is seeking to make the dinner and presentation night a highlight of the business social calendar, bringing together the region's business community.

Here are some reasons to enter:

- 1.** You - and your employees - work hard in your business and deserve to be acknowledged and rewarded.
- 2.** It's a chance to examine your business and evaluate core strengths, strategic focus, performance and achievements.
- 3.** Participation provides an opportunity to showcase your services and products, and awareness of your business, to a broader audience.





AWARD NOMINATION CATEGORIES

1. Excellence in Tourism, Accommodation & Hospitality

Sponsored by Tamborine Mountain Chamber of Commerce & Industry

2. Excellence in Retail

Sponsored by Boonah District Chamber of Commerce

3. Excellence in Trades & Construction

Sponsored by Kooralbyn Valley Chamber of Commerce

4. Excellence in Agriculture

Sponsored by Regional Development Australia - Ipswich & West Moreton

5. Excellence in Transport, Logistics, Manufacturing & Mining

Sponsored by Beaudesert & District Chamber of Commerce

6. Excellence in Professional & Community Services

Sponsored by Canungra Chamber of Commerce

7. Trainee/Apprentice of the Year

Sponsored by TAFE QLD

AWARD NOMINATION QUESTIONS

Businesses are required to address the following questions when nominating their business for one of the award categories. No more than one A4 page is to be submitted per question.

1. BUSINESS OVERVIEW

Please provide an overview of your business. When answering this question, you may like to include:

- A description of your business (i.e. industry sector and the products and/or services you offer).
- The origins of the business.
- A description of the principals and their expertise.
- The mission and/or vision for your business and how you measure your progress.

2. MARKETING

Explain how you market your business. When answering this question, please consider:

- Who is your target market and how does your product or service meet their needs?
- Describe what you have done to formulate your marketing plan?
- How do you market and promote your business.
- How do you measure the effectiveness of your marketing strategy?



3. CUSTOMER SERVICE

Describe how your business provides exceptional service to its customers. When answering this question, you may like to mention:

- How do you maintain and measure the quality of your customer service?
- Have you got customer service feedback mechanisms?
- Do you have a complaints procedure?
- Do you regularly discuss customer service issues with your staff?
- Attach any independent reviews or customer testimonials on your business.

4. ECONOMIC CONTRIBUTION

How does your business contribute to the local economy? When answering this question, you may like to consider:

- How does your business benefit the local community?
- How many individuals from the region does the business employ?
- What products and services does your business purchase locally?

5. PERFORMANCE/GROWTH

Tell us about the performance of the business. When answering this question, you may like to provide details on:

- Growth in number of employees
- Product and/or service diversification
- Number of business locations
- Meeting or exceeding budget predictions



APPRENTICE/TRAINEE OF THE YEAR QUESTIONS

Applications for the Apprentice/Trainee Award are welcome from either the individual or their employer. To be eligible, the individual is to be currently completing, or have completed their qualification in 2018.

NOMINATE YOURSELF

In no more than two A4 pages, please state why you should win an award for excellence. You may wish to include:

1. A brief outline and description of the qualification you are enrolled in.
2. Why you chose this course/ apprenticeship.
3. Description of skills learnt (specifically relevant to the chosen field of learning).
4. Your career aspirations and how you plan to achieve them.
5. How your training has contributed to the development of your oral and written communication, team participation, goal setting and time management skills.
6. Achievements or interests in other activities outside of your training (e.g. community or sporting groups).

ADDITIONAL INFORMATION

Please provide the following additional information:

- Letter of reference from your employer which covers your commitment, skills, abilities and teamwork.
- Other supporting material (awards, certificates etc).
- Copy of your certificate of completion or qualification if available.

NOMINATE AN APPRENTICE/TRAINEE

In no more than two A4 pages, please state why you believe this Apprentice/Trainee should win an award for excellence. When addressing this question, you may wish to consider:

1. A brief outline and description of the qualification the apprentice/trainee is enrolled in.
2. Tasks performed as part of the apprenticeship/traineeship.
3. The individual's capabilities.
4. Significant achievements of the individual.
5. How the individual has grown throughout their training.
6. What makes this individual stand out from others?

ADDITIONAL INFORMATION

Please provide any additional information, eg. Awards, certificates







BUSINESS CATEGORY NOMINATION FORM

Please ensure that you have answered all questions and attached your answers on a separate sheet to this form, together with copies of any supporting documents.

Business Name			
Authorised Contact			
Business Address			
Phone		Fax	
Email		Website	
Facebook		Instagram	
Date of commencement or purchase			

CHOOSE THE CATEGORY THAT BEST DESCRIBES YOUR BUSINESS:

Excellence in Tourism, Accommodation & Hospitality	
Excellence in Retail	
Excellence in Trades & Construction	
Excellence in Agriculture	
Excellence in Transport, Logistics, Manufacturing & Mining	
Excellence in Professional & Community Services	

I/we

Of the above business agree to the following conditions. That if the nomination is formally accepted:

- I/we agree to participate in any free promotional opportunities which may be generated through the media
- That to the best of my knowledge, my business is solvent
- That payment of creditors is current and within acceptable business terms
- That I/we will allow the judging panel to make evaluation of our business practices
- That I/we accept the judging process as detailed in this application and accept their decision is final, no correspondence will be entered into and there will be no feedback given on this application
- I agree to abide by all the terms and conditions in the information for nominee documentation

Name..... Signature.....

Position..... Date.....

HOW TO ENTER

- Complete the nomination form and attach answers to all of the questions.
- Attach relevant documents and lodge your entry as follows:

IN PERSON at Council customer service counters at either Beaudesert or Boonah offices

ONLINE at
www.scenicrimbusinessawards.com.au

Closing Date

18 February 2019

Judging

The awards will be judged by an independent business expert who will comprehensively review all nominations, select finalists based on performance against criteria and conduct site visits and interviews of the finalists. Judges may, at their discretion, re-classify an application if it is considered appropriate.



CONDITIONS OF ENTRY

By entering the 2019 Scenic Rim Business Excellence Awards, you agree to abide by the following conditions of entry:

- All entrants must operate or be employed in the Scenic Rim Local Government Area.
- All nominations must address all relevant questions to be considered a valid entry, and submit a fully completed nomination form.
- Business Award nominees must select the category they are entering. Businesses are eligible to enter more than one category.
- All nomination forms submitted will be commercial- in-confidence and only used for the judging process.
- A minimum of two nominations must be received in order for the category to progress to the finalist stage.
- It is the responsibility of all applicants, nominees and nominators to ensure they have selected the correct category, and submitted the application for that category by the closing date.
- Staff will do their best to ensure all eligible entries are secured and processed for judging purposes; and do not take any responsibility for any lost or misdirected entries submitted by post, delivery, email or other electronic means.
- All nominees agree to be bound by the terms of Council's privacy statement.
- Council reserves the right to cancel, combine or not offer an award category at its discretion.
- Claims made in your entry must be true and correct.
- All entrants must be compliant with all relevant local, Queensland and federal laws and regulations.
- Sponsors may enter the awards, but may not enter the category that they are sponsoring.



APPRENTICE/TRAINEE NOMINATION FORM

Please ensure that you have answered all questions and attached to this form together with copies of any supporting documents.

Apprentice/Trainee Name			
Address			
Phone (work)		Mobile	
Phone (a/h)		Email	
Course/Certificate			
Enrolment Date			
Registered Training Organisation			

Nominator			
Name of Employer			
Name of Supervisor/Manager			
Business Address			
Contact Name		Title	
Phone		Email	

NOMINEE TO COMPLETE:

Name		Date	
Signature			

I/we

Of the above business agree to the following conditions. That if the nomination is formally accepted:

- I/we agree to participate in any free promotional opportunities which may be generated through the media
- That I/we accept the judging process as detailed in this application and accept their decision is final, no correspondence will be entered into and there will be no feedback given on this application
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THANK YOU TO ALL OUR SPONSORS



CONTACT US

To download electronic copies of all forms and documents associated with the awards visit www.scenicrimbusinessawards.com.au

For any enquiries relating to the awards please contact the Economic Development team

Phone 07 5540 5111 **Email** info@scenicrimbusinessawards.com.au