

Terms and Conditions for Glen Eira Business Excellence Awards 2024

General eligibility criteria

1. A business must meet all of the general eligibility criteria to be eligible to enter the Glen Eira Business Excellence Awards (**Award Program**).
2. The general eligibility criteria are:
 - (a) The business's principal place of business and head office must be within the Glen Eira City Local Government Area.
 - (b) The business must have an ABN.
 - (c) Council must receive entries by 11.59 pm on 28 June 2024.
 - (d) Only Council's online application form will be accepted.
 - (e) Franchisors operating within Glen Eira and individual franchisees are not eligible to enter the Award Program.
 - (f) Glen Eira's employees and Councillors are not eligible to enter the Award Program.
 - (g) Businesses with a primary operation relating to gambling and electronic gaming machines are not eligible to enter the Award Program.

Specific eligibility criteria

3. An applicant for the Emerging Business category must meet the specific eligibility criteria.
4. The specific eligibility criteria is:
 - (a) Businesses in the "Emerging Business" category must not have ABN registered before 1 January 2022.

General Rules

5. Submitted entries cannot be edited by the applicant.
6. Last year's award applicants, finalists, and winners can enter the Award Program.
7. Applicants can submit an entry in only one of the business categories.
8. Council may re-categorise an entry at its absolute discretion. Council's decision is final, and no correspondence will be entered into regarding the decision.
9. Council may publish the following information on its website (www.gleneira.vic.gov.au):
 - (a) the business name of each applicant and their relevant category;
 - (b) the business name of each finalist and winner of their relevant category; and
 - (c) the names and photographs of participants in the award ceremony.
10. Applicants, finalists, and winners agree to be profiled in the media in relation to the Award Program.
11. Council may determine the finalists and winner of each category in its absolute discretion. Council's decision is final, and no correspondence will be entered into regarding the decision.
12. Council is not liable for late, lost, incomplete, invalid, incorrectly submitted, illegible, corrupted or misdirected entries, claims, or correspondence concerning the Award Program.
13. Council reserves the right to alter or amend these terms and conditions at any time without further recourse to the applicants.

14. If, for any reason, any aspect of the Award Program is not capable of running as planned, including because of tampering, unauthorised intervention, fraud, technical failure or any cause beyond the control of Council, Council may, in its absolute discretion, cancel, terminate, modify or suspend the Award Program, or invalidate any affected entries.
15. Applicants must ensure compliance with relevant laws and standards.
16. Applicants must hold all appropriate permits and licences, including but not limited to building, planning, and health permits.
17. Entries will be assessed on their responses to the awards criteria, including highlighting the applicant's commitment to excellence.
18. The business and financial information submitted in an application will be treated as confidential and will be available to Council for the purpose of the Award Program.
19. An applicant will assist in undertaking promotional activity relating to the Award Program by, for example, allowing Council to take photographs or providing photographs to Council, subject to the Privacy and Data Protection Act 2014 (Vic).
20. Glen Eira City Council (Council) is committed to protecting the personal information provided by you in accordance with the principles of the Privacy and Data Protection Act 2014 (Vic) (PDP Act). We have a wide range of functions and powers relating to collecting, using and disclosing personal information, most of which are set out in specific State and Commonwealth laws, including the Local Government Act 2020. In addition, we may generally collect personal information in accordance with the PDP Act. Personal information is collected for the purpose of processing your application, administering the Award Program, promoting the Award Program in Council's print and digital publications, including on social media, providing contact information about the participation of applicants in the Award Program to the media, remaining in contact with you and improving our services. The information collected from applications may be entered into Council's Business Support database to provide future communications about events, training, etc. We will take reasonable steps to protect personal information from unauthorised access, improper use, disclosure or alteration, and unlawful or accidental destruction or loss. We maintain secure systems for storing personal information and have security procedures to ensure we protect personal information. If you want to know more about privacy, including your right to seek access to your personal information, see our Privacy Page at <https://www.gleneira.vic.gov.au/about-council/our-organisation/council-legislation-and-policies/privacy> or contact Council's privacy officer on 9524 3333. Council's Privacy Policy is available at <https://www.gleneira.vic.gov.au/media/3329/privacy-policy-060318.pdf>.