

## Outstanding Young Employee

The Outstanding Young Employee award recognises an inspirational young employee aged between 18-30 years. To enter into this award the individual must have been employed by their current employer for a minimum of 18 months at the time of entry.

### **Award eligibility check box**

- I am aged between 18-30 years at the time of entry.
- I have been employed by my current employer for at least 18 months on or prior to this entry submission.
- I am not a NSW Business Chamber Staff Member, Regional Advisory Councillor, State Councillor or Board Member.

### **Questions**

1. Entrants first name:
2. Entrants surname:
3. Date of birth:
4. Current job title:
5. Name of the business/organisation you work for:
6. Commencement of employment date:
7. Outline your employment background including previous roles and responsibilities.  
*Maximum word count: 300*
8. Provide a current profile of yourself including current job role and scope of responsibilities including details of the role, any direct reports, budget, your financial and organisational reporting line. *Maximum word count: 400*
9. Detail your measurable career achievements including key milestones. *Maximum word count: 400*
10. Provide an overview of your five year goals/milestones and how you are working towards each of these. *Maximum word count: 300*
11. Describe the key challenges you have faced as a young employee and how you have dealt with each of these challenges, including examples. *Maximum word count: 300*
12. What do you believe makes you an outstanding young employee, including examples of where you have had to use your leadership skills? *Maximum word count: 450*

### **Additional T&C's**

In addition to the general T&C's the following apply to this category:-

- Should the entrant leave the organisation before the Regional or State Gala event, their entry is ineligible.

## Outstanding Young Entrepreneur

The Outstanding Young Entrepreneur award recognises an inspirational young person aged between 18-30 years who, through their own commitment and passion, owns or part owns a successful business. This award recognises young business people who demonstrate outstanding entrepreneurial spirit, strategic direction and innovative ideas whilst providing inspiration to a new generation of upcoming young business people.

### **Award eligibility check box**

- I am aged between 18-30 years at the time of entry.
- I am a current owner or part owner of a business.
- I am not a NSW Business Chamber Staff Member, Regional Advisory Councillor, State Councillor or Board Member.

### **Questions**

1. Entrants first name:
2. Entrants surname:
3. Date of birth:
4. Current Job title:
5. Name of business organisation you own or part own:
6. Date in which you established or took ownership of the business organisation
7. Number of other owners:
8. Percentage of ownership held by you:
9. What problem have you solved? How did you identify it as a market need and what is your target market? *Maximum word count: 300*
10. Describe your business's innovative competitive advantage. *Maximum word count: 300*
11. Describe how you funded your business. *Maximum word count: 300*
12. Provide an overview of your five year strategies for future growth and key milestones detailing how you are currently working towards achieving these. *Maximum word count: 450*
13. Detail the measurable growth and key achievements in your business over the past 24 months. *Maximum word count: 450*
14. Describe the key challenges you have faced as a young entrepreneur and how you deal with these challenges. *Maximum word count: 300*

## Outstanding Business Leader

The Outstanding 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. Individuals entering into this category can be self-employed or employed by a business.

### **Award eligibility check box**

- I am aged 31 years and over at the time of entry.
- I am not a NSW Business Chamber Staff Member, Regional Advisory Councillor, State Councillor or Board Member.

### **Questions**

1. Entrants first name:
2. Entrants surname:
3. Date of birth:
4. Current job title:
5. Name of your organisation or business:
6. Provide a current profile of yourself including your scope of responsibilities, details of your role, any direct reports, your budget, your financial and organisation reporting line. *Maximum word count:300*
7. Detail your achievements in business with clear measurable examples. *Maximum word count: 400*
8. Outline how you have reshaped your business, organisation or industry to create a smarter and more inclusive future with examples of how you have used your leadership skills? *Maximum word count: 400*
9. Provide an overview of your five year strategies for future growth and key milestones, detailing how you are working towards achieving each of them. *Maximum word count: 400*
10. Describe the key challenges you have faced as a business leader and how you overcame each of them. *Maximum word count: 400*
11. Describe the activities and initiatives you have undertaken to help the community (and or the business community). *Maximum word count: 400*

## Excellence in Micro Business

The Excellence in Micro Business award recognises a business with less than 5 employees that has achieved significant growth (market share, sales volume, turnover, profitability) and is able to demonstrate the specific strategies and plans implemented to achieve sustainable growth in the previous financial year.

### **Award eligibility check box**

- This business has been trading for a period of two years or more, is not bankrupt or trading insolvent at the time of entry.
- This business has less than 5 employees on the payroll in Australia.
- This business has not entered into the Excellence in Social Enterprise category, Excellence in Small Business or Excellence in Business category.

### **Questions**

1. Provide an overview of the key features of your business plan including goals, strategies and outcomes. *Maximum word count: 400*
2. Define your businesses product and/or service offering/s. *Maximum word count: 400*
3. Define your target market/s? *Maximum word count: 300*
4. What is unique about your business i.e what makes it stand out from your competitors? *Maximum word count: 300*
5. Do you have monthly reporting of financial performance (profit and loss, cash flow and other key performance indicators)? Specify reports. *Maximum word count: 300*
6. Detail your business goals and key milestones achieved in the previous financial year. *Maximum word count: 450*
7. What were the strategies and plans you initiated to achieve your business growth over the previous financial year? *Maximum word count: 300*
8. Detail the key challenges and opportunities your business and industry face in the future. *Maximum word count: 300*
9. What strategies or plans do you have in place to address these challenges and/or opportunities? *Maximum word count: 450*
10. Demonstrate how your business contributes to the local economy in your region. For example employing local people, local purchasing etc) *Maximum word count: 250*

## Excellence in Small Business

The Excellence in Small Business award recognises a business with five to twenty employees that has achieved significant growth (market share, sales volume, turnover, profitability) and is able to demonstrate the specific strategies and plans implemented to achieve sustainable growth in the previous financial year.

### **Award eligibility check box**

- This business has been trading for a period of two years or more, is not bankrupt or trading insolvent at the time of entry.
- This business has 5 to 20 employees on the payroll in Australia.
- This business has not entered into the Excellence in Social Enterprise, Excellence in Micro Business or Excellence in Business category.

### **Questions**

1. Provide an overview of the key features of your business plan including goals, strategies and outcomes. *Maximum word count: 400*
2. Define your businesses product and/or service offering/s. *Maximum word count: 400*
3. Define your target market/s. *Maximum word count: 300*
4. What is unique about your business i.e what makes it stand out from your competitors? *Maximum word count: 300*
5. Do you have monthly reporting of financial performance (profit and loss, cash flow and other key performance indicators)? Specify reports. *Maximum word count: 300*
6. Detail your business goals and key milestones achieved in the previous financial year. *Maximum word count: 450*
7. What were the strategies and plans you initiated to achieve your business growth over the previous financial year? *Maximum word count: 300*
8. Detail the key challenges and opportunities your business and industry face in the future. *Maximum word count: 300*
9. What strategies or plans do you have in place to address these challenges and/or opportunities? *Maximum word count: 450*
10. Demonstrate how your business contributes to the local economy in your region. For example employing local people, local purchasing etc). *Maximum word count: 250*

## Excellence in Business

The Excellence in Business award recognises a business with 21 or more employees that has achieved significant growth and is able to demonstrate the specific strategies and processes implemented to achieve sustainable growth in the previous financial year.

### **Award eligibility check box**

- This business has been trading for a period of two years or more, is not bankrupt or trading insolvent at the time of entry.
  - This business has 21 or more employees on the payroll in Australia.
  - This business has not entered into the Excellence in Social Enterprise category, Excellence in Micro Business or Excellence in Small Business category.
1. Provide an overview of the key features of your business plan including goals, strategies and outcomes. *Maximum word count: 400*
  2. Define your businesses product and/or service offering/s. *Maximum word count: 400*
  3. Define your target market/s. *Maximum word count: 300*
  4. What is unique about your business i.e what makes it stand out from your competitors? *Maximum word count: 300*
  5. Do you have monthly reporting of financial performance (profit and loss, cash flow and other key performance indicators)? Specify reports. *Maximum word count: 300*
  6. Detail your business goals and key milestones achieved in the previous financial year. *Maximum word count: 450*
  7. What were the strategies and plans you initiated to achieve your business growth over the previous financial year? *Maximum word count: 300*
  8. Detail the key challenges and opportunities your business and industry face in the future. *Maximum word count: 300*
  9. What strategies or plans do you have in place to address these challenges and/or opportunities? *Maximum word count: 450*
  10. Demonstrate how your business contributes to the local economy in your region. For example employing local people, local purchasing etc). *Maximum word count: 250*

## Excellence in Social Enterprise

The Excellence in Social Enterprise Award recognises an organisation that **trades** to tackle social problems, be it social, environmental cultural or economic.

### **Award eligibility check box**

- The majority (at least 50%) of profits are used to work towards your social mission.
- The majority of the organisation's income is from trade, NOT donations or grants.
- The organisation has not entered into the categories of Excellence in Micro Business, Excellence in Small Business and Excellence in Business category.

### **Questions**

1. Explain the social purpose of your organisation. *Maximum word count: 300*
2. Explain how your purpose contributes to the community, cultural and/or environment. *Maximum word count: 400*
3. Outline the product/s and/or services you trade to fund your organisation's social purpose. *Maximum word count: 400*
4. Detail each of the strategies and actions undertaken to achieve your organisation's social purpose. *Maximum word count: 400*
5. Detail measurable evidence of how each of these strategies and actions is contributing to the achievement of the social purpose goals for your organisation. *Maximum word count: 400*
6. Provide an overview of your five year strategy for future growth, sustainability and key milestones detailing how you are working towards achieving them. *Maximum word count: 400*

## Start Up Superstar

The Start Up Superstar award recognises a business that has been trading for at LEAST 12 months and less than 24 months. This business delivers a product/service/idea/invention with credible potential and strongly displays an entrepreneurial spirit.

### **Award eligibility check box**

- The business has been trading for a **continuous** period of 12 months and less than 24 months, not bankrupt or trading insolvent at the time of entry.
- This business has not been purchased or acquired.
- This business is not part of a franchise.
- This business is not a new product or service line.

### **Questions**

1. Is this your first start up? (If no please specify other business ventures and their degree of success). *Maximum word count: 300*
2. Date when you commenced trading.
3. Number of owners.
4. What problem (or need) has your business solved? *Maximum word count: 250*
5. How did you identify the market need? *Maximum word count: 400*
6. Describe your product service or offering. *Maximum word count: 400*
7. Who is your target market? *Maximum word count: 250*
8. Describe your business's innovative competitive advantage.
11. *Maximum word count: 400*
9. Outline your business success since its inception. *Maximum word count: 400*
10. Detail and include your current research, customer marketing strategy, logistics and service delivery. *Maximum word count: 350*
11. Describe how you funded your business. *Maximum word count: 200*
12. Detail how your business has the potential to scale and achieve financial sustainability. *Maximum word count: 400*
13. Provide commercial and technical evidence your team has the ability and competencies to achieve success and detail strategy and timeframe involved. *Maximum word count: 500*



## Excellence in Innovation

The Excellence in Innovation award recognises businesses that have made significant contributions to their industry through the introduction or improvement of an idea, method, technology, process or application.

### **Award eligibility check box**

- The business has been trading for a continuous period of two years or more, not bankrupt or trading insolvent at the time of entry.

### **Questions**

1. Provide details of the innovation or innovative approach in your business. *Maximum word count: 300*
2. 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. *Maximum word count: 300*
3. How well has the innovation been received by the marketplace? Provide details of the cost effectiveness, integration, risk minimisation and commercialisation. *Maximum word count: 300*
4. How has innovative activity in your business helped grow or improve your business such as increased size, greater scope, productivity improvements, higher revenue, and lower cost? *Maximum word count: 400*
5. Demonstrate how the innovation has or is likely to have a positive impact beyond your business (i.e. to your industry, to the community). *Maximum word count: 400*
6. How did this innovation achieve its objectives and goals? *Maximum word count: 400*

## Excellence in Sustainability

(This category is based on sustainable initiatives and projects within your business, not related to your core offering).

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.

### **Award eligibility check box**

- The business has been trading for a continuous period of two years or more, not bankrupt or trading insolvent at the time of entry.

### **Questions**

1. Describe your business environmental sustainability goals. Note that these must be quantifiable targets. *Maximum word count: 300*
2. Describe the initiatives/actions your organisation has undertaken to achieve its sustainability objectives in the previous 12- 24 months within the region you are entering the awards. *Maximum word count: 400*
3. Describe your sustainability achievements over the last 12 – 24 months. *Maximum word count: 300*
4. Describe how you involve staff in your environmental initiatives. *Maximum word count: 300*
5. Provide measurable evidence of how your sustainability objectives have achieved and contributed to the business, customers, staff and suppliers such as financial outcomes, staff engagement, marketing benefits, supplier/customer loyalty. *Maximum word count: 400*

## Excellence in Export

The Excellence in Export award recognises leading examples of businesses that are exporting their products internationally and are forging a strong reputation for Australian products and services in international markets. This applies to businesses that are exporting directly or through a third party.

### **Award eligibility check box**

- The business has been trading for a continuous period of two years or more, not bankrupt or trading insolvent at the time of entry.
- The business has been exporting for two years or more

### **Questions**

1. Summarise your measurable export success/es in the past 24 months. *Maximum word count: 350*
2. What is the competitive edge of your product/service in each of your export markets? ie how does your business differentiates its product/service from the competition and how are you maintaining/improving this advantage? *Maximum word count: 400*
3. 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. *Maximum word count: 400*
4. 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? *Maximum word count: 400*
5. Please state your total export earnings in each of your major overseas markets. *Maximum word count: 200*
6. What are your export earnings as a proportion of total sales revenue? *Maximum word count: 200*

## 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.

### **Award eligibility check box**

- The business has been trading for a continuous period of two years or more, not bankrupt or trading insolvent at the time of entry.

### **Questions**

1. What is your employee value proposition? Why would someone want to work for your business? *Maximum word count: 300*
2. Describe your workplace culture. *Maximum word count: 250*
3. How do you attract and retain the best talent? *Maximum word count: 250*
4. Excluding business growth or expansion, what percentage of staff turnover has there been in your business in the previous financial year? *Maximum word count: 200*
5. Have you had any employment related claims over the past 24 months? (YES/NO)
6. What plans or processes do you have in place to manage employment related claims? *Maximum word count: 250*
7. What percentage of your staff have attended at least one business, technical, personal or professional development training in the last financial year? *Maximum word count: 200*
8. How has investment in training and development improved the performance of your business? *Maximum word count: 300*
9. How would you describe an Employer of Choice? *Maximum word count: 300*
10. How does your business adopt inclusive practices and recognise the needs of a diverse community (including gender equality, people with intellectual and physical disability and seniors)? *Maximum word count: 300*
11. Outline your current staff level and diversity – include employees with disability, seniors (over 55) and people from culturally and linguistically diverse backgrounds. *Maximum word count: 250*
12. Identify and describe your positive and/ or proactive inclusive practices within the business that go beyond regulatory compliance. *Maximum word count: 300*