

2024 Lake Macquarie Business Excellence Awards Program Terms & Conditions of Entry

1. How to Enter

- 1.1 Entry is free.
- 1.2 To enter the Lake Macquarie Business Excellence Awards all applicants must read and understand the terms and conditions set out in this document (Terms and Conditions) and complete the online entry form for your chosen category.
- 1.3 Lake Macquarie Business Excellence Awards reserves the right to alter or change these Terms and Conditions at any time at its discretion.
- 1.4 All entrants will be notified of any change to these Terms and Conditions that has taken place before their entry is judged and will be provided with a reasonable opportunity to amend or alter their entry (should they wish to do so).
- 1.5 All submissions are to be lodged through the www.lakemac.com.au/business-awards (Website).
- 1.6 By lodging your entry you agree to be bound by these Terms and Conditions.
- 1.7 Your entry must be submitted by 11.59pm Australian Eastern Standard time on the relevant close date for your region, as published in the Key Award Dates section on www.lakemac.com.au/business-awards
- 1.8 Lake Macquarie Business Excellence Awards reserves the right to extend or vary the entry period if required, before or after the award entry period commences.
- 1.9 Lake Macquarie Business Excellence Awards reserves the right to refuse an application if it does not adequately meet all eligibility criteria.

2. ENTRY ELIGIBILITY

- 2.1 To enter the Lake Macquarie Business Excellence Awards, businesses or individuals must be located and/or operating in the Lake Macquarie region.
- 2.2 All businesses that submit an entry must hold a current Australian Business Number (ABN). This clause does not apply to individual entrants into the individual award categories of Outstanding Employee, Outstanding Young Business Leader or Outstanding Business Leader categories.
- 2.3 Entries can be submitted by any business that has been continuously operating in NSW for a minimum period of two years at the time of entry as published in the Key Award Dates section on the Website. This clause does not apply to entries into the Outstanding Start Up category where entries can be made by any business that has been operating less than a period of two years at the time of entry.
- 2.4 Entry into the Lake Macquarie Business Excellence Awards Program is not open to Lake Macquarie City Council staff members, Council businesses and departments or Councillors, Business NSW or Business Hunter staff members or board members, or a judge in the current Business Awards program.
- 2.5 An entry into the individual award categories (Outstanding Employee, Outstanding Young Business Leader or Outstanding Business Leader) shall be automatically disqualified if:
 - 2.5.1 the entrant becomes bankrupt or insolvent; or

- 2.5.2 the entrant becomes disqualified from holding office as a director of any organisation or company.
- 2.6 The Lake Macquarie Business Excellence Awards reserves the right in their sole discretion to disqualify any individual or business entry who the Lake Macquarie Business Excellence Awards has reason to believe has breached any of these Terms and Conditions, or engaged in any unlawful, fraudulent, misleading, deceptive or other improper misconduct that may jeopardise the fair and proper conduct of the Awards Program or otherwise bring the Awards into disrepute or damage the goodwill or reputation of the Lake Macquarie Business Excellence Awards.
- 2.7 Lake Macquarie Business Excellence Awards accepts no responsibility for any entries lost in transit or not received by the closing time due to technical disruptions or any other reason beyond the control of the Lake Macquarie Business Excellence Awards.

3. Previous Year Winners

- 3.1. Winners are eligible to enter the same category in the subsequent year that they have won, up to a maximum of three consecutive years.
- 3.2. To progress as a Business Hunter Finalist, winners must be either (this clause 3.2 does not apply to individual entrants into the individual award categories of Outstanding Employee, Outstanding Young Business Leader and Outstanding Business Leader):
- 3.2.1 member of Business Australia;
 - 3.2.2 a current financial member of [Business NSW](#) or [Business Hunter](#) or any of its related or controlled entities;
 - 3.2.3 a Local Business Chamber member that has opted in to become a member of Business NSW by;

4. Entry requirements

- 4.1 All entries for consideration must be lodged online and include the required information.
- 4.2 Lake Macquarie Business Excellence Awards and Business Hunter reserves the right to declare any entry ineligible, if at any time during or after the term of the award process your entry form is found to be incomplete, deficient, false or misleading in any way.

5. Opening Dates

- 5.1. Refer to the Key Award Dates page on the Website for entry opening dates.
- 5.2. Lake Macquarie Business Excellence Awards reserves the right to extend or vary the entry period if required, before or after the Awards entry period commences.

6. Closing Dates

- 6.1. Refer to the Key Award Dates page on the website for entry closing dates.
- 6.2 Lake Macquarie Business Excellence Awards reserves the right to extend or vary the entry period if required, before or after the Awards entry period commences.

7. Confidentiality

- 7.1. Upon their submission pursuant to these Terms and Conditions, entries become the property of Lake Macquarie Business Excellence Awards. All information provided in the entry form will be used for the purpose of judging only and will be treated as commercial-in-confidence by Lake

Macquarie Business Excellence Awards, Business Hunter and Business NSW and any of its related or controlled entities, unless otherwise specified.

7.2 If you are selected as a finalist in the Awards program, information provided in your entry (excluding financial information) will be used for the purpose of promoting the Awards and your business. www.lakemac.com.au/business-awards

7.3 Contact information provided in your entry form will be disclosed to sponsors for the purpose of direct opportunities for promotion through sponsor partners. You can refuse the disclosure of contact information to sponsors by advising 13 26 96 or emailing business@lakemac.nsw.gov.au or navigation@nswbc.com.au in writing.

7.4 Lake Macquarie Business Excellence Awards, Business Hunter and Business NSW, in accordance with the NSW Privacy and Personal Information Protection Act (PPIPA) 1998 and the Government Information Public Access Act (GIPA) 2009 may collect, use and disclose personal information in accordance with its Privacy Policy which can be viewed online at [Privacy Statement - Lake Macquarie City Council](#) or by contacting the company secretary via the following:

Privacy Officer
Lake Macquarie City Council
02 4921 0333
council@lakemac.nsw.gov.au

7.5 Lake Macquarie Business Excellence Awards, Business Hunter and Business NSW Privacy Policy is deemed to be incorporated into these Terms and Conditions and by entering the Awards, you are taken to consent to Lake Macquarie Business Excellence Awards, Business Hunter and Business NSW Privacy Policy. The Privacy Policy may be replaced or varied at the discretion of Business Hunter and Business NSW from time to time, and as replaced or varied it is incorporated into these Terms and Conditions.

8. Judging

8.1 All entries (with the exception of the People's Choice Award) are judged by a panel of subject matter experts, selected by the Lake Macquarie Business Excellence Awards from business and community leaders. These judges may be drawn from current employees of Local Chambers, Business Hunter and Business NSW or any of its related or controlled entities.

8.2 Judges will allocate scores to each question asked, and these scores will be multiplied by a weighting to reach an overall score for each entry.

8.3 There will only be one winner per category.

8.4 Where there are two or more entries with the same highest score a count back will be conducted to determine which entrant scored higher on the most category questions.

8.5 If after the count back there is still two or more entries with the same highest score, the judging panel will be reconvened for determination of the winner.

8.6 State Category Winners may be eligible to form part of the immediate subsequent year's Regional Awards Judging Panel for their winning category, if they are not entering that category in the year they are judging or the year immediately following their role as a judge.

8.7 Judges are required to sign a confidentiality agreement and disclose any conflict of interest to business@lakemac.nsw.gov.au

8.8 The Judging Panel's decision is final and no further correspondence will be entered into.

8.9 In situations where there is only one entrant for a category in a Local Award, this entry will be judged. Subject to meeting a gateway score, the entry will become an automatic Regional Finalist and will be awarded a Regional Finalist certificate and represent their region in that category at the Regional Gala event.

8.10 A representative of the Lake Macquarie Business Excellence Awards, Business Hunter or Business NSW or the Judging Panel may contact any entrant via telephone interview or email for further information or to verify their entry prior to selecting the final preferred winner. Conducting such interviews does not create any obligation on the Lake Macquarie Business Excellence Awards or the Judging Panel to select the interviewed entrant as a winner.

8.11 All business category finalists will be eligible for the People's Choice Award. The winner will be the entry that receives the highest number of public votes. Any company linked to a manipulated public voting process using automation, macros or other technology-based voting will be disqualified.

9. Awards

9.1 The Lake Macquarie Business Excellence Awards comprise of the following categories:

9.1.1 Outstanding Employee

9.1.2 Outstanding Young Business Leader (age 18 – 35)

9.1.3 Outstanding Business Leader (age 36+) – 20 or less employees (for businesses employing 20 FTE or less employees*); ** This includes all employees on payroll in Australia such as contractors, casual and labour hire staff.*

9.1.4 Outstanding Business Leader (age 36+) – 21 or more employees (for businesses employing 21 FTE or more employees*); ** This includes all employees on payroll in Australia such as contractors, casual and labour hire staff.*

9.1.5 Employer of Choice - 20 or less employees (for businesses employing 20 FTE or less employees*); ** This includes all employees on payroll in Australia such as contractors, casual and labour hire staff.*

9.1.6 Employer of Choice – 21 or more employees (for businesses employing 21 FTE or more employees*); ** This includes all employees on payroll in Australia such as contractors, casual and labour hire staff.*

9.1.7 Excellence in Innovation

9.1.8 Excellence in Sustainability

9.1.9 Outstanding Community Organisation

9.1.10 Outstanding Visitor Experience

9.1.11 Outstanding New Business (trading for a period of less than 24 months)

9.1.12 Excellence in Diversity and Inclusion

9.1.13 Excellence in Micro Business (for businesses employing less than 5 FTE employees*); **This includes all employees on payroll in Australia such as contractors, casuals and labour hire staff.*

9.1.13 Excellence in Small Business (for businesses employing between 5 and 20 FTE employees*); **This includes all employees on payroll in Australia such as contractors, casuals and labour hire staff.*

9.1.14 Excellence in Large Business (for businesses employing 21 FTE or more employees*);
** This includes all employees on payroll in Australia such as contractors, casual and labour hire staff.*

9.1.15 Business of the Year (winners of the business categories will automatically be entered into this category).

9.1.16 People's Choice Award (chosen by public vote, all business category finalists are automatically entered, not individual category finalists).

9.2 Lake Macquarie Business Excellence Awards, Business Hunter and Business NSW may, in its sole discretion (without prior notice) add or vary these award categories of both Local, State and Regional level from time to time.

9.3 Winners of the aligned categories listed in clause 9.1 (excluding Business of the Year and People's Choice Award) from each Lake Macquarie Business Excellence Awards program will progress to the Business Hunter Awards if they proceed as a Regional Category Finalist subject to satisfying these Terms and Conditions.

9.4 Lake Macquarie Business Excellence Awards may have additional award categories relevant to each region. Please note these additional Regional award categories do not progress to the Business Hunter Regional Business Awards. If a category is not included in the Business Hunter Awards the winner will not progress to the Business NSW Awards.

10. Geographic coverage

10.1 Lake Macquarie Business Excellence Awards provides the online entry and judging engine for other Local Business Chamber and Regional awards which are aligned with the Business NSW Awards program. Those Local and Regional awards may have different terms and conditions.

11. Announcing the finalists and winners

11.1 All Finalists will be notified by phone and email and published on the Lake Macquarie Business Excellence Awards website.

11.2 Winners will be announced at the gala event in each Region, with the State Category Winners announced at the State Gala Event. In a Region where there is no gala event, winners will be notified and awarded their Regional Winner trophy in person.

11.3 Finalists and winners agree to participate in media requests, social media and other publicity requests (such as Business NSW and Business Hunter events) conducted by and for use by Lake Macquarie City Council, Business NSW and any of their related or controlled entities.

12. Lake Macquarie Business Excellence Awards and Regional Business Chamber Awards programs

12.1 These Terms and Conditions apply to entrants into all Business NSW Regional Business Awards, including entrants of Lake Macquarie Business Excellence Awards which are aligned with the Business NSW Awards, unless otherwise agreed.

12.2 Please note that additional terms and conditions may also be applied by the Lake Macquarie Business Excellence Awards or Regional Business Chamber running such awards. Please check the relevant website for their terms and conditions.

13. Lake Macquarie Business Excellence Awards entrants and winners

13.1 Lake Macquarie Business Excellence Award winners are eligible to progress to the Business NSW Regional Awards program as a Regional entrant subject to:

13.1.1 complying with the Lake Macquarie Business Excellence Awards, Business Hunter and Business NSW Awards Terms and Conditions;

13.1.2 the Lake Macquarie Business Excellence Awards category winner's entry being submitted via the www.lakemac.com.au/business-awards online entry system for the purpose of judging.

13.2 Category winners at a Lake Macquarie Business Excellence Awards and Regional level must satisfy a gateway score that Business NSW will set at the start of every awards program. This score will be awarded by the Business NSW State Business Awards Judging Panel.

Postcodes eligible to enter the Lake Macquarie Business Excellence Awards

The below regions are the postcodes that qualify for the Lake Macquarie Business Excellence Awards. Business Region Postcodes Included in Lake Macquarie Region;

2259 | 2264 | 2265 | 2267 | 2278 | 2280 | 2281 | 2282 | 2283
2284 | 2285 | 2286 | 2287 | 2289 | 2290 | 2305 | 2306 | 2323