



KBCCI GOLDFIELDS BUSINESS  
**★ AWARDS**

**SUBMISSION PACK**



# THANK YOU TO THE AWARD SPONSORS





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## ABOUT THE AWARDS

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The Goldfields Business Awards are held annually by the KBCCI to recognise and reward excellence and to acknowledge organisations and employees that play a role in keeping the Goldfields sustainable.

In addition to those of us in business, there are additional awards to include not for profit organisations, local support, community engagement and team culture.

Award winners will be announced at the Official Presentation Dinner on Saturday 24 August 2019. The dinner is considered to be one of the true highlights of the Goldfields Business calendar.

We encourage you to share your story with us!



## PRESENTATION DINNER

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The awards will be presented on:

**Date:** Saturday 24 August 2019

**Time:** From 6.30pm for a 7.00pm start

**Venue:** Central Regional TAFE, Cheetham Street, Kalgoorlie

**Tickets:** \$120 per person are available online at [www.kbcci.com.au](http://www.kbcci.com.au)



## HOW TO ENTER

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Entering the 2018 Goldfields Business Awards is easy. All nominees must complete a submission pack following their category criteria. To obtain a submission pack, email KBCCI on [info@kbcci.com.au](mailto:info@kbcci.com.au), stating your preferred category nomination and we will send a pack to you. You can nominate for more than one category.

### **Our Assurance**

All submitted information will be treated with strict confidentiality and will only be duplicated for judging purposes.

### **Help and Assistance**

We want to see your business or employee succeed in these awards and we appreciate that preparing an effective submission takes both time and effort. We therefore are happy to assist you with the preparation of your submission and should you require any help, please feel free to contact the KBCCI on 9021 2466.

### **Judging Process**

Judging of the awards is conducted by a panel of industry peers, appointed by the KBCCI. This panel comprises a cross-section of business and industry representatives.

Upon receipt of your submission, a KBCCI representative will contact you to arrange a discussion time with judges. This is a rewarding part of the judging process, for both the judges and business category nominees and is your opportunity to present additional information.

All employee category nominees will be asked to meet with the judging panel for up to 30 minutes. Your employee will be made aware of the wonderful things you have written about them.

The judges reserve the right to determine the category of award in which you best belong, though they will normally adopt your stated preference.

**The KBCCI will contact you to book in an interview time.**



## BUSINESS CATEGORIES

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**To enter the Awards you must complete a submission for one of the following categories**

### **Owner Operator**

The business is owned and operated by one person. This business can be a home-base business or operating from a leased or owned premises.

### **Micro Business (Business with 2 to 4 Employees)**

The business must employ fewer than four staff members (full-time or equivalent) at the time of this application.

### **Business with 5 to 10 Employees**

The business must employ five to 10 staff members (full-time or equivalent) employees at the time of this application.

### **Business with 11 to 20 Employees**

The business must employ 11 to 20 staff members (full-time or equivalent) employees at the time of this application.

### **Business with 21 Plus Employees**

The business must employ over 21 staff members (full-time or equivalent) employees at the time of this application.

### **Community Organisation Not for Profit**

The organisation must be a registered Incorporated Association and must run at a not for profit capacity.

### **Aboriginal Business**

The business must have at least 51 per cent Aboriginal ownership and be established for commercial enterprise.



## EMPLOYEE CATEGORIES

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### **Apprentice / Trainee**

The employee must be registered through the state training authority undertaking an Apprenticeship or Traineeship.

### **Administration**

The employee must undertake a role which directly includes overseeing, developing and carrying out the administration of your organisation.

### **Mining & Industry**

An employee must undertake work by businesses that operate within the mining and industrial sectors.

### **Retail & Customer Service**

The employee must work within the retail industry or in customer service. They must demonstrate exceptional customer service and positive working relationships.

### **Supervisor / Manager**

The employee must demonstrate exceptional management, supervisory & leadership.



## JUDGING PANEL CATEGORIES

**As a nominee of the business categories you will AUTOMATICALLY be eligible for any of the following awards, chosen by the judging panel.**

**\*Please note last years winners are not eligible for these awards.**

### **Team Engagement & Workplace Culture**

The award will be given to the business the judges deem has the best team environment and employee culture.

### **Community Engagement**

The business must be able to show that it has made a significant contribution to its local community such as sponsorship, donations or providing volunteers. The award is to recognise a business whose community involvement is not the actual focus of its operations; it is about acknowledging the additional efforts made to support the local community.

### **LoKal Business Award**

The judges present this award to the business who can demonstrate how they support and engage other local businesses and give back to the community in the Goldfields region. #shoploKalwa

### **2019 Goldfields Business of the Year**

This award is presented to the business the judges deem the foremost nominee from all categories.

### **2019 Goldfields Business Person of the Year**

This award is presented to the business person the judges deem the foremost nominee from all categories



## GENERAL ELIGIBILITY CRITERIA

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The awards are open exclusively to businesses who meet the following eligibility criteria:

- The business must have been in operation for at least 24 months at the time of entry into the awards;
- The business is not publicly listed;
- The business is Australian owned and the owner(s) are responsible for all key management decisions;
- The business name is registered in Western Australia; and
- The business must have an office located in the Goldfields.

**Businesses do not need to be members of the KBCCI to enter, and may nominate for more than one award, as long as the specific criteria is met.**



## ENTRY TIPS

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When completing your submission, it is important to keep the following in mind:

- Do not assume that the judges are aware of your company, ensure that you:
- Clearly communicate the composition of the business;
- Explain your products or services in non-technical terms;
- Tell a story and capture the character of the business;
- Illustrate just how innovative and special your achievements have been; and
- Identify the key factors that you consider made your business a success.

Ask someone, outside of your company, to read your application to ensure that it is understandable to someone with no detailed knowledge of your company

**The closing date for nominations is 19 July 2019**

For more details about the  
Goldfields Business Awards

Contact Melanie Wood

Phone: 08 9021 2466 | Email: [events@kbcci.com.au](mailto:events@kbcci.com.au)

Website: [www.kbcci.com.au](http://www.kbcci.com.au)

These awards are proudly presented annually by

