

Important Information

ELIGIBILITY

To be eligible to enter the 2019 Wyndham Business Awards the business entrant must:

- ✓ *Be a registered business located within Wyndham*
- ✓ *Be the holder of a registered ABN*

The following are ineligible to enter:

- ✗ *Sponsors of the Wyndham Business Awards*
- ✗ *Members of the Wyndham Business Awards Judging Panel*
- ✗ *Councillors or employees of Wyndham City*
- ✗ *Venues with electronic gaming machines*

ENTRY CLOSING DATE

Entries must be received by Wyndham City by COB Friday 31st May 2019.

ENTRY METHOD

Entries should be forwarded via email to businessawards@wyndham.vic.gov.au

Entries must be complete including the entry form and any supporting documentation.

You will receive a confirmation email within 2 business working days, if you don't receive an email please contact us immediately so we can ensure your entry reaches us.

PRIVACY

The information collected will be used by Wyndham City for the administrative, judging and promotional purposes for the Wyndham Business Awards. Your personal details and photographs or images taken by Wyndham City as part of the Awards program may be used for promotional purposes and disclosed on Council's website, in publications and to the media.

Any information you provide relating to the Duty Disclosure will be kept confidential within council and will not be disclosed to any third party. You can gain access to this information by contacting Council's Economic Growth Unit.

DUTY OF DISCLOSURE

All relevant information must be disclosed including legal proceedings or prosecutions involving the business or its directors and/or staff irrespective of whether a conviction has been recorded including but are not limited to:

- Criminal matters and Local Laws prosecutions
- Breach of OH&S legislation and Health Act prosecutions
- Building and Planning matters, Animal Welfare, Work Cover and EPA prosecutions or Legal action involving the business and Council.

Businesses entering the 2019 Wyndham Business Awards must not be facing bankruptcy, or cause an event which would create embarrassment to the Company nor reflect adversely on the 2019 Wyndham Business Awards.

If all matters are not disclosed, then any award to the business may be cancelled and the business and those associated with it may be excluded from participating in future awards.

All information provided on the entry form must provide a true and accurate reflection of the business activities.

FAQ's

What is the cost to enter the awards? There is no cost to enter the awards. Entering is simply a matter of submitting an entry and addressing all of the questions.

How are the awards judged? The awards have two stages of judging. The first is the finalist judging where all entrants are shortlisted and the top businesses within their category are named finalists. The second stage of judging involves a site visit by your two category judges. This lasts for around half an hour and is a great opportunity for the judges to learn more about your business.

Is assistance available with the entry form or for me to learn more? Council's Economic Growth Unit host two information sessions during the entry period which are a great way for businesses to learn about the process, the entry form and the questions. It's also a great networking opportunity with many local businesses in attendance and time allocated for networking. Registering to attend is free and can be done via the awards website.

When are the winners announced? The finalists are announced after a shortlisting period in late June. The winners of each category are announced at the gala awards evening on Friday 23rd August 2019 at Encore Events Centre in Hoppers Crossing

What if I have more questions? If you have any further questions, please feel free to contact us via the methods below:

Wyndham City Economic Growth Unit

Contact: Amy Gilbert

Email: businessawards@wyndham.vic.gov.au

Phone: 8734-5416

Website: www.wyndham.vic.gov.au/businessawards

In Person: Wyndham Civic Centre- 45 Princes Highway Werribee.

IMPORTANT DATES

Entries Open- Friday 15th March 2019

Information Session 1- Tuesday 9th April 2019 9:30am-11am

Information Session 2- Tuesday 7th May 2019 6pm-7:30pm

Entries Close- Friday 31st May 2019- COB

Finalists' Event- TBC

Judges visits- Monday 1st July- Monday 22nd July 2019

Presentation Gala- Friday 23rd August 2019

SECTION 1- Business Details

Please note: all fields in this section are mandatory

Business Trading Name <i>Please note, this will be the name used in all promotional materials associated with the awards.</i>		
ABN		
Total number of employees <i>Please also include breakdown figures below</i>		
Number of full-time employees		
Number of part-time employees		
Number of casual employees		
What year did the business commence trading?		
Business address		
Postal address <i>(if different from above)</i>		
Contact person name & position		
Contact number		
Email		

SECTION 2- Category Selection

Please refer to the category outlines on the awards website for more information on each of the award categories. If you fit into more than one category, please tick all that apply and the judging panel will determine which of them you are best suited to.

Please note: The below categories are a guide only, final categories will not be determined until after entries close.

ARTS & ENTERTAINMENT	<input type="checkbox"/>
TOURISM & HOSPITALITY	<input type="checkbox"/>
HOME BASED	<input type="checkbox"/>
PROFESSIONAL SERVICE	<input type="checkbox"/>
PERSONAL SERVICE	<input type="checkbox"/>
NEW & EMERGING	<input type="checkbox"/>
RETAIL	<input type="checkbox"/>
TRADE & CONSTRUCTION	<input type="checkbox"/>
MANUFACTURE	<input type="checkbox"/>
LOGISTICS	<input type="checkbox"/>

NOTE: If you are nominating an individual or yourself for Business Person of the Year or Young Business Person of the Year, please refer to the relevant forms on our website or contact the Economic Growth Unit to receive a copy.

SECTION 3- Questions & Responses

★ Look out for these stars which provide handy hints on what the judges will be looking for.

Question 1- BUSINESS DESCRIPTION/INTRODUCTION

In **one hundred words or less** please describe your business including a brief history and an outline of what the business does.

🌀 Use this opportunity to tell the judges about your business, how it started, why it started and any background information you wish to include. This question introduces the judges to your business.

Question 2- BUSINESS PLANNING

In **three hundred words or less** please describe your business planning.

You may wish to include:

- A summary of your plans for the business
- Planning the day to day operations of the business
- Planning for the longer-term sustainability and profitability of the business
- Planning for future growth of the business
- Reviewing the performance of the business

🎯 *For this response the judges will be keen to understand where the business is at and where it is heading.*

Question 3- FINANCIAL MANAGEMENT

In **three hundred words or less** please discuss your financial management process/

Please note there is no expectation to include \$ values in this section.

You may wish to include:

- Processes for tax
- Budgeting
- Income collection (debtor control)
- How you manage your price point
- How you manage industry trends or fluctuations including any 'peak' or 'off-peak' trading periods
- Any cost efficiencies or savings

🔗 *For this response the judges will be keen to understand how the business effectively controls its financial activities (revenue and expenses).*

Question 4- REACHING YOUR CUSTOMERS

In three hundred words or less please discuss how your business reaches out to it's target market.

Your response may include but not be limited to:

- Word of mouth
- Printed materials
- Advertising, slogans or logos
- Website and other e-platforms
- Social Media
- Business to business networking

✦ *For this response the judges will be keen to understand who your customers are and what marketing, promotional and branding activities work best for your business.*

Question 5- YOUR PEOPLE

In **three hundred words or less** please discuss how your business addresses the following outcomes

- Workplace safety
- Achieving high levels of customer service
- Professional development (owner operators or staff)

🌀 *For this response the judges will be keen to understand how the business takes care of its people (including owner operators) and its customers.*

Question 6- SUSTAINABILITY

In one hundred and fifty words or less please discuss how the business has applied or is applying environmentally sustainable initiatives to deliver measurable benefits.

☛ For this response the judges will be keen to understand how the business has or is implementing environmentally sustainable initiatives. In answering this question, the judging panel understand that responses may vary depending on industry sector and business size influencing capacity or need to implement environmentally sustainable initiatives.

Question 7- LOCAL PURCHASING & SUPPORTING LOCAL COMPANIES

In one hundred and fifty words or less please discuss how the business supports local purchasing and local companies.

☛ *For this response the judges will be keen to understand how the business supports and contributes to the local economy including but not limited to local purchasing and procurement.*

Question 8- SOMETHING SPECIAL

In **three hundred words or less** please discuss two or three other business practices, initiatives or philosophies that your business does well and that you believe may be of special interest to the judging panel.

You may wish to include but not restrict your response to two or three of the following:

- Community support and engagement
- Environmental sustainability
- Innovation
- Creativity
- Staff management
- Entrepreneurship
- Social Responsibility
- Supporting local companies
- Participation in business forums, networking groups or business development programs/opportunities

TELL US A SECRET

In 25 words or less complete the following:

'The secret to our/my business is....'

SUPPORTING DOCUMENTS

Entrants have the option of submitting a maximum of two A4 size attachments to support their entry form.

This may include but not be limited to:

- Testimonials
- Marketing material
- Print screens of websites, social media platforms or other marketing tools
- Certificates of excellence, professional development, memberships or similar
- Photos or images

SUBMITTING YOUR ENTRY

Congratulations on completing your entry, it's now time to submit.

Have you got everything?

- ✓ Completed entry form
- ✓ Supporting documents

Please submit your entry along with supporting documents via email to businessawards@wyndham.vic.gov.au

You will receive a confirmation email from us within 24 business hours confirming your entry. If you don't receive a confirmation email from us, please contact us ASAP so we can ensure your entry is received.

Contact: Amy Gilbert, Economic Growth Projects

Phone: 8734-5416

Email: businessawards@wyndham.vic.gov.au

In person: Wyndham Civic Centre, 45 Princes Highway Werribee VIC 3030