

2024 Australasian Reporting Awards

CONDITIONS OF ENTRY

Eligibility

The Awards are open to all organisations that produce an annual report: listed and other companies, government agencies (national, state & local) and not-for-profit bodies (including charities). Reporting organisations located in countries outside Australasia are welcome to enter.

An annual report may be comprised of one or more documents and must include **full audited annual financial statements**. (For some reporting entities, an *audit review* may suffice.)

Organisations that enter their annual report in the General Award are eligible to enter the Sustainability Reporting Award and one or more of the ARA Special Awards for excellence. Special Awards are available for reporting on Governance and for Integrated Reporting, Online Reporting, Communication, and Best Cover Design.

General Award and Sustainability Reporting Award entrants may receive a Gold, Silver or Bronze Award. There are Awards for the Report of the Year, the Sustainability Report of the Year and the Best of Industry Sector. For further information see www.arawards.com.au.

There is also an Award for the Best First Time Entry. Tick the box on Page 1 of the Entry Form if you believe this is the first time your organisation has entered the Awards.

Entry to the Report of the Year, Best of Industry Sector and Best First Time Entry Awards is automatic.

Reports

Entrants provide a link (URL) to their report in PDF format.*

*For the Online Reporting Award, entrants provide a link (URL) to their **web-based interactive** report.

For the Best Cover Design Award, entrants are asked to send a JPG copy of their Annual Report cover to ara@arawards.com.au.

Please note: an ARA Coordinator may request a printed copy of a report in special circumstances.

Online Security Policy

Payments to ARA are transmitted through a secure server. Credit card data is not hosted by ARA after processing.

How to Enter the ARA 2024 Awards

Enter online at www.arawards.com.au (except for registered charities with an annual income less than AU\$10 million – download and complete the Entry Form**)

OR

Complete **both** pages of the Entry Form** and email the Entry to ara@arawards.com.au.

Closing Dates for Submission of Entries

Entries will be accepted from 1 October to COB **Friday, 8 December 2023**. Early submission of the Entry will assist the ARA adjudication process.

Please note: URLs may be provided after the closing date for entries. Late entries may be accepted only by arrangement. In each case conditions apply. Email ara@arawards.com.au to request a special arrangement.

Organisations reporting for the Financial Year ending on 31 December 2023 must submit a completed Entry by **31 January 2024** and provide report URLs ASAP and no later than **Friday, 8 March 2024**.

Announcement of Results

It is anticipated entrants will be advised their results 'in confidence' in early April 2024. Results will be announced publicly at the Awards Presentation Dinner in Sydney on Thursday, 23 May. Following the Dinner results will be published on the ARA website and distributed to the media.

The Judges' Decisions Are Final

In entering the ARA Awards entrants accept the Judges' Decisions are final and ARA will not enter into correspondence about the Awards results.

Feedback Sessions

Entrants may arrange to have a Feedback Session with an ARA Adjudicator. There is a fee of AU\$510.00 (incl. GST) for each Feedback Session.

Feedback Sessions will be available after entrants have been notified their results 'in confidence' and can be booked from early April 2024 at www.arawards.com.au.

Please note: the timing of Feedback Sessions is subject to the availability of an appropriate ARA Adjudicator. ARA Adjudicators are busy professionals who volunteer their time to take part in the ARA adjudication process.

2024 Australasian Reporting Awards



ABN 11 145 956 172

Entry Form and Tax Invoice (Page 1 of 2)

Please submit the Entry by 8 December 2023; by 31 January 2024 for YE 31 December 2023 reports. Please retain a copy for your records. For late entry enquiries email ara@arawards.com.au.

1. Reporting Organisation: _____

2. Full contact details of the persons who are to receive all communications from ARA including results:

Contact 1:

Dr/Mr/Ms/Mrs _____ First Name _____ Last Name _____

Position _____

Organisation _____

Postal Address _____

City _____ State _____ Postcode _____

Email _____ Phone _____

Contact 2:

Dr/Mr/Ms/Mrs _____ First Name _____ Last Name _____

Position _____

Email _____ Phone _____

3. Select the industry which best matches your organisation (select one only - see www.arawards.com.au):

- | | |
|--|---|
| <input type="checkbox"/> Communications & IT | <input type="checkbox"/> Professional Services & Trade Associations |
| <input type="checkbox"/> Community & Welfare | <input type="checkbox"/> Property & Construction |
| <input type="checkbox"/> Education & Research | <input type="checkbox"/> Public Administration, Local |
| <input type="checkbox"/> Financial Services | <input type="checkbox"/> Public Administration, National |
| <input type="checkbox"/> Health & Medical | <input type="checkbox"/> Public Administration, State |
| <input type="checkbox"/> Infrastructure, Logistics & Transport | <input type="checkbox"/> Recreation & Entertainment |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Resources & Mining |
| <input type="checkbox"/> Primary Industry | <input type="checkbox"/> Retail |

4. Is the organisation a registered charity with an **annual income less than AU\$10 million?** YES

5. Do you believe this is the first time the organisation has entered the ARA Awards? YES

6. Is this report for the **reporting** year ending on **31 December 2023?** YES

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Entry Form and Tax Invoice (Page 2 of 2)



ABN 11 145 956 172

Reporting Organisation: _____
 [Formal name of the reporting organisation for the Award Certificate or Trophy (if awarded) and for publication]

Entry Fees:

General Award AU\$570.00 (incl. \$51.82GST); **Sustainability Reporting** and **Special Awards** AU\$415.00 (incl. \$37.73GST); **Best Cover Design** AU\$120 (incl. \$10.91GST).

Entry Fees for registered charities with annual income less than AU\$10 million:

General Award AU\$320.00 (incl. \$29.09GST); **Sustainability Reporting** and **Special Awards** AU\$305.00 (incl. \$27.73GST); **Best Cover Design Award** AU\$100.00 (incl. \$9.09GST).

	<u>FEE AU\$</u> incl. GST	<u>AMOUNT</u>
7. GENERAL AWARD <u>URL (PDF):</u> _____	\$570.00	
<i>NOTE: Only entrants in the General Award are eligible to enter the Sustainability Reporting Award and the Special Awards.</i>		
8. SUSTAINABILITY REPORTING AWARD <u>URL (PDF):</u> _____	\$415.00	
9. SPECIAL AWARDS - to enter one or more of the Special Awards tick the appropriate box and include the URL where different from the URL at 7 above.		
<input type="checkbox"/> Governance Reporting <input type="checkbox"/> Private <input type="checkbox"/> Public & Not-for-Profit	\$415.00	
<u>URL (PDF):</u> _____		
<input type="checkbox"/> Integrated Reporting	\$415.00	
<u>URL (PDF):</u> _____		
<input type="checkbox"/> Online Reporting – interactive reports only <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Not-for-Profit	\$415.00	
<u>URL (interactive Annual Report):</u> _____		
<input type="checkbox"/> Communication <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Not-for-Profit	\$415.00	
<input type="checkbox"/> Best Cover Design – send a JPG copy of the Annual Report cover to ara@arawards.com.au	\$120.00	

TOTAL AMOUNT PAYABLE incl. GST AU\$

10. REPORTS Provide the URL of the Annual Report, the URL of the full financial statements where a separate document to the Annual Report and the URL of supplementary reports, eg Sustainability Report.

11. PAYMENT **DATE:** _____

1. Electronic Funds Transfer - St George Bank BSB: **112-879**; Account No. **485 184 935**.

Swift Code: SGBLAU2S

Bank: St George Bank, A Division of Westpac Banking Corporation
 Address: Level 11, 55 Market Street Sydney NSW 2000 Australia

Email the Entry Form and Remittance Advice to ara@arawards.com.au

2. Credit Card – Complete the following and email the Entry Form to ara@arawards.com.au

I AUTHORISE THE AMOUNT OF AU\$ _____ TO BE CHARGED TO CREDIT CARD:

Mastercard: Visa: CVV: _____ Expiry Date: /

Card No.:

Name on Card: _____ Signature: _____