



ELIGIBILITY FOR THE 2024 DWC LEADING LIGHT BUSINESS EXCELLENCE AWARDS

- Any sole proprietor, partnership, incorporated society, not-for-profit, non-government organisation, trust or limited liability company with a place of business based and trading in the West Coast region within the geographical boundaries of the West Coast Regional Council is eligible to enter the awards.
- An organisation that is part of a larger national or international organisation must be able to demonstrate that it operates as a separate business unit and can provide financial results that reflect its West Coast operation.
- An organisation cannot enter a category where that same organisation is also a sponsor of the category. That organisation may enter another category of which it is not a sponsor.
- All entrants must provide true and accurate information, and disclose any liabilities, such as business and/or tax related and/or current pending litigation, which could compromise the judges' analysis of the business, and/or adversely affect the integrity and reputation of the Development West Coast Leading Light Business Excellence Awards.

CONDITIONS OF ENTRY

- All guidelines, criteria and timelines of the entry process must be adhered to.
- Electronic copies of all entry information will be deleted at the end of the Award year.
- All finalists agree to a visit by judges should it be required.
- All category winners will be considered for the overall Supreme Leading Light Award.
- All entrants agree to co-operate with the respective Category Sponsor and/or Promotional Partners of the Development West Coast Leading Light Business Excellence Awards for publicity purposes.
- All entrants must ensure the official branding of the Development West Coast Leading Light Business Excellence Awards is used for any publicity purposes.
- All entrants, including family members, employees, etc. agree that no adverse public statements will be made in relation to the event or the final results.
- **Entries close 4pm on Wednesday 31 July 2024.** No late entries will be accepted.

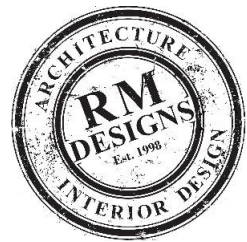
CONDITIONS OF JUDGING

- All documentation and information is submitted in strictest confidence to the judging panel. Only the event manager at DWC (Project Coordinator) will have access to the Entries for the purposes of distribution to the judges.
- All entries are strictly confidential and all judges of the 2024 panel will sign a confidentiality agreement.
- The Judges, who are independent from Development West Coast, will review all entries, and decide which entrants to shortlist.
- Judges will not judge any entries where a conflict of interest exists.
- Upon reviewing an application, the Judges may suggest an entrant change the category entered.
- Judges reserve the right to put any entry they consider deserving into the Awards for Workplace Wellbeing and the Sustainability.
- Judges' decisions are final, and no correspondence will be entered into.



As the Platinum Sponsor and organiser, Development West Coast acknowledges the support of our 2024 Sponsors whose contributions have made the Leading Light Business Excellence Awards possible this year.

2024 Gold Sponsors






2024 Silver Sponsors



ENTRY GUIDELINES

SECTION A – GENERAL CATEGORIES

ALL ENTRANTS MUST CHOOSE WHICH CATEGORY THEY BELONG TO AND ANSWER ALL QUESTIONS IN THE ONLINE ENTRY FORM UNDER SECTION A.

	CATEGORY	LARGE ENTERPRISE 15 + FTEs (for the majority of the financial year 2023-2024).
	DESCRIPTION	For our large West Coast enterprises that are innovative and dynamic in their business practices, demonstrate leadership both within their organisation and externally, and have a clear vision for their business.
	CATEGORY	MEDIUM ENTERPRISE 6 – 15 FTEs (for the majority of the financial year 2023-2024).
	DESCRIPTION	For our medium West Coast enterprises that are progressive and energetic in their business practices, demonstrate excellence in people management, and have a clear strategy for the future growth of their business.
	CATEGORY	SMALL ENTERPRISE LESS THAN 6 FTEs (for the majority of the financial year 2023-2024).
	DESCRIPTION	For our small West Coast enterprises that demonstrate excellence in business practices and have a clear vision and strategy for the future of their business.

SECTION B – AWARD CATEGORIES

ENTRANTS MAY ALSO CHOOSE TO ENTER FOR ANY OR ALL OF THE SPECIAL AWARD CATEGORIES IN SECTION B.

	CATEGORY	SUSTAINABILITY AWARD
	DESCRIPTION	Recognising a business or organisation that has introduced products, services, strategies or initiatives that are helping to reduce the organisation's impacts on the environment and improve its long-term sustainability.
	CATEGORY	EMPLOYER OF THE YEAR
	DESCRIPTION	Recognising an employer or management team whose innovative leadership and approach to a safe and supportive workplace and exceptional people practices and culture has contributed to the business's outstanding success.
	CATEGORY	RISING STAR
	DESCRIPTION	Recognising a business (operating for five years or less) that has achieved significant growth as a result of effective business practices and delivery.

NOTES:

All entrants must complete all of Section A.

It will be acknowledged by the Judges that some sections may not be as relevant to some organisations as they are to others (eg, a two-person business will be unlikely to write as much on their application as a large construction firm in the 'People Management' section.) However, all sections are relevant to some degree in any organisation.

The online entry form can be started and saved to progress as time permits over the period leading up to the deadline of 31 July 2024.

Hovering over the text boxes within the Entry Form provides guidelines and hints on what you might include in your entry.

Prior to completing the form, we suggest you scan through the questions and guidelines and take time to think about your business, its qualities, strengths, and points of difference, taking notes along the way. This will significantly help you when you come to sit down and complete the official entry form.

Think about 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. Consider what characteristics highlight your organisation's point of difference, excellence in business practice and unique positioning in the market. This could include comments on and/or examples of the following:

- Business goals you have achieved over the last calendar year.
- Your organisation's guiding principles, policies and company values – and how you involve key stakeholders (including staff, suppliers and customers).
- Initiatives or practices your business has successfully undertaken leading to growth, product integrity, etc.
- Affiliations, strategic partnerships and/or collaboration with other organisations.
- Your role in ensuring sustainability (financial and social).
- Positions or policies your business has taken in regard to protecting the environment.
- How your business has managed through tough financial and economic times.
- Positive ways in which your organisation's product or service differs from its competitors.
- Unique selling proposition that defines your competitive advantage and branding strategy.
- How your organisation establishes and maintains clarity of communication with the consumer regarding your brand.
- Evidence of positive outcomes or competitive advantage resulting from your point of difference.
- Active involvement in a local business organisation, sponsorships, community/charitable initiatives or industry groups.
- What value you consider you have added to the West Coast community, including supporting growth and development of your industry within the region.

LEADING LIGHT ENTRY FORM - SECTION A - QUESTIONS:

You will be asked about how your organisation stands out and what you think your business strengths are under these headings:

- Strategy and Planning
- Customer Service
- Marketing and Promotion
- Processes and Systems
- Management and Staff
- Health Safety and Wellbeing
- Sustainability

Remember, when you hover over each of the Answer Boxes some extra guidance will pop up.

You will also be asked to upload any files that you think are relevant to your entry and to provide two high resolution photos that represent your business.

Do I have to reveal my financial records to DWC?

No, you don't. You do have to make comments on your financial results and some applicants do choose to provide financial documents. We do need to know that you are actually solvent! Only the DWC Leading Light Project Coordinator has access to your entry via the Jotform platform (which is secure and confidential). The only other people who read your entry are the judges, who are not DWC staff.

Why enter?

Why not?

It's a great process for your business, you and your team to go through, and a good chance to review your business plan and celebrate your success. Plus, if you make it to the finals (three per category) you get great media and marketing opportunities leading up to the Awards celebration.



What are the prizes?

Kudos, and fame! A wonderful display trophy. A great night of celebration!

All finalists will have a professional video of their business made for them and for their promotional use after the awards. These will be shown at the Awards dinner.

Other prizes differ from year to year so we will surprise you!

SO – OFF YOU GO – START FILLING IN THAT FORM!