

WELCOME TO THE 2ND ANNUAL PENINSULA BUSINESS AWARDS



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PENINSULA
BUSINESS
AWARDS
CONNECTING THROUGH CELEBRATING

INFORMATION GUIDE 2019



apply 9am
1 OCTOBER 2018
www.peninsulabusinessawards.org

Entries are now open!

The Peninsula Business Awards encourage, promote and recognise excellence across the Mornington Peninsula region. Following an overwhelming success in the 2018 campaign, the team are beyond excited to not only bring back the Awards for its second year but also to add a huge level of offerings to every applicant – finalist and of course overall winners.

The common message to the Awards team post awards and in particular the Gala Event was that they felt and received such a positive response from their involvement but primarily the connections and networks that have built across the Peninsula. It was clear on the night the buzz of business was alive and it was exactly that buzz which was the driver in bringing the Awards to life for the Peninsula yet again.

As I continue to visit many organisations across Australia to identify Best Practice, a common activity I see for building a sustainable business is taking the time to regularly assess performance. Combining this with a realistic reflection of what is working and what needs to improve, this can provide valuable insights and create opportunities for all of your team to be involved and therefore increase motivation and ultimately productivity. Please take this opportunity to challenge your Leadership, Processes, People Development and Improvement plans and continue the excellent work I have seen over the past year while being a part of the awards.

For those of you who are returning, welcome back, I look forward to seeing how you have progressed and improved. If this is your first time, congratulations you are taking an important step in future success of your business. The Assessment questions are there to assist you and your business to develop a better understanding of the key elements to work towards Business Excellence.

As the Founder, I personally thank each and every business owner, team member and individual among the local community for being such a positive involvement to the Awards and will continue to ensure that the Awards are an ongoing event for us all.

With thanks,

Rhiannon Pilton

Rhiannon Pilton

Founder – Peninsula Business Awards

Wrap Up of 2018 Gala Presentation Evening



Entering the Awards

Participating in the Awards allows you to highlight your most outstanding qualities, biggest successes, and most creative initiatives over the past 12 months.

OVERVIEW

This year we would like to offer you the opportunity to nominate your business to be recognised under a range of categories, and provide you the opportunity to be recognised by local business peers and the wider community for your achievements.

The Peninsula Business Awards will recognise and acknowledge businesses from the Mornington Peninsula for their excellence and for the significant contribution they make to the local economy, employment opportunities and the community. The Peninsula Business Awards will identify and acknowledge the businesses in our community that are delivering exceptional service, quality, innovation, and that support the economic prosperity of the region. Entry is open to all Mornington Peninsula businesses;

- Hold a registered ABN.
- Entrants to have engaged in business activities within the Mornington region for at least six months (only eligible for Rising Star Award) or greater than six months businesses the below applies - prior to the application.
- Entrants may enter up to three (3) categories

GENERAL ENQUIRIES

For any enquiries about the Peninsula Business Awards, please phone Agency83 1300 656 762 or via email peninsulabusinessawards@agency83.com.au.



**APPLICATIONS OPEN
1 OCTOBER 2018 9AM**

SOME OF OUR 2019 CATEGORY AWARDS ARE.....

- The Retail Business Award
 - The Professional Services Award
 - The Catering and Hospitality Award
 - The Agriculture Excellence Award
 - The Investing in Future Skills Award
 - Health Practitioner Award
 - Cleaning & Personal Services Award
 - PBA Micro Business of the Year (8 or less full-time employees)
 - PBA Small Business of the Year (9—25 full time employees)
 - PBA Large Business of the Year (25+ full time employees)
 - The Creative and Digital Award
 - The Health, Wellbeing Award
 - The Commitment to Innovation & Technology Award
 - The Family Business Award
 - Real Estate Industry Award
 - Children Services Award
 - Community & Social Care Award
 - Peninsula Made Award
- Special Awards include:
- Overall Business of the Year, The Peninsula Solopreneur Award, The PBA Rising Star Award (up to 2 years old), The Peninsula Youngpreneur Award (under 30 years old), The Emerging Business Award (2-5 years old)

**MORE TO BE
ANNOUNCED!**

Stay focused

Clear guidelines and limits are provided in the Terms and Conditions of Entry and category criteria, so stick to them when preparing your submission. Make sure you thoroughly read the criteria for the category or categories you are entering and address all the questions. Ensure your answers are detailed, specific and relevant to the question and demonstrate genuine, significant achievements that can be verified with clients and third parties.

GENERAL HINTS & TIPS

THE JUDGES ARE LOOKING FOR A SOUND BUSINESS THAT:

- » Has a formal business plan (even a one pager version found via a google search is a plan!).
- » Has measurable goals and outcomes.
- » Demonstrates flair, innovation and passion.
- » Promotes high quality standards in their products or services.
- » Makes an ongoing contribution to the Mornington Peninsula Community.
- » Has awareness of their marketplace.
- » Has industry knowledge.

SUBMISSION CONTENT:

- » Captivate your audience: This is your opportunity to tell the story of your business. Your submission should be compelling and interesting. The judges should have a comprehensive impression of your business after reading your submission.
- » Use photos that are relevant to the text: Judges enjoy a visual picture of your business.(place in supporting documentation)
- » Use tables to demonstrate your information: tables are easy for the judges to read. Text within tables may be single line spaced.
- » Include emotion and personality in your submission: judges want to feel your passion. Show how much your business means to you and your customers.

ANSWERING THE QUESTION:

- » Get all your staff involved: This not only helps ease the workload, it also builds staff enthusiasm and ownership of the project.
- » Answer every question in full: only provide the information you have been asked for. Keep your answers concise and relevant to the question being asked. Incomplete responses to questions will result in the judge giving a low score.
- » Information: Don't be afraid to repeat information as each question is scored in isolation – If it's relevant, include it.

HIGHLIGHT YOUR ACHIEVEMENTS:

Don't assume that the judges are aware of your company, its products or successes.

- » Follow the stipulated guidelines: Points may be deducted for those submissions that don't comply with the guidelines.
- » Score weighting: Each question is weighted, make sure you pay particular attention to the big scoring questions
- » Prepare each section in bullet point form first then flesh it out: That way you ensure you cover all points of the question.

PRIOR TO SUBMISSION:

» Cover page: it is strongly recommended that you complete the cover page and should include the
» Business Name » Contact Details » Category Entry

» **Be organised early:** Don't leave your submission to the last minute! Past judges have reported that some submissions start off well and lose momentum towards the end. Allow yourself enough time for proof reading.

» **Proofread:** Have someone read your submission and critique your responses to the questions. It is always a good idea to get someone who doesn't know your business to read your submission.

» **Submitting your entry:** Try to submit your submission at least a week before the deadline to relieve the stress & pressure.

Invitation to Application Writing Workshops –
Tickets available @Agency83.com.au from 1 October 2018 @12pm.

Location	Date and Time of Workshop	Bookings Close (Catered Event)
Hastings	Friday 12 October 2018 @10am	Wednesday 10 October
Mount Eliza	Wednesday 31 October 2018 @130pm	Monday 29 October 2018
Sorrento	Wednesday November 7 2018 @12pm	Monday 5 November 2018
Flinders	Monday November 26 @10am	Friday 23 November 2018
Somerville	Thursday December 6 2018 @4pm	Tuesday 4 December 2018
Mornington	Wednesday Dec 12 2018 @9:30am	Monday 10 December 2018
Red Hill	Monday January 14 2019 @12pm	Friday 11 January 2019
Tyabb	Thursday January 31 st 2019 @2pm	Tuesday 29 January 2019
Rosebud	Friday February 8 2019 @1130am	Wednesday 6 February 2019

Entering is easy. Winning an award is a major achievement and a good news story – and we'll help you shout it from the rooftops!

So, don't be shy. Your achievements deserve the opportunity to be recognised. Enter the Peninsula Business Awards today!

Entry Terms and Conditions of Entry

How to Enter

Step 1

Download the Awards for Excellence Kit to ensure you are eligible.

Step 2

Draft your submission, addressing each question stated in the criteria, in the order specified. Ensure your submission complies with the requirements detailed in the criteria. Please note: your answers to the criteria questions can be uploaded in PDF, Word or other format. Draft your answers offline and then upload them into the relevant fields in the application form. Supporting material may be uploaded in PDF format.

Step 3

When you are ready to submit your entry, log into members area on the Awards website to confirm your entry details and enter your submission.

You will also need to upload a high resolution colour photo or logo to the online Awards portal as follows:

- For agency categories, upload a 300 dpi colour version of your agency logo (JPEG format is preferred).

Step 4

Entries must be submitted via the online Awards portal by 28 February 2019 by 11:59pm. **Please note that this season there will not be any extensions as we have commenced the campaign earlier to allow more time.** Changes can be made to your submission up to this date, but not after. Hard copy submissions will not be accepted.

Step 5

Our judges will assess your submission with finalists being announced Monday, 8 April 2019.

Eligibility

Industry Categories

To be eligible to enter any industry category in the Peninsula Business Awards, the business must be located (registered office) in the Mornington Peninsula Shire at the time of entry.

For additional eligibility requirements, please also refer to the criteria for the category or categories you wish to enter. When determining the size of a business, PBA will take into account all branch offices of the business. All entrants are eligible for consideration of the major awards.

Declaration

Entrants must complete a declaration on the online Awards portal advising of any investigations or disciplinary actions pending or taken against them, or their business, during the five (5) years preceding the closing date for submissions by Fair Trading or any other regulatory body. Entrants must also notify PBA of any investigations or disciplinary action that occur after the Awards closing date. A false declaration may result in disqualification from the Awards or revocation of any award.

All information set out in this document forms the Terms and Conditions of Entry for the 2019 Peninsula Business Awards. To be eligible to enter the Awards entrants must agree to abide by these Terms and Conditions of Entry, and satisfy the eligibility requirements outlined in this document and in the criteria for the category or categories they wish to enter.

TERMS AND CONDITIONS OF ENTRY (Continued)

Judging

Judging panel

A judging panel of six (6) judges have been appointed by PBA to judge the PBA Award categories and Major Awards. Judges have been selected for their knowledge and expertise business judging.

Every effort has been made to ensure that judging panels do not have any conflict of interest, and that judging processes are transparent. Judges have been required to declare any possible conflict of interest and to commit to confidentiality in a signed statement. Judges may not have any formal association with a submitting business or individual and must withdraw from judging any such submission. In such circumstances, PBA may appoint a replacement judge.

CONFIDENTIALITY

Every Member of the Judging Panel, Agency83 and The Peninsula Business Awards that will or may come into contact with applications from the business community have all signed annually a strict confidentiality agreement. The information contained in submissions will remain strictly confidential and will only be accessible to the judging panel. Applications will be destroyed one (1) month after the award's night, t, unless arrangements are made for return of the application(s) at the applicant's expense.

Judging process

The following judging process will apply for all Awards categories. The judges scores and recommendations will determine the winner and finalists in each category.

Written submission

All categories and major awards will be judged on the written submission. Judges will independently assess each submission against the criteria for the category. Entrants will be assessed on their performance against the criteria, not against the performance of other entrants in the category.

Entrants may be contacted by an PBA member to clarify or confirm details that have been provided by the entrant. Applicants will be judged on the written submission and a short interview of approximately 15-20 minutes, judges will ask questions related to the entrant's written submission and each judge will attribute marks independently and not confer with the other judges on the panel.

Judges will independently assess each written submission against the criteria for the category. The combined score of the written submission and panel interview will be tallied to identify the winner. The panel facilitator in attendance with the Lead Judge and/or Transparency Officer, will tally the judge's scores to determine the finalists in each of the relevant categories.

Winners and finalists

There will be no more than five (5) finalists per category unless exceptional circumstances exist. PBA may choose less than five (5) finalists based on judge's recommendations. There will only be one (1) winner in each category, unless exceptional circumstances exist.

In the event that no submission in a category meets the requisite standard of excellence, no finalists will be chosen and no award will be given.

PBA's decision is final and no correspondence or discussion will be entered into regarding individual submissions or choices of finalists or winners.

TERMS AND CONDITIONS OF ENTRY (Continued)

Judging dates

- Entries close: 28 February 2019
- Written submissions judged: by 15 March 2019
- Panel interviews conducted: between 16 March 2019 and 26 March 2019.

Submission guidelines

- All entry details requested in the online Awards portal must be provided prior to or when entering a submission.
- All submissions must comply with the page and size limits stated in the criteria for each category. Submissions not meeting these requirements may be rejected by PBA.

Entrants must:

- Enter the answers to the criteria questions directly into the relevant fields in the Awards portal. Supporting material may be uploaded in PDF format up to 3 pages one sided.
- By entering, the entrant authorises, and PBA reserves the right, to make such enquiries relating to submissions with the entrant or any person, company or organisation as deemed necessary to verify an entrant's entitlement to enter or to verify or judge the content of any submission.
- No alterations will be permitted after 11:59pm on 28 February 2019. Entrants may make changes up to this date.
- Submissions will not be released. It is the responsibility of the entrant to take a copy of their submission before submitting online.
- There is an entry fee, this directly covers costs of 6 leading business award judges to uphold a transparent fair and level of excellence.
- Entrants are responsible for any costs associated with preparing submissions and attending the Awards Gala Dinner.
- Requests to withdraw a submission must be made by the entrant emailing hello@agency83.com.au. Requests will be determined on a case-by-case basis by PBA.

Announcement of finalists and winners

- All entrants will receive notification by email of their progression in the Awards 8 April 2019.
- Details of finalists will be published in the April 2019 edition of the Mornington Peninsula Magazine.
- Winners will be announced at the Awards for Gala Dinner in May 2019

Prizes

Winning a Peninsula Business Award provides a powerful marketing edge for you and your business and greater recognition within the Mornington Peninsula / surrounds and your industry wider community.

Each winner will receive:

- A trophy and certificate
- A promotional pack, including logos
- Permission to use promotional material of PBA
- Interviews on dedications Awards Season Podcast
- Invitation to exclusive Media Masterclass
- Invitation to join the Mentorship Program
- Invitation to Business of the Year winner to various other events as guest including on judging panel of other Award campaigns

- Judges Feedback Report – The Possibility Report
- Invitation to Business Masterclass Program
- Guest Ticket to Winners post Gala Luncheon
- Access to the Business Growth Hub

Each finalist will receive:

- A Finalist Plaque
- A certificate
- Finalist logo
- Permission to use promotional material of PBA
- Interview on dedications Awards Season Podcast
- Invitation to exclusive Media Masterclass
- Invitation to join the Mentorship Program
- Judges Feedback Report – The Possibility Report
- Invitation to Business Masterclass Program
- Access to the Business Growth Hub

Each Applicant will receive

- Nominee Logo
- Permission to use promotional material of PBA
- Interview on dedications Awards Season Podcast
- Invitation to join the Mentorship Program
- Judges Feedback Report – The Possibility Report
- Invitation to Business Masterclass Program
- Invitation to Application Writing Workshops (schedule within this pack) Tickets available from 1 October 2018 @12pm.
- Free entry to weekly webinar sessions focused on business growth and insights.
- Facebook Q&A sessions

In addition, winners and finalists and applicants will be featured, with photographs and/or logos, in the Mornington Peninsula Magazine and receive publicity on the all available websites / social media and other platforms.

Also, at the Gala Evening we will present to the 2019 Charity Southern Peninsula Community Support and Information Centre the donation that every applicant has assisted to achieve. Expressions of 2020 Peninsula Business Awards Charity will be offered in post Gala feedback form to ensure we offer the pay it forward to as many community groups as possible.



Communications

Communications from PBA will be sent to the mailing address and/or email address supplied by the entrant in the entry section of the online Awards portal. If you have not received an acknowledgement of receipt of your submission within 48 hours of lodgement, please contact 1300 656 762 or email peninsulabusinessawards@agency83.com.au

If your contact details change between the lodgement of your submission and the Awards Gala Dinner, please email peninsulabusinessawards@agency83.com.au

Privacy policy

Without limiting any other privacy policy of PBA, PBA will, in relation to the collection, use and disclosure of personal information (as defined in the Privacy Act 1988 (Cth)), comply with the Privacy Policy for the Awards located at www.agency83.com.au/privacy