



Tenterfield Shire Council

2019 Business & Tourism Excellence Awards

[www.tenterfieldbusinessawards.com](http://www.tenterfieldbusinessawards.com)

## NOMINATION FORM:

TENTERFIELD SHIRE COUNCIL  
**BUSINESS  
& TOURISM  
AWARDS 2019**

## BUSINESS EXCELLENCE CATEGORIES

**Nominations must be submitted by midnight Sunday 17 November 2019**

Please return completed forms to Emma Johnson:

[e.johnson@tenterfield.nsw.gov.au](mailto:e.johnson@tenterfield.nsw.gov.au)

0427 799 052

Tenterfield Visitor Information Centre

Tenterfield Shire Council

157 Rouse Street, Tenterfield

PO Box 214, Tenterfield NSW 2372

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**KLAS**  
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*Peter & Lyn Rickard*  
*Peter & Kate Petty*

# AWARD CATEGORIES

**Winners of the below categories will receive a \$300 cash prize & trophy**

- ☞ Select the award category/categories you wish to enter.
- ☞ Select all categories that are relevant.
- ☞ Ensure the information provided in your nomination reflects all the categories you have entered.

- |                          |   |  |
|--------------------------|---|--|
| <input type="checkbox"/> | Excellence in Micro Business (for businesses employing between 1 and 4 people including non-employing businesses) | <i>Sponsored by BEST Employment Ltd</i>                              |
| <input type="checkbox"/> | Excellence in Small Business (for businesses employing fewer than 20 people)                                      | <i>Sponsored by Janelle Saffin MP</i>                                |
| <input type="checkbox"/> | Excellence in Business (for businesses employing more than 20 people)   | <i>Sponsored by Tenterfield Shire Council</i>                        |
| <input type="checkbox"/> | Excellence in Tourism (for tourism businesses offering accommodation or a tourist attraction)                     | <i>Sponsored by KLAS Business + Accounting</i>                       |
| <input type="checkbox"/> | Excellence in Agriculture/Agribusiness  | <i>Sponsored by Peter &amp; Kate Petty</i>                           |
| <input type="checkbox"/> | Excellence in Innovation – <b>Must address Criteria 3</b>   | <i>Sponsored by Regional Development Australia – Northern Inland</i> |
| <input type="checkbox"/> | Excellence in Sustainability – <b>Must address Criteria 4</b>   | <i>Sponsored by Ray White Rural &amp; Livestock</i>                  |

**The below award category nomination forms are available separately. Contact us for a copy or visit the website to download: [www.tenterfieldbusinessawards.com](http://www.tenterfieldbusinessawards.com)**

- ✎ Disability, Inclusion & Access Award
- ✎ Apprentice/Trainee/Employee of the Year
- ✎ Event of the Year

# NOMINATION CHECKLIST

- Business Details
- High Resolution Images - up to 5
- Business Description
- Business Excellence
- Excellence in Innovation – must complete if nominating for this award
- Excellence in Sustainability – must complete if nominating for this award

## BUSINESS DETAILS

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

ABN: \_\_\_\_\_

Business Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Business Facebook: \_\_\_\_\_

Business Instagram: @\_\_\_\_\_

Number of Employees: \_\_\_\_\_

Years of Operation/Date Established: \_\_\_\_\_

100 word business summary to profile and promote your business throughout the awards process:

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## IMAGES

Please email up to 5 high resolution images to: [e.johnson@tenterfield.nsw.gov.au](mailto:e.johnson@tenterfield.nsw.gov.au). Images provided will be used to announce the winners at the awards presentation.

## CRITERIA 1: BUSINESS DESCRIPTION

**Please provide a description of your business, including your products/services and business objectives (max. 400 words)**

**Suggested areas you may wish to address**

**Products/Services:** Unique selling point and what makes you different from competitors. Consider size, location, exclusivity, products, services and facilities.

**Business Objectives:** Mission/vision statements and information related to future business plans and short/long term goals.

## CRITERIA 2: BUSINESS EXCELLENCE

**How does your business demonstrate business excellence? (max. 400 words)**

**Suggested areas you may wish to address**

**Customer Service:** Customer service values, how your business excels in customer service, how your business caters for specific needs, how your business measures customer satisfaction, how your business receives and respond to customer feedback.

**Marketing and Promotion:** Evaluation of business marketing and promotional activities undertaken.

**Business Performance:** Business performance over past 12 months and performance evaluation.

**Staff Training and Development:** Commitment to training and how this has improved your business/staff performance and/or product/service offering.

## CRITERIA 3: EXCELLENCE IN INNOVATION

**(Must complete if nominating for Excellence in Innovation)**

**How does your business demonstrate innovation? (max. 300 words)**

**Suggested areas you may wish to address**

Innovative business practices, methods, products, services or technology that has given your business a competitive edge in the marketplace.

## **CRITERIA 4: EXCELLENCE IN SUSTAINABILITY**

**(Must complete if nominating for Excellence in Sustainability)**

**How does your business work to reduce the impact of its operations on the environment and/or to provide products and services that have positive environmental outcomes? (max. 300 words)**

*(Where sustainability is your core business, you must enter this category based on sustainable initiatives and projects within your business, not related to your core offering)*

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**THANK YOU FOR YOUR NOMINATION**