



neca
SMALL BUSINESS
AWARDS
2024

Submission Guide

NECA SMALL BUSINESS AWARDS



national
electrical and
communications
association

About the Awards



ABOUT THE SMALL BUSINESS AWARDS PROGRAM

NECA wants to recognise your achievements and put your business in the spotlight. Being part of the NECA Awards program can create a powerful marketing tool as you continue to grow your business - plus it gives you the opportunity to celebrate and acknowledge your hard-working team's success.

The NECA Small Business Awards is for NECA Members who are making an impact in the industry and deserve to be recognised at the highest level.

The NECA Small Business Awards category criteria and submission process has been created specifically around the work delivered by small businesses.

If you haven't participated in the awards program previously, we encourage you to nominate your business and receive the recognition and opportunities that will come as a result.

SUBMISSION DATES:

NECA Excellence Awards
Submissions Open - Monday, 22 January 2024
Submissions Close - Friday, 17 May 2024

 **NECA Small Business Awards**
Submissions Open - Monday, 22 January 2024
Submissions Close - Friday, 17 May 2024

NECA Apprentice Awards
Submissions Open - Monday, 22 January 2024
Submissions Close - Friday, 5 April 2024





Awards Presentation Event Dates



The NECA Awards are open to all NECA members and their apprentices. The NECA Awards celebrate achievements across the entire industry through three dedicated awards programs:

- NECA Apprentice Awards
- NECA Small Business Awards
- NECA Excellence Awards

The submissions are judged at a state level, with each state hosting a gala event between July and September. State winners then progress to the National Awards.

QLD Awards (lunch) | Friday, 19 July 2024 | Sofitel Brisbane Central

ACT Awards (dinner) | Friday, 26 July, 2024 | The QT Canberra

WA Awards (dinner) | Friday, 16 August 2024 | The Westin

VIC Awards (dinner) | Friday, 30 August 2024 | The Crown

SA/NT Awards (dinner) | Friday, 30 August 2024 | Adelaide Convention Centre

TAS Awards (dinner) | Saturday, 7 September 2024 | Wrest Point

NSW Awards (lunch) | Friday, 20 September 2024 | The Star

National Awards (dinner) | Thursday, 28 September 2024 | Sofitel Melbourne on Collins



Other important dates

INTERVIEW / SITE INSPECTION DATES

The dates below indicate the periods during which interviews (or site inspections for projects) will be scheduled.

Your local state branch representative will be in touch to confirm the exact date and time following the submission closing date, but please mark your calendar with this indicative timeframe so that you can ensure a suitable team representative will be available to attend.

QLD

Submission closing date: Friday 17 May 2024

Interview schedule: from Wed 22 May - Wed 12 June 2024

VIC

Submission closing date: Wed 17 May 2024

Site inspection schedule: from Mon 3 June - Fri 28 June 2024

TAS

Submission closing date: Wed 17 May 2024

Site inspection schedule: from Mon 3 June - Fri 12 July 2024

ACT

Submission closing date: Wed 17 May 2024

Judging schedule: from Wed 22 May - Fri 7 June 2024

SA/NT

Submission closing date: Wed 17 May 2024

Site inspection schedule: from Mon 3 June - Fri 28 June 2024

NSW

Submission closing date: Wed 17 May 2024

Site inspection schedule: from Mon 5 June - Fri 26 July 2024

WA

Submission closing date: Wed 17 May 2024

Site inspection schedule: from Mon 3 June - Fri 28 June 2024

Step-by-Step Guide

1

Create a log in to the NECA Awards platform and read through the category criteria and submission requirements.

CLICK HERE to access the NECA Awards platform or visit:
<https://necaawards.awardsplatform.com>

If you are participating in the awards for the first time in 2024 or are using the awards platform for the first time, please register your account to begin.

If you created an account last year, you will be able to use the same login details.

2

Obtain your client's permission to participate in the NECA Awards, including the use of project images as part of the submission.

3

Start to collate your submission content, testimonials, images and video. You may wish to consider these items in the early stages of your submission.

IMAGE NOTES: You will have the opportunity to upload supporting images throughout the submission that can illustrate certain aspects of the submission/project installation or particular challenges.

In addition, you will be required to upload 10-20 high resolution images (directly to the portal) showing the submission/project in its completed stage. These high resolution images will be used to create the multimedia videos for the awards presentation event.

VIDEO NOTES: You have the opportunity to upload a short (max 5 minutes) video to support your submission. This video is not compulsory and is not judged on the professionalism or editing of the footage - smart phone device footage is acceptable.

4

Upload all the required content and supporting documents to the portal before the closing date. Please check the closing dates and mark your calendar as there are strictly no extensions to the submission timeframe (including submission / project images).

5

Immediately following the closing date, judges will be given access to the online portal to begin reviewing your submission.

You will then be contacted to schedule your site inspection or interview. Indicative dates for site inspections and interviews can be found on the previous page of this Submission Guide.

You will need to be available at your designated site inspection / interview time. If you are unable to attend, you will need to nominate a suitable replacement who can answer questions about the project. It is your responsibility to arrange (in advance) access to the site and ensure that either yourself (or a suitable representative) is there to meet the judges at the agreed time and day.

6

Book your tickets to your state's awards presentation event!

HINTS:


- All fields except those marked as 'optional' in the portal must be answered for your submission to be valid.
- Answers given must specifically relate to the category that you are entering, avoid copy/pasting if you are entering multiple categories for the same project as you may be penalised in the scoring.
- A project can be entered into a maximum of 2 categories only (with the exception of the Innovation Award).

Small Business Awards Categories




CATEGORY DESCRIPTIONS:


Emerging Small Business

 A small business employing less than 10 technical employees, demonstrating a wide range of skills and excellence in electrical installation and/or service. A Recognition Award for **first time entrants during their first five years of business.**

Small Contracting Business of the Year

 A small business employing less than 10 technical employees, demonstrating a wide range of skills and excellence in electrical installation and/or service.

Small Business Project of the Year

 A small business employing less than 10 technical employees. The project may have been commercial, domestic or industrial, which through its delivery has exceeded the expectations of the client and community.

Emerging Small Business

CRITERIA

CATEGORY DESCRIPTION:

Emerging Small Business

A small business employing less than 10 technical employees, demonstrating a wide range of skills and excellence in electrical installation and/or service. A Recognition Award for **first time entrants during their first five years of business.**



Section 1 - Contact Information	Section 4 - Examples of Success (see below)	Section 7 - Media Statement
Section 2 - Essential Business Details	Section 5 - Testimonials	Section 8 - Site / Project Video (optional)
Section 3 - Evidence of Excellence (see below)	Section 6 - Media Images	Section 9 - Confirmation page

Evidence of Excellence:

BUSINESS DEVELOPMENT

In this section we want to learn about your business, how you started and where you are going.

TRAINING

In this section we would like to understand your approach to training and why it would make your business stand out as a leader in the industry.

CULTURE

In this section we want to learn about your business' people and culture.

WHS

In this section we want to learn about how you approach WHS in your workplace.

Examples of Success:

In this section we'd like to hear about your successes. Briefly outline the following:

- How you define success
- Up to 5 examples of projects that have been important for your business and what made them successful.

Small Contracting Business of the Year

CRITERIA

CATEGORY DESCRIPTION:

Small Contracting Business of the Year

A small business employing less than 10 technical employees, demonstrating a wide range of skills and excellence in electrical installation and/or service.



Section 1 - Contact Information

Section 2 - Essential Business Details

Section 3 - Evidence of Excellence (see below)

Section 4 - Examples of Success (see below)

Section 5 - Testimonials

Section 6 - Media Images

Section 7 - Media Statement

Section 8 - Site / Project Video (optional)

Section 9 - Confirmation page

Evidence of Excellence:

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In this section we want to learn about your business, how you started and where you are going.

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Small Business Project of the Year

CRITERIA

CATEGORY DESCRIPTION:

Small Business Project of the Year

A small business employing less than 10 technical employees. The project may have been commercial, domestic or industrial, which through its delivery has exceeded the expectations of the client and community.



Section 1 - Contact Information

Section 2 - General Submission Information

Section 3 - Evidence of Excellence (see below)

Section 4 - Testimonials (optional)

Section 5 - Media Images

Section 6 - Media Statement

Section 7 - Site / Project Video (optional)

Section 8 - Confirmation page

Evidence of Excellence:

COMMERCIAL FACTORS

Describe in 300 words or less, the key/outstanding commercial initiatives your company implemented, and that you believe make this project a worthy Excellence Award entry.

TECHNICAL & INNOVATION

Describe in 300 words or less, the significant/exceptional technical and/or innovative initiatives that your company implemented and that you believe make this project a worthy Excellence Award entry.

SUSTAINABILITY & ENVIRONMENT

Describe in 300 words or less, the most substantial and noteworthy sustainability and/or environmentally friendly initiatives that your company implemented and that you believe make this project an Excellence Award entry.

QUALITY

Describe in 300 words or less, the most significant and noteworthy quality initiatives that your company implemented and that you believe make this project a worthy Excellence Award entry.

MANAGEMENT

Describe in 300 words or less, the most important and meaningful management initiatives that your company implemented and that you believe make this project a worthy Excellence Award entry.

WORK HEALTH AND SAFETY

Describe in 300 words or less, the most significant WHS initiatives your company implemented and that you believe make this project a worthy Excellence Award entry.

TRAINING

Describe in 300 words or less, the most important training initiatives that your company implemented and that you believe make this project a worthy Excellence Award entry.

Conditions of Entry

About the Judging Panel

The judging panel is comprised of a chairperson and experienced electrical industry representatives. They are selected, or appointed by the relevant NECA Branch for State/Territory judging, and by NECA National for National judging. The National Chairperson's role is to be an independent judge and may assist other judges with disputes or assessment queries.

Note:

- Judging for State/Territory Awards is subject to the same categories, criteria and weightings as for the National Awards.
- The judges and NECA reserve the right to transfer entries into the category they deem more appropriate, to withhold an award in a category if it is deemed the nomination does not meet the standard required, or reject incomplete applications. Neither the judges nor NECA will enter into any correspondence regarding the judging process.
- No changes between the original State/Territory entry and the National entry will be accepted.
- The winning State/Territory entry for each category will be entered in the same category for the National Awards.
- Winners of a State/Territory Award will automatically be entered in the National Awards unless the entrant expressly advises (via email) to their State/Territory Branch office, that they do not wish to be entered and judged for a National Award.
- Site inspections and/or presentations (as and if required) will be at State/Territory level only and will be determined by the relevant Branch office.
- National judging is done solely on the online submission.

Conditions of Entry

- Entrants must be current NECA contractor members at the time of entry and throughout the award process.
- At the time of submission, the project needs to be beyond practical completion stage.
- All entries must be completed online via the Awards portal.
- All required questions must be completed for an entry to be valid.
- Entrants must adhere to the criteria of the Awards Category being entered.
- Projects may be entered into a maximum of two categories. Each entry must reflect the specific criteria of the Category, supported by visual evidence specific to that Category (with the exception of the Innovation Award category).
- Entrants must obtain client permission to submit a project. This includes obtaining written permission from the client to use photographs in the entry and gain site access for the purposes of judging where required.
- By entering a project, you give NECA permission to use project details and photographs on the NECA website, magazine, promotional material, social media and media.
- Entrants must clearly identify in their submission, any connection either the project or the entrant (or its Company) has with any NECA Board of Directors or a Branch Council/Committee representative.

SMALL BUSINESS AWARDS SPECIFIC CONDITIONS:

- Entrants may enter *Emerging Small Business* and *Small Contracting Business of the Year* one time only.
- Entrants may enter *Small Business Project of the Year* multiple / consecutive years, provided the project is different each time.

Privacy Policy

Information collected by the National Electrical and Communications Association (NECA) is protected by the Privacy Act 1988 and NECA's Privacy Policy. Information collected from the submissions is for the purpose of assisting NECA in the award judging process and Awards multimedia presentation material and will not be disclosed to a third party, except where prior written permission is obtained from the individual who supplied the information and to whom the information related. NECA will not retain personal information that is sensitive information. Please contact NECA if you wish to access or correct personal information collected or if you have any queries in regard to information handling procedures.

Contact Information

Local Branch Contacts

VIC

Ph: 1300 300 031

Email: necavic@neca.asn.au

SA / NT

Ph: 08 8272 2966

Email: neca@necasa.asn.au

NSW / ACT / QLD / TAS

Ph: 1300 361 099

Email: memberservices@neca.asn.au

WA

Ph: 08 6241 6100

Email: events@necawa.asn.au