

2025 WA Regional Business Excellence Awards

Frequently Asked Questions



What are the Western Australian Regional Business Excellence Awards and who hosts them?

The WARBEA's are an annual awards program celebrating, recognising and rewarding WA's amazing regional businesses. All entrants must have won a relevant category at their local awards, hosted by an RCCIWA member in the previous calendar year (so in 2024 for our 2025 Awards). The Regional Chambers of Commerce and Industry of WA (RCCIWA) are proud to host these awards. The RCCIWA is a Chamber for all WA regional Chambers, Business Networks and Business Associations. Our role is to connect, inform, support and advocate on behalf of our members so they can do them same for theirs. Only winners from awards events in regional WA hosted by RCCIWA members are eligible to enter the WA Regional Business Excellence Awards.

How do I know if my business or organisation is eligible to enter the 2025 WARBEA's?

Your business or organisation must have won an aligned category at your local business awards that were hosted by an RCCIWA Member during the 2024 calendar year. Your local Chamber, Business Network or Business Association will notify you after their awards if you are eligible and encourage you to enter. Please ask your local awards host (Chamber, Business Network or Business Association) to assist you where possible and also to endorse your entry. Please ensure also that you read our terms and conditions (which are an entry prompt when you start your submission on the platform) and the entry criteria prior to starting your entry.

Does the category my business or organisation won at my local awards have to be identically named to your category?

No, we appreciate that many of the local awards have slightly different category names than our category names. As long as you fit the criteria and there is alignment you can enter our awards. For example, you may have won the Businesses with 2 to 6 employees at your awards, so the category that we have that would suit you would be either businesses with 1 to 5 employees or business with 6 to 10 employees, depending on how many full time or equivalent employees you had at the time of entering your local awards.

I am not sure which WARBEA category to enter?

Please talk to your local awards host (Chamber, Business Network or Business Association) prior to entering and they will be able to guide you.

How do I enter the 2025 WARBEA's? What is the process?

All entries are to be submitted via the Awards Force platform.

<https://warbea2025.awardsplatform.com/>

This is an excellent and secure online platform. We received terrific feedback from our entrants in the 2024 Awards that it was easy to follow and easy to complete their submission. You just sign in on the platform and then start answering all of the questions. You can work on this over time and save as you go and then go back in and continue your application. Each question has allocated points, and you can also

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download all of the questions from the platform in a pdf if you want to read through them separately. Please note that there will be no in person judging. As we have entrants from all over regional WA, we are just not able to conduct in person interviews. So please ensure you are as detailed as possible in your submission so our panel of expert judges can get a true understanding of your business.

Submissions opened 12noon Monday September 9th 2024

Submissions close 5pm Friday February 7th 2025

Can my business enter more than one category?

Yes, as long as you meet the criteria for each category. Enter as many as our applicable to your business. For the business size categories (1 to 5. 6 to 10 etc) we have added questions at the bottom of each one so you can enter specialist categories (Innovation, Sustainability etc) all with the one submission. You can also enter each category individually if you chose to.

Why do I have to submit financials with my submission?

We are aware that some businesses are unsure about submitting their financials and can assure you that we have a secure platform and that all judges sign a confidentially agreement. We are asking for your financials as financial performance is a critical measurement of business success, and successful financial performance is critical to business growth. Strong financial performance is a key component of any successful business and Financial performance is also straight forward to measure, and measure against each business in each category. Entries submitted without the required financials will not progress to judging.

What are the minimum general business eligibility requirements?

All entrants must hold a valid Australian Business Number (“ABN”) for the entity in which their submission relates. All businesses must have been trading for a minimum of two years except for those entering the Start Up Business Category. All entrants must be for-profit, non ASX listed companies for all categories except the Excellence in For Purpose category (NFP).

What if I my business has an office in Perth – am I still eligible?

All entrants must be regionally located as their primary location. Businesses that have offices or branches in other locations are acceptable, however the business must have been started in a regional location and have its head office based in that regional location.

Can my not for profit organisation enter the WARBEA’s?

Yes, this year we do have a not for profit category – Excellence in For Purpose. Please note that NFP’s can only enter this category and are not eligible for any of the business categories. There is no size restriction to this category – all NFP’s that have won at their local awards are welcome to enter. Please note that the winner of this category will not be eligible for the overall Regional Business of the Year category.

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Who is eligible for the overall 2025 WA Regional Business of The Year? How do you enter this category?

You cannot enter this award as the winner of the BOTY will be chosen from the winners of each of the 10 business categories. Please note that the winner of the Excellence in for Purpose category is not eligible for this award.

Are the questions for your awards the same as the questions at my local awards?

RCCIWA's aim is to have all of our members local awards entry questions aligned with ours – it is something we are working on with all of our members, but this will take time. Many of our members questions are aligned with ours, using the exact same questions. As the 2025 awards are only our second ever awards, this is a work in progress. Having said that – when we developed our questions for our inaugural awards held in April 2024 we did try and capture the objectives and themes of all of the award's questions our members used. Many of our members also use Awards Force as their entry platform as well, ensuring we are all using the same format.

Is there an entry fee?

No entry fee – yey!

What is the judging process and who are the judges?

We are so fortunate to have an external expert panel of professional judges provided by the Small Business Development Corporation who all have business acumen, business experience and in-depth knowledge of what it takes to successfully own and operate businesses in Western Australia. The judging panel also utilises the Awards Force platform and use a scoring matrix to judge all entries on an equal level. The members of the judging panel all judge each entry, so they can compare and judge with equity.

Can I use AI in writing my submission?

Use of AI is permitted when writing your submissions, however we are asking you to acknowledge this in the submission process. Our judges want to get to know you and your business by reading your submission so please ensure it is a true personal reflection of your business. We had some entries who scored lower last year as the judging panel (who only judge on the written submission) observed that they did not really get a true understanding or picture of what or who the business was.

How many finalists will there be in each category?

Our aim is to have 4 finalists in each of the 11 categories. All winners of the 10 business categories will be eligible to win the Regional Business of the Year. Please note RCCIWA reserves the right to withdraw a category if there are less than 3 eligible entrants for that category.

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Will I be notified of my progress? And when will that be?

All entrants will be notified by email from RCCIWA on Friday February 25th 2025 as to whether they have been successful or unsuccessful in making it through as a finalist. All finalists are encouraged to attend the Gale Event on Saturday March 29th where the winner will be announced.

How do I calculate full time equivalent employees?

To calculate the FTE value for an employee, simply divide the number of hours worked by the number of hours considered to be full-time. If you use 40 hours as full time, someone who works 35 hours has a 0.875 FTE. Someone who works 30 hours has a 0.75 FTE.

I am a sole trader but regularly I engage consultants or contractors to perform some business tasks (eg: social media content, bookkeeper). Is this ok for me to still enter the sole trader category?

Yes, it is completely ok. As long as they are an engaged contractor that you pay a fee for service for on invoice and not an employee received wages of any kinds. The majority of all sole traders utilise some external expertise to run their business.

When completing my submission, to what date do I work to?

Please include all information up to the closing date of your local awards program held in 2024. So, if the date for your local awards was June 30th 2024, please only include information, figures, stats and employee numbers to that date. If your employee numbers grew after that close off date, you still enter the category applicable at the time of your local awards entry date.

When is the closing date for submissions?

Submissions close 5pm Friday February 7th 2025. Please note that no time extensions will be granted under any circumstances.

When will the Awards be held?

Saturday March 29th 2025 at the Westin Perth. Tickets open for sale on Monday February 17th 2025.