

2019 CENTRAL OTAGO AWARDS

ENTRY GUIDELINES

The Central Otago Awards are presented biennially to businesses and individuals that are achieving great things and that exemplify the spirit of the region.

The Awards programme has been running since 2007 and is an opportunity to celebrate excellence, innovation, big hearts and the amazing contribution many make to our communities.

These guidelines have been put together so that you have the key information about entering the Awards in one handy place, including tips and hints for completing and submitting your entry and/or nomination.

Dates to remember

Entries and nominations open	14 March
Closing date for all entries and nominations	15 May
Judging and interviews (Business Excellence and Apprentice entries)	During July
Finalists and Community Award recipients announced	5 August
Awards Ceremony	6 September

Contact the Awards Team

If you need a hand with your application or have any questions, please feel free to contact the Awards team at centralotagoawards@codc.govt.nz or phone 03 440 0624.

Categories

In 2017 we introduced a new category – Young Professionals. This category recognises and celebrates young people who are excelling in their chosen career and making a meaningful contribution in their local community. This category is back in 2019.

We welcome and encourage businesses of all sizes and from any industry to enter the Business Excellence Award category.

Business Excellence Award	celebrating businesses with outstanding business practices.
Young Professional Award	celebrating young people who are achieving outstanding results in their chosen profession.
Apprentice Award	celebrating apprentices who consistently produce excellent results both in practice and theory assignments.
Community Service Award	celebrating individuals who have made a significant contribution to the well-being of the Central Otago District and its people.
Youth Award	celebrating the exceptional young people in our community.

Our Regional Values www.aworldofdifference.co.nz

Our regional values are the things that will help ensure Central Otago is the kind of place we can all be proud of now and into the future.

The Judges will be looking for appropriate examples of how the entrant or nominee is embracing these values in their workplace, community and day-to-day lives.

MAKE A DIFFERENCE We will inspire and lead others with our special point of difference.	RESPECTING OTHERS We will respect our cultural and personal differences.	EMBRACING DIVERSITY We will recognise differences and embrace diversity.
ADDING VALUE We will always ask ourselves if there is a better way – one that achieves a premium status.	HAVING INTEGRITY We will seek to be open and honest.	LEARNING FROM THE PAST We will learn from past experiences with future generations in mind.
MAKING A SUSTAINABLE DIFFERENCE We will make decisions in business with the community in mind and in harmony with the natural environment.	PROTECTING OUR RICH HERITAGE We will protect and celebrate our rich heritage in landscapes, architecture, flora and fauna and different cultural origins.	MEETING OUR OBLIGATIONS We will meet legal obligations at both a local and national level.

Entry information

- Choose and download the correct form for the award category you wish to enter or nominate.
- Check the eligibility information relating to your award category at www.centralotagoawards.co.nz
- Complete all the questions as fully as possible, providing details and examples. This is particularly important for the Young Professional Award, Community Service Award and Youth Award categories as your entry is the only information the judges will receive to make their decision about who will be a finalist or Community Service Award recipient. The quality of the information you provide is very important.
- Supporting material such as letters of support, media articles, other awards, commendations and personal endorsements are encouraged and can be emailed or posted with your entry or nomination.
- For the Business Excellence Award in particular, keep in mind your entry could take up to 20 hours to complete so get onto it early and talk to other people you may wish to get some information and input from.
- There will be interviews with the judging panel for those entering the Business Excellence Award and the Apprentice Award. The interviews will take place in June or July 2019. Dates will be confirmed with entrants closer to the time.
- All information submitted for an entry or nomination will be kept in strict confidence.
- You will need to provide a current photo of the business owner, apprentice or nominee (must be at least 1MB).
- Business Excellence Award entrants need to include their business logo.
- Business Excellence Award entrants need to provide contact details of two referees with your entry.

Submitting your entry

- Download the correct form for your entry or nomination and save to your computer.
- Complete your entry or nomination.
- Email your completed form to centralotagoawards@codc.govt.nz
- Attach any extra material to support your entry or nomination.
- Attach a photo of the entrant or nominee.
- Include your business logo (if applicable).
- All entries and nominations must be received by 5pm, Wednesday 15 May.
- You are welcome to post your entry or nomination, and supporting material, to us if this is easier for you, however we do require the photo in digital format i.e. jpg.

Post to: Regional Identity Manager
 Central Otago Awards 2019
 Central Otago District Council
 PO Box 122
 Alexandra 9320