

2018 NSW Business Chamber Business Awards Program Terms & Conditions of Entry

1. How to Enter

- 1.1 Entry is free.
- 1.2 To enter the NSW Business Chamber State Business Awards (**NSWBC Awards**) all applicants must read and understand the terms and conditions set out in this document (**Terms and Conditions**) and complete the on-line entry form for your chosen category.
- 1.3 NSW Business Chamber reserves the right to alter or change these Terms and Conditions at any time at its discretion.
- 1.4 All entrants into a Regional or State Award 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 NSWBC Awards website at <http://www.businessannualawards.com.au> (**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 5pm Australian Eastern Standard time on the relevant close date for your region, as published in the Key Award Dates section on the Website.
- 1.8 All entries must be submitted through either one of the aligned Local Business Chamber award programs or Regional award programs. Direct entries into the NSWBC Awards will not be accepted.

2. ENTRY ELIGIBILITY

- 2.1 All businesses that submit an entry must hold a current Australian Business Number (ABN). This clause 2.1 does not apply to individual entrants into the individual award categories of Outstanding Young Employee, Outstanding Young Entrepreneur and Outstanding Business Leader.
- 2.2 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 2.2 does not apply to entries into the Start-Up Superstar 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.
- 2.3 Entry into the NSWBC Awards is not open to Board Members of the NSW Business Chamber or any of its related or controlled entities.
- 2.4 Entry into the Outstanding Young Employee, Outstanding Young Entrepreneur and Outstanding Business Leader categories are not open to NSW Business Chamber Board Members, NSW Business Chamber Regional Advisory Councillor and State Councillors. NSW Business Chamber Regional Advisory Councillors and State Councillors can enter their business other NSWBC Award categories.

- 2.5 Staff members of NSW Business Chamber or any of its related or controlled entities are not eligible to enter the NSWBC Awards.
- 2.6 An entry into the individual award categories (Outstanding Young Employee, Outstanding Young Entrepreneur and Outstanding Business Leader) shall be automatically disqualified if:
 - 2.6.1 the entrant becomes bankrupt or insolvent; or
 - 2.6.2 the entrant becomes disqualified from holding office as a director of any organisation or company.
- 2.7 Entrants into the Outstanding Young Entrepreneur Award category must:
 - 2.7.1 be an owner, CEO or director of the relevant business; or
 - 2.7.2 hold a majority shareholding or have a controlling interest in the business.
- 2.8 The NSW Business Chamber reserves the right in their sole discretion to disqualify any individual or business entry who the NSW Business Chamber 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 NSWBC Awards or otherwise bring the NSWBC Awards into disrepute or damage the goodwill or reputation of the NSW Business Chamber.
- 2.9 NSW Business Chamber 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 NSW Business Chamber.

3. Previous Year Regional and State Winner

- 3.1 Regional and State 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 If the same organisation or person wins the same category at either the Regional or State awards three years in a row, they will be placed in the "Hall of Fame" for that category.
- 3.3 The organisation or person who is placed in the "Hall of Fame" shall then be excluded from entry into that category at both the State and Regional Awards for the next two consecutive years.
- 3.4 Subject to clause 3.3, State and Regional winners, including members of the Hall of Fame, may enter any other category in the subsequent year of their announced win.
- 3.5 To progress as a State Finalist at the NSWBC Awards, Regional winners must be either:
 - 3.5.1 a current financial member of the NSW Business Chamber or any of its related or controlled entities by 30th September in the relevant year;
 - 3.5.2 a Local Business Chamber member that has opted in to become a member of the NSW Business Chamber by 30th September in the relevant year;
 - 3.5.3 a client of the Australian Business Solutions Group of the NSW Business Chamber with an ABN registered in NSW; or
 - 3.5.4 for individual categories, be an employee of one of the above organisations.

4. Entry requirements

- 4.1 All entries for consideration must be lodged online and include the required information.
- 4.2 NSW Business Chamber 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.
- 4.3 Your entry will be allocated to a NSW Business Chamber regional awards program, based on the street address, location and postcode of your business' premises and at NSW Business Chamber's absolute discretion.

5. Opening Dates

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

7. Confidentiality

- 7.1 Upon their submission pursuant to these Terms and Conditions, entries become the property of NSW Business Chamber. 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 NSW Business Chamber and any of its related or controlled entities, unless otherwise specified.
- 7.2 If you are selected as a finalist in the NSWBC Awards, information provided in your entry (excluding financial information) will be used for the purpose of promoting the NSWBC Awards and your business.
- 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 navigation@nswbc.com.au in writing.
- 7.4 NSW Business Chamber, in accordance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (**APPs**) may collect, use and disclose personal information in accordance with its Privacy Policy which can be viewed online at: <https://www.nswbusinesschamber.com.au/About/Privacy-Policy> or by contacting the company secretary via the following:

NSW Business Chamber
Locked Back 938
North Sydney NSW 2059
Australia
P: 02 9458 7481
E: company.secretary@nswbc.com.au

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

8. Judging

8.1 All entries are judged by a panel of subject matter experts, selected by NSW Business Chamber from business and community leaders including previous State Category Winners and Category Sponsors. These judges may be drawn from current employees of the NSW Business Chamber 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.

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 Regional Award, this entry will be judged. Subject to meeting a gateway score, the entry will become an automatic State Finalist and will be awarded a State Finalist certificate and represent their region in that category at the State Gala event. They will be recognised at the Regional Awards dinner but will not be declared a Regional winner; they will be referred to as a State Finalist.

8.10 A representative of the NSW Business Chamber 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 NSW Business Chamber or the Judging Panel to select the interviewed entrant as a winner.

9. Awards

9.1 The NSWBC Awards comprise of the following categories:

9.1.1 Excellence in Small Business (for businesses employing less than 20 employees*);

**This includes all employees on payroll in Australia such as contractors, casuals and labour hire staff.*

- 9.1.2. Excellence in Business (for businesses employing 20 or more employees*);
** This includes all employees on payroll in Australia such as contractors, casual and labour hire staff.*
 - 9.1.3. Outstanding Young Employee (Age 18-35);
 - 9.1.4. Outstanding Young Entrepreneur (Age 18-35);
 - 9.1.5. Outstanding Business Leader (Age 36+);
 - 9.1.6. Outstanding Employer of Choice;
 - 9.1.7. Excellence in Social Enterprise;
 - 9.1.8. Excellence in Innovation;
 - 9.1.9. Excellence in Sustainability;
 - 9.1.10. Excellence in Export;
 - 9.1.11. Start-Up Superstar;
 - 9.1.12. Local Chamber of Commerce of the Year.
- 9.2 NSWBC may, in its sole discretion (without prior notice) add or vary these award categories of both State and Regional level from time to time.
- 9.3 Winners of the aligned categories listed in clause 9.1 from each Regional Awards program will progress to the NSW Business Chamber State Business Awards as a State Category Finalist subject to satisfying these Terms and Conditions.
- 9.4 NSW Business Chamber may have additional Regional award categories relevant to each region. Please note these additional Regional award categories do not progress to the NSW Business Chamber State Business Awards.
- 9.5 Each Regional NSW State Finalist is eligible for one return flight from Regional NSW to Sydney and one night's designated accommodation in Sydney's CBD. Flights and accommodation are to be arranged by the NSW Business Chamber.
- 9.6 All State Category Finalists will receive one complimentary ticket per business to the NSW Business Chamber State Business Awards Gala (**State Gala Event**) event in Sydney to be conducted on or around late November in each year irrespective of the number of categories in which the business is a State Finalist.

10. Geographic coverage

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

11. Announcing the finalists and winners

- 11.1 All State Finalists will be notified by phone and email, and published on the NSWBC 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 It is a condition of entry that, if requested by the NSW Business Chamber, the Regional and State Winners agree to participate in media requests, social media and other publicity requests (such as NSW Business Chamber and Regional Chamber events) conducted by and for use by the NSW Business Chamber and any of their related or controlled entities. There will be no fee payable, remuneration or other direct financial benefit to be received by the Winners (other than the marketing opportunity) as a result of the winners' participation in these activities.

12. Local Business Chamber and Regional Business Chamber Awards programs

12.1 These Terms and Conditions apply to entrants into all NSW Business Chamber Regional Business Awards, including entrants of Local Business Chamber awards which are aligned with the NSWBC Awards, unless otherwise agreed.

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

13. Local Business Chamber Award entrants and winners

13.1 Where a Local Business Chamber Awards program exists and that Local Business Chamber aligns all or some of their categories and criteria with the NSW Business Chamber Awards Program, Local Chamber Alliance members can only enter those aligned categories via the Local Business Chamber Awards program. Where a Local Business Chamber Awards program exists but they have not chosen to align with some of the NSW Business Chamber State Business Award Categories, Local Chamber Alliance members may directly enter those categories at a Regional level.

13.2 A business or individual is eligible to enter into multiple Local Business Chamber Awards within a Region, subject to those Chambers' applicable terms and conditions of entry. You will be required to enter a new username per entry submission if you use the NSW Business Chamber portal.

13.3 Where a Local Business Chamber Awards program does not exist, a Local Chamber Alliance member can enter directly into the NSWBC Awards at the Regional level.

13.4 Local Business Chamber Award winners are eligible to progress to the NSW Business Chamber Regional Awards program as a Regional entrant subject to:

13.4.1 complying with the NSWBC Awards Terms and Conditions;

13.4.2 the Local Business Chamber category winner's entry being submitted via the NSWBC Awards online entry system for the purpose of judging.

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