

2018 North Queensland Chambers Business Awards

Nomination and Application Fact Sheet

The North Queensland Chambers Business Awards, previously known as the Townsville Chamber Business Awards, recognise excellence in our business and industry community, shining a light on great local businesses and outstanding individuals.

The Business Awards, which started in 1997, is the only competition dedicated to North Queensland businesses. This year, the Business Awards have expanded their footprint to the territories covered by North Queensland Chambers of Commerce.

Businesses and individuals from Townsville, Hinchinbrook, Charters Towers, Ayr and Home Hill are invited to nominate and/or apply.

Nominating a business or individual is a great way to say “Well done!”. Applying for an Award provides an opportunity to reflect and a chance to take stock of what you or your organisation has achieved.

It’s free and open to all.

There are five Awards to nominate and/or apply for

- **Aon Risk Solutions Employees’ Choice Award**
- **TAFE Queensland North Business Solution Award**
- **Business Community Award**
- **Young Employee Award**
- **Optus Young Business Person Award**

All applicants will be considered for the **2018 NQ Chambers Champion Award**, recognising an outstanding individual contributing to our local business and industry community and our region.

Nomination

There are many great businesses and outstanding individuals in North Queensland who deserve a pat in the back. Nominating them to the NQ Chambers Business Awards is a great way to say “Well done!”

Members and non-members of the Chambers in North Queensland can nominate or be nominated. It’s free to nominate. Nominations are open until **Monday 30 April 2018, 5pm**

Application

Applying for an Award is a learning opportunity, a chance to take stock of your business’s achievements or of your personal milestones.

Applications can be submitted without prior nomination. It’s free to apply. Members and non-members of the NQ Chambers are encouraged apply. Applications must be received by **Monday 11 May 2018, 5pm**.

Finalists and Winners

Finalists will be presented and winners announced at a premier black-tie cocktail event, in front of 250 guests, **Friday 8 June 2018** at The Ville Resort – Casino in Townsville.

Contact

For queries, contact commerce@townsvillechamber.com.au or (07) 4771 2729.

Five Awards – 3 for business + 2 for individual

1) Aon Risk Solution Employees' Choice Award

Do you work for a great employer? Or do you know one? An organisation supportive of its employees' development and work/life balance? This Award is for them!

2) TAFE Queensland Business Solution Award

Over the past few years, most businesses in North Queensland had to 're-invent' themselves and adapt to the changing economic conditions. Did you change your business model? Found a niche market? Created a new joint venture? Or went back to basics with a new twist? Applicants to this Award are businesses which, over the past two years, have changed in order to remain viable.

3) Business Community Award

Every business, regardless of its size, has a role to play as a corporate citizen. Applicants to this Award are businesses which, during the past two years, are delivering or have delivered a project, program or activity to help improve our world.

4) Young Employee Award

Do you know an achiever, 35 years old or younger, working for a local organisation? Someone who goes beyond what's expected, without asking for praise? Someone who also gives to his/her community? Shine a light on them and nominate them to the Young Employee Award.

5) Optus Young Business Person Award

This Award is for young entrepreneurs, 35 years old or younger, who own a business in North Queensland. Someone who displays tenacity, business acumen, and an open-mind. Someone who also gives back to his/her community. North Queensland has a rich pool of young entrepreneurs who deserve our praise.

All applicants will be considered for the **2018 NQ Chambers Chamber Champion Award**, recognising an outstanding individual contributing to our local business and industry community.

Application content

Awards for businesses and organisations

1) Aon Risk Solution Employees' Choice Award

Write a few paragraphs, 1 page or less, describing

- the organisation's culture and corporate values
- why it values its employees
- how the organisation supports its employees' professional development and
- how it manages the staff's work/life balance

2) TAFE Queensland Business Solution Award

Write a short essay, no more than 3 pages, giving examples and describing

- Your business or the business you know
- How did the business realise it needed to change
- How did the business come to a solution
- How was the solution implemented
- How did the business improve over the past two years

Please include

- photos and/or other visual references
- a statement from a qualified Accountant or Chief Financial Officer stating the business's viability since 2016

3) Business Community Awards

Projects, program, or activities which have taken place over the past two years and be about

- Community development
- Care for the environment
- Social improvement
- Safety improvement or
- Disaster recovery

Write a short essay, no more than 3 pages, giving examples and describing

- Your business or the business you know
- What the project, program or activity was/is about
- staff participation
- the benefits for the business; and
- the benefits to the North Queensland region.

Please include

- photos and/or other visual references
- a statement from a qualified Accountant or Chief Financial Officer stating the business's viability since 2016

Application content

Awards for individuals

4) Young Employee Award

Eligible applicants are 35 years of age or younger, having been employed at least two years but no more than 10 by an organisation operating in Townsville, Hinchinbrook, Charters Towers, Ayr or Home Hill

To apply

- Provide a one to two-minute introduction video (Windows Media Audio/Video file format)
- Provide a presentation that includes
 - your goals, professional and personal, over the next five years
 - two previous Employee Reviews from your employer
 - two references from professional relations
 - a list of contributions to the community

Please include

- photos and/or other visual references
- a statement from a qualified Accountant or Chief Financial Officer stating your organisation's viability since 2016

Presentation format is open. It can be a Word document, a PowerPoint presentation, a video – anything! Plans need to be brief and to the point. Employee Reviews, references and financial information will be reviewed by the Selection Committee only.

Finalists will be invited to an interview with the Selection Committee, at a time to be advised.

5) Optus Young Business Person Award

Eligible applicants are 35 years of age or younger, who currently owns or operates his/her own business in Townsville, Hinchinbrook, Charters Towers, Ayr and Home Hill and has done so for the past two years but no more than five years.

To apply

- Provide a two minute introduction video (Windows Media Audio/Video file format)
- Provide a presentation that includes
 - your business capacity statement
 - your goals, professional and personal, over the next five years
 - two client referral letters
 - a list of contributions to the community

Please include

- photos and/or other visual references
- a statement from a qualified Accountant stating your business's viability since 2016

Presentation format is open. It can be a Word document, a PowerPoint presentation, a video – anything! Plans need to be brief and to the point. Financial information and references will be reviewed by the Selection Committee only.

Finalists will be invited to an interview with the Selection Committee, at a time to be advised.

Selection Process

The selection committee will be made of members of the NQ Chamber Boards. Co-ordinating staff will not be part of the selection process.

- Applications will be judged on the applicant's demonstration of creativity, understanding of issues and capability
- The technical quality of the application is a secondary consideration for selection
- All applications will be reviewed by a Selection Committee
- The Committee will short list finalists for each Award category
- All applicants, whether short-listed or not, will be considered for the Champion Award
- The decisions of the Selection Committee are final
- Finalists will be informed two weeks or less in the lead up to the Awards presentation event
- Winners will be announced at the presentation event
- Unsuccessful applicants will be notified in writing, prior to the Awards presentation
- Unsuccessful applicants may wish to contact the Chair of the Selection Committee for feedback. Contact the Townsville Chamber's office to arrange on 4771 2729 or members@townsvillechamber.com.au

Terms and Conditions

Eligible applicants must

- Work and live in Townsville, Hinchinbrook, Charters Towers, Ayr or Home Hill
- apply by the due date
- meet the criteria

Nomination

There are many great businesses and outstanding individuals in North Queensland who deserve a pat in the back. Nominating them to the NQ Chambers Business Awards is a great way to say "Well done!"

- Members and non-members of the Chambers in North Queensland can nominate or be nominated
- It's free to nominate
- Nominations are open until Monday 30 April 2018, 5pm
- To nominate, apply online at <https://www.surveymonkey.com/r/2018NQCBA>
- you can remain anonymous if nominating third party

Application

Applying to an Award is a learning opportunity, a chance to stop and take stock of your business's achievements or of your personal milestones.

- Applications can be submitted without prior nomination
- It's free to apply
- Members and non-members of the NQ Chambers are encouraged apply
- Applications must be received by Monday 11 May 2018, 5pm
- If applying to the Employees' Choice Award, only online applications or emails will be accepted
- All other Awards applications must be delivered on a CD or a USB – no hard copies please
 - by hand to Suite 112, Level 1, Northtown, 280 Flinders Street, Townsville, during business hours; or
 - mailed to PO Box 1114, Townsville QLD 4810 and received by the deadline.

Other T&C's

- Finalists are expected to attend the black tie Awards presentation event on **Friday 8 June 2018** at The Ville Resort – Casino in Townsville at their own expense.
- Event details will be available on the Townsville Chamber's website (www.townsvillechamber.com.au) from early May 2018.
- Videos and photos included in the applications may be used for promotional purposes without further advise
- Sensitive information, such as financial information, will be kept secure and reviewed by the selection committee only
- Applications will not be returned to candidates