



2018 ENTRY FORM

Please save this form to your own computer.
On completion of the form, please email it as an attachment to:

events@dwc.org.nz

1. Business Name

Full Trading Name:

2. Category Selection

Please refer to the detailed descriptions and eligibility criteria of the categories in the Entry Conditions and Guidelines form. Please put an X in the box beside the category(s) you wish to enter.

SECTION A – Categories

<input type="checkbox"/>	Large Enterprise 25+ FTE's	(Sponsored by Duncan Cotterill)
<input type="checkbox"/>	Medium Enterprise 10 to 24 FTE's	(Sponsored by Crombie Lockwood)
<input type="checkbox"/>	Small Enterprise less than 10 FTE's	(Sponsored by NZME)
<input type="checkbox"/>	Tourism & Hospitality	(Sponsored by Christchurch Airport)
<input type="checkbox"/>	Not for Profit	(Sponsored by Westland Milk Products)

SECTION C – Special Awards

<input type="checkbox"/>	Workplace Safety Award	(Sponsored by ACC)
<input type="checkbox"/>	Environment Award	(Sponsored by Department of Conservation)
<input type="checkbox"/>	Rising Star Award	(Sponsored by Greymouth Star)

3. Contact Details

Legal Trading Name:				
Contact Person's Name:				
Position:				
Postal Address:				
Street Address:				
Telephone:	DDI		Mobile	
Email:				
Website:				

YES

NO

Will your business have been operating or been under new ownership for less than 5 years as at 1 June 2018?

Please refer to the Entry Guidelines to assist you in completing Questions 4 to 11.

4. Description of your Business or Organisation

Please describe your business or organisation in **150 words or less**. Start by briefly (in 20 to 30 words) describing your core activity and/or organisational purpose. Follow this by identifying key components to the success of your organisation. You should also take into account how it fits into and supports the category you have chosen to enter this year. This descriptor will be used in the media should you become a Finalist.

Please start writing your response below:

5. Key Characteristics & Point(s) of Difference

In **700 words or less**, describe what makes 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. Describe how your organisation has enhanced its success and growth through innovation and entrepreneurship. Please identify how such initiatives and practices can be demonstrated in measurable results. Consider what characteristics highlight your organisation's innovation and creativity, excellence in business practice and unique positioning in the West Coast and wider marketplace.

Please start writing your response below:

6. Innovation & Entrepreneurship

In **300 words or less**, explain how your organisation has recently enhanced its success and growth through innovation – both in the development and implementation of innovative ideas. Please identify how such initiatives and practices can be demonstrated in measurable results.

Please start writing your response below:

7. People Management

NUMBER OF STAFF BASED IN THE WEST COAST REGION

Please select the number of full time equivalent employees employed for the majority of the year from June 2017 to June 2018.

Please put an X in the box beside the number of employees that applies to your organization.

<input type="checkbox"/>	1 - 10 full time employees
<input type="checkbox"/>	11 - 24 full time employees
<input type="checkbox"/>	25 - 100 full time employees
<input type="checkbox"/>	Over 100 full time employees, please state _____

PEOPLE MANAGEMENT

In **300 words or less** describe your people management within the business. You may wish to use examples of programmes or initiatives that you have run during the last year or ways in which you have invested in personnel development, performance management initiatives or innovative ways in which the organisation is managed that you believe contribute to your overall success.

Please start writing your response below:

8. Financial Performance

a. Business

Complete this section if you are a Business. If you are entering the Community/Charitable Organisation category, please go to Question 8b.

The financial health of a business is one indicator of how well the business has performed.

In **250 words or less** describe your financial performance over the last three years. Complete the box below and see the Entry Guidelines for recommendations of what your description could include.

Turnover – put an X in the box that best describes your business turnover per annum.

<input type="checkbox"/>	\$0 - \$250,000
<input type="checkbox"/>	\$250,000 - \$500,000
<input type="checkbox"/>	\$500,000 - \$1 million
<input type="checkbox"/>	Over \$1 million

Please start writing your response here:

b. Community/Charitable Organisation

Complete this section if you are entering the Community/Charitable Organisation section

The financial health of a community organisation is essential in its ability to carry out its objectives and ensure its sustainability.

In **250 words or less** describe your financial performance over the last three years.

Please start writing your response here:

9. Workplace Health & Safety

Outline in **600 words** or less how your business addresses health and safety in the workplace. Provide examples of any initiatives to ensure safety in the workplace.

Further information about workplace health and safety can be found on ACC's website at <https://www.acc.co.nz/for-business/workplace-health-safety/keeping-you-healthy-and-safe-at-work/>

Please start writing your response here:

10. Environment

In **600 words or less** describe how your business or organisation demonstrates guardianship of the natural environment through its actions, innovation, leadership and use of best practice.

Please start writing your response here:

11. Video Script

This question is not assessed in the judging process

We will require a **script 120 words or less** for a 30-45 second Video clip, (should you become a finalist in the West Coast Leading Light Business Excellence Awards.) This should include a brief introduction of what your organisation does, your competitive edge, taking into account the category you have entered, and your commitment to doing business on the West Coast.

(This will be finalised and signed off with you prior to filming however given the tight timeframes between finalists being announced and the Awards Ceremony, it is helpful to have this drafted at the time of entry.)

Please start writing your response here:

12. Entrant Declaration

If you are emailing your entry you can print this page, sign it, scan it and send it separately with your application or insert it at the end of your document.

I,	_____	(YOUR NAME)
On behalf of	_____	(BUSINESS NAME OF ENTRANT)
<p>declare that the information within or attached to this entry is correct and a true reflection of this business and can be substantiated, and declare that to the best of my knowledge the business and its owners, principals and/or directors is not under any criminal investigation nor has it been charged with or convicted of any criminal offence or any other investigation. I acknowledge that I have read and will abide by the Eligibility and Conditions of Entry criteria contained within the Entry Guidelines.</p>		
SIGNED	_____	DATE _____
FULL NAME	_____	POSITION _____

Thank you for completing your entry for the Development West Coast Leading Light Business Excellence Awards. Once you send this, you will be sent confirmation of receipt.

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events@dwc.org.nz