**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 selection of finalists where all entrants are assessed and the top businesses within their category are named finalists. The second stage of judging involves a site visit by two category judges. This is approx. a 45-minute visit and is a great opportunity for the judges to learn more about your business first hand.

***Is assistance available with the entry form or for me to learn more?*** Council’s Economic Growth Unit hosts 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. Registering to attend is free and can be done via the [awards website.](https://www.wyndham.vic.gov.au/businessawards)

***When are the winners announced?*** The finalists are announced in late June. The winners of each category are announced at the Gala Awards evening on Friday 2nd September 2022 at Encore Events Centre, 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

Email: businessawards@wyndham.vic.gov.au

Phone: 8734-5416

Website: [www.wyndham.vic.gov.au/businessawards](http://www.wyndham.vic.gov.au/businessawards)

In Person: Wyndham Civic Centre- 45 Princes Highway Werribee **(by appointment only)**

**Important Dates

Entries Open -** Wednesday 6th April 2022 **Information Session 1-** Tuesday 3rd May 9am – 10.30am 2022 **Information Session 2 -** Wednesday 4th May 6pm – 7.30pm 2022 **Entries Close -** 5pm Friday 3rd June 2022
**People’s Choice Awards Close** - 5pm Friday 17 June 2022 **Finalists’ Event -** Wednesday 20th July **Judges’ site visits -** 4th July - 22nd July 2022 **Presentation Gala -** Friday 2nd September 2022

**Privacy Collection Statement**Your personal information is being collected by Council to enable you to enter the 2022 Wyndham Business Awards.  Your personal information will be stored in Council’s Customer Database and used and disclosed as stated in the 2022 Wyndham Business Awards Terms and Conditions. By submitting your entry, you consent to the collection, use and disclosure of your personal information as stated in the 2022 Wyndham Business Awards Terms and Conditions.Your personal information will not be disclosed without your consent, except when authorised to do so by law. You may contact us with concerns about the privacy of your personal information at mail@wyndham.vic.gov.au. Your personal information will be handled in accordance with the *Privacy and Data Protection Act 2014* and Council’s [Privacy Policy](https://www.wyndham.vic.gov.au/privacy-policy).

**Entrant Details***Please note: all fields in this section are mandatory*

|  |  |
| --- | --- |
| Business trading name: |  |
| ABN: |  |
| Registered business address: |  |
| Contact person: |  |
| Position title: |  |
| Phone: |  |
| Email: |  |

**Category Selection**

*For more information on each category, including eligibility requirements, please visit* <https://www.wyndham.vic.gov.au/businessawards>
**Please tick all that apply:**

|  |  |
| --- | --- |
| Arts and Entertainment: | [ ]  |
| Home Based Business: | [ ]  |
| Logistics: | [ ]  |
| Manufacture: | [ ]  |
| New and Emerging: | [ ]  |
| Personal and Other Service: | [ ]  |
| Professional Services: | [ ]  |
| Retail: | [ ]  |
| Tourism and Hospitality: | [ ]  |
| Trade and Construction: | [ ]  |

|  |  |
| --- | --- |
| Total number of employees: |  |
| Number of full-time employees: |  |
| Number of part-time employees: |  |
| Number of casual employees: |  |
| What year did the business commence trading? |  |

***ENTRY***

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

|  |
| --- |
| 1. **BUSINESS DESCRIPTION/INTRODUCTION**

In 100 words or less, please describe the business, including a brief history 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.* |
|  |
| 1. **BUSINESS PLANNING**

In 300 words or less, please describe the business’s planning. You may wish to include:* A summary of the 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.
 |
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| 1. **FINANCIAL MANAGEMENT**

In 300 words or less, please describe the business’s financial management process. Please note there is no expectation to include $ values in your response. You may wish to include:* Processes for tax
* Budgeting
* Income collection (debtor control)
* How price points are managed
* How industry trends or fluctuations, including any ‘peak’ or ‘off-peak’ trading periods are managed
* 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).*  |
|  |
| 1. **REACHING CUSTOMERS**

In 300 words or less, please describe how the business reaches out to its target market.*✪ 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.*  |
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| --- |
| 1. **PEOPLE**

In 300 words or less, please describe how the business addresses the following outcomes:1. workplace safety;
2. achieving high levels of customer service; and
3. 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.*  |
|  |
| 1. **SUSTAINABILITY**

In 150 words or less, please describe 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.*  |
|  |

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| 1. **LOCAL PURCHASING AND SUPPORTING LOCAL COMPANIES**

In 150 words or less, please describe 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.*  |
|  |
| 1. **SOMETHING SPECIAL**

In 300 words or less, please discuss two or three other business practices, initiatives or philosophies that the business does well and you believe may be of interest to the judging panel. You may wish to include 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 and opportunities.
 |
|  |
| 1. **TELL US A SECRET**

In 25 words or less, complete the following: “The secret to my/our business is…” |
|  |

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| --- |
| 1. **SUPPORTING DOCUMENTS**

You may submit up to two A4 attachments to support your entry. These may include:* 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

Please list any attachments you will be submitting with your entry. |
|  |

|  |
| --- |
| **Declaration**[ ]  I acknowledge that by submitting this entry to the 2022 Wyndham Business Awards, I agree to the 2022 Wyndham Business Awards Terms and Conditions, which I confirm that I have read and understood. |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

**SUBMITTING YOUR ENTRY**

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

Have you got everything?

1. Completed entry form
2. Supporting documents

Please submit your entry along with supporting documents via email to businessawards@wyndham.vic.gov.au by 5:00pm on 3 June 2022. Late entries will not be accepted.

You will receive an email from us within 2 business days confirming that your entry has been received. If you don’t receive this email, please contact us.

For any questions or queries, please contact Council by phone on 8734 5416 or by email to businessawards@wyndham.vic.gov.au.

**2022 WYNDHAM BUSINESS AWARDS TERMS AND CONDITIONS**

The 2022 Wyndham Business Awards is a competition run by Wyndham City Council (‘Council’) in the state of Victoria, Australia only.

By entering this competition, you agree to accept these terms and conditions of entry. If your entry does not comply with these terms and conditions, it will not be valid and will not be accepted.

1. **ENTRY PERIOD**

Entries for the Business Awards, Business Person of the Year and Young Business Person of the Year open at **12:00pm on 6 April 2022** and close at **5:00pm on 3 June 2022**. Entries received outside of this period will not be accepted.

1. **ELIGIBILITY**
	1. To be eligible for a Business Award (including the Business of the Year Award and the Mayoral Award), the entrant must be a business that:
2. has a current, active ABN with the registered business address being an address within the Wyndham municipality;
3. is not insolvent;
4. does not have any electronic gaming machines at its premises.
	1. If at any time before **2 September 2022** an entrant becomes insolvent, they must immediately notify Council by email to businessawards@wyndham.vic.gov.au and they will be immediately disqualified from the competition.
	2. To be eligible for the Young Business Person of the Year Award, the entrant must be aged between 18 and 35 as at 1 January 2022 and must have worked in the Wyndham business community for a minimum of 2 consecutive years.
	3. To be eligible for the Business Person of the Year Award, the entrant must be aged 36 years or older as at 1 January 2022 and must have worked in the Wyndham business community for a minimum of 5 consecutive years.
	4. Council staff, Councillors, sponsors of the 2022 Wyndham Business Awards, employees of Matthews Steer Accountants and Advisors and the judging panel and their immediate family members are ineligible to enter.
5. **BUSINESS AWARDS**
	1. **ENTRIES**
		1. To submit an entry for a Business Award, you must:
6. download and complete an entry form from [Council’s website](https://www.wyndham.vic.gov.au/businessawards); and
7. submit your completed entry form by email to businessawards@wyndham.vic.gov.au.
	* 1. Entries must be self-nominated. You may not submit an entry on behalf of another business.
		2. You must nominate your business in at least one Award Category. Businesses may nominate for more than one Award Category, provided that they meet the eligibility criteria of each category.
		3. You acknowledge and agree that where you have nominated your business for more than one Award Category, you will only be eligible for a maximum of one prize across those categories.
	1. **AWARD CATEGORIES**
		1. **Arts and Entertainment Award**

To be eligible for the Arts and Entertainment Award, the business must provide a cultural, learning or entertainment experience related to arts and entertainment.

* + 1. **Home Based Business Award**

To be eligible for the Home Based Business Award, the business must be operated primarily from the business owner’s home.

* + 1. **Logistics Award**

To be eligible for the Logistics Award, the business must be involved in transport, distribution, warehousing or storage.

* + 1. **Manufacture Award**

To be eligible for the Manufacture Award, the business must be involved in any manufacturing process including recycling and food processing.

* + 1. **New and Emerging Award**

To be eligible for the New and Emerging Award, the business must have commenced trading after 30 June 2019.

* + 1. **Personal and Other Services Award**

To be eligible for the Personal and Other Services Award, the business must offer personal services to consumers, including those relating to health, wellbeing, lifestyle and personal care.

* + 1. **Professional Services Award**

To be eligible for the Professional Services Award, the business must offer professional services to business and or consumers including those relating to finance, insurance, information technology, administration, business services and training.

* + 1. **Retail Award**

To be eligible for the Retail Award, the business must sell commodities directly to the consumer.

* + 1. **Tourism and Hospitality Award**

To be eligible for the Tourism and Hospitality Award, the business must provide an experience, attraction, major event, food, beverage or accommodation related to tourism and hospitality.

* + 1. **Trade and Construction Award**

To be eligible for the Trade and Construction Award, the business must offer trade or other services to industry or consumers.

* 1. **JUDGING**
		1. After the entry period closes, Council will break down each Award Category into sub-categories based on the number of employees (i.e. small, medium and large businesses in each Award Category). Each subcategory will be determined by Council acting in its entire discretion.
		2. The judging panel will then assess all entries and select up to 5 businesses from each sub-category as the Award finalists.
		3. Finalists will be notified by telephone between **20 June and 1 July 2022** and subsequently publicly announced at the Wyndham Business Awards Finalist Event, to be held at the Holiday Inn, 22 Synnot Street, Werribee 3030 **on 20 July 2022 from** **6:30pm to 8:30pm.** You acknowledge and agree that event details are subject to change and that an invitation will be emailed to you prior to the event.
		4. Once finalists have been notified by telephone, Council will arrange a site visit with each finalist. Members of the judging panel will attend each finalist’s business between **4 and 22 July 2022** and judge the business.
		5. On completion of the judging, the business in each subcategory with the highest score will be declared the winner for that sub-category. If a winner has already received an award in another sub-category, the second-highest scoring business will be declared the winner of that sub-category.
		6. Winners will be announced in accordance with condition 8.
		7. Council reserves the right not to determine a winner in any Award Category or sub-category.
	2. **PRIZES**

Each sub-category winner will receive a trophy and flowers, valued at approximately $150. Winners will also receive VIP invitations to various Council events in 2022, as determined by Council.

1. **BUSINESS OF THE YEAR AWARD**
	1. Each sub-category winner will be considered for the Business of the Year Award.
	2. The business with the highest score across all entrants will be declared the Business of the Year. The winner will be announced in accordance with condition 8.
	3. The winner of the Business of the Year Award will receive a trophy and flowers, valued at approximately $150. The winner will also receive VIP invitations to various Council events in 2022, as determined by Council.
2. **MAYORAL AWARD**
	1. All Business Award finalists will be considered for the Mayoral Award.
	2. The judging panel may make recommendations to the Mayor based on their observations during the site visits.
	3. The Mayor, acting in their absolute discretion, will determine the winner of the Mayoral Award. The winner will be announced in accordance with condition 8.
	4. The winner of the Mayoral Award will receive a trophy and flowers, valued at approximately $150. The winner will also receive VIP invitations to various Council events in 2022, as determined by Council.
3. **BUSINESS PERSON OF THE YEAR**
	1. **ENTRIES**
		1. To submit an entry for the Business Person of the Year Award, you must:
4. download and complete an entry form from [Council’s website](https://www.wyndham.vic.gov.au/businessawards); and
5. submit your completed entry form by email to businessawards@wyndham.vic.gov.au.
	* 1. You may nominate yourself or another person for the Business Person of the Year Award. You must not submit more than one entry for this award.
		2. If you are nominating another person for the Business Person of the Year Award, you must have the prior consent of the nominee. Evidence of such consent must be provided to Council on request.
	1. **JUDGING**
		1. Following the close of the entry period, the judging panel will assess all entries and select up to 6 entrants as Business Person of the Year finalists.
		2. Finalists will be notified by telephone between **20 June and 1 July 2022** and subsequently publicly announced at the Wyndham Business Awards Finalist Event, to be held at the Holiday Inn, 22 Synnot Street, Werribee 3030 **on 20 July 2022 from** **6:30pm to 8:30pm.** You acknowledge and agree that event details are subject to change and that an invitation will be emailed to you prior to the event.
		3. Once finalists have been notified by telephone, Council will arrange a site visit with each finalist. Members of the judging panel will attend each finalist’s business and conduct an interview with them between **4 and 22 July 2022.**
		4. On completion of the judging, the finalist with the highest score will be declared the Business Person of the Year.
		5. The Business Person of the Year will be announced in accordance with condition 8.
	2. **PRIZE**

The winner of the Business Person of the Year Award will receive a trophy and flowers, valued at approximately $150. The winner will also receive VIP invitations to various Council events in 2022, as determined by Council.

1. **YOUNG BUSINESS PERSON OF THE YEAR**
	1. **ENTRIES**
		1. To submit an entry for the Young Business Person of the Year Award, you must:
2. download and complete an entry form from [Council’s website](https://www.wyndham.vic.gov.au/businessawards); and
3. submit your completed entry form by email to businessawards@wyndham.vic.gov.au.
	* 1. You may nominate yourself or another person for the Young Business Person of the Year Award. You must not submit more than one entry for this award.
		2. If you are nominating another person for the Young Business Person of the Year Award, you must have the prior consent of the nominee. Evidence of such consent must be provided to Council on request.
	1. **JUDGING**
		1. Following the close of the entry period, the judging panel will assess all entries and select up to 6 entrants as Young Business Person of the Year finalists.
		2. Finalists will be announced at the Wyndham Business Awards Finalist Event, to be held at the Holiday Inn, 22 Synnot Street, Werribee 3030 **on 20 July 2022 from** **6:30pm to 8:30pm.** You acknowledge and agree that event details are subject to change and that an invitation will be emailed to you prior to the event.
		3. Following the Finalist Event, Council will arrange a site visit with each finalist. Members of the judging panel will attend each finalist’s business and conduct an interview with them between **4 and 22 July 2022.**
		4. On completion of the judging, the finalist with the highest score will be declared the Young Business Person of the Year.
		5. The Young Business Person of the Year will be announced in accordance with condition 8.
	2. **PRIZE**

The winner of the Young Business Person of the Year Award will receive a trophy and flowers, valued at approximately $150. The winner will also receive VIP invitations to various Council events in 2022, as determined by Council.

1. **ANNOUNCEMENT OF WINNERS**
	1. The winner of each Award, Business Person of the Year and Young Business Person of the Year will be announced at the 2022 Wyndham Business Awards Presentation Evening, to be held at Encore Events Centre on **2 September 2022 from 6:00pm to 11:00pm.** You acknowledge and agree that this event is a ticketed event and that event details are subject to change.
	2. Winners names will subsequently be published on Council’s website and social media pages, and in a media release and other Council publications, such as Wyndham News and the Achievers booklet. Winners consent to the publication of their names in this regard.
2. **GENERAL**
	1. Council accepts no responsibility for late, lost, incomplete, corrupt or invalid entries.
	2. If for any reason, the competition cannot be run as planned, Council reserves the right to cancel, terminate, modify or suspend the competition.
	3. Council reserves the right to change or modify these terms and conditions at any time.
	4. Prizes are not transferable, exchangeable or redeemable for cash.
	5. Council’s decisions are final and no correspondence will be entered into.