



2011 Entry form

A tool for business growth

NOTES TO ASSIST YOU WITH WRITING YOUR ENTRY

- This business competition is run by the Wanganui Chamber of Commerce. The competition is designed to identify and celebrate the innovation, excellence and achievement of locally operated businesses and to recognise their contribution to prosperity in the Wanganui region.
- In the case of franchisees, licensees, branches or subsidiaries it is essential that the local business - local operation - is discussed. Identify the benefits associated with any of these forms of business ownership.
- The judges are looking for an overview of your business and what it is that makes its performance special. You are not expected to write long answers and suggested word limits for some of the questions are provided. The judges require an understanding of where the business has been (its history); the business' current performance; and, an understanding of where the business is expected to be in the future. Indicators, in terms of 'marks' are allocated to each section of the entry form to provide guidance as to where effort should be applied.
- The following questions should be seen as a guide. Some questions will have more relevance to particular businesses than others.
- Please feel free to include business plans; marketing plans; company brochures; and, other details to support your application. Use tables, graphs, charts and pictures to reinforce written content.
- You can write your entry in the space provided or you can attach your answers on separate sheets. Entries must be typed.
- Further assistance is available from the Wanganui Chamber of Commerce (on 06 345 0080) if you experience any difficulty.
- The judges may contact or visit your business if they require more information or clarification regarding your entry. A visit by the judges does not necessarily mean that you are a category winner.
- Entries are confidential to the judging panel. The decisions of the judging panel are final and may not be disputed.
- The winners will be announced at the Annual Gala Awards Dinner on Saturday, November 5th 2011 (to be confirmed).
- There is no cost to enter.

1. BUSINESS DETAILS

Legal name of business:	_____
Trading name (if different):	_____
Company directors:	_____
Shareholders:	_____
Postcode:	_____
Physical address:	_____

Direct dial telephone:	_____
Mobile:	_____
Facsimile:	_____
Email:	_____
Web address:	_____
Name of person completing entry:	_____
Name of primary business contact:	_____
Primary contact's position in the business:	_____

Appendix 1. Health and Safety

The ACC Workplace Safety Award recognises a business that demonstrates excellence in workplace Health and Safety, in particular policies and practices that are integrated into their business activities.

1. Describe what processes have been established to identify and manage actual and potential hazards in your workplace. (e.g., hazard register with reporting system linked to safety plan)

2. How are Health and Safety practices integrated into business operations? (e.g., Health and Safety component in induction programme)

3. Describe the demonstrable benefits to health and safety practices in place. (e.g., reduced injury and absenteeism rates)

4. How do you as an employee demonstrate a commitment to health and safety practices to employees? (e.g., consultative approach offering opportunities for employees to be involved in – or have their interests represented in – workplace health and safety practices)

5. Although not essential, feel free to submit the business's Health and Safety policy with this form.

6. Provide a brief case study of a recent workplace injury/incident investigation.

Please send your completed entry form, by no later than **Friday 26th August**, to:

Wanganui Business Awards
Wanganui Employers' Chamber of Commerce
PO Box 88
Heritage House, Level 1, 136 St Hill Street
Wanganui