



Section 3 * MAKING IT COUNT

Know the Rules

www.mildurabea.com.au

Mildura Business Excellence Awards Inc.

Telephone 0439 597 229 | Email awards@mildurabea.com.au

PO Box 3103 Mildura Victoria 3502

ENTRY GUIDELINES

1 Eligible businesses may enter the 2010 Powercor/PRIME Business Excellence Awards by forwarding a completed submission, as per the entry guidelines.

Should you wish to enter in more than one category a specific submission must be provided for each category entered. An entry will only be assessed in the category which the business has nominated. Entry to Special Awards is automatic and does not require a separate submission.

2 The submission must focus on the achievements or activities that occurred within the qualifying period which is the 2009 calendar year i.e. 1 January 2009 to 31 December 2009.

3 Hard copy entries must be received by the Chair of Judges by close of business Thursday 29 April 2010 via mail to:

Chair of Judges BEA Inc.
2010 Powercor/PRIME Business Excellence Awards
PO Box 3103
Mildura Victoria 3502

Alternatively, hard copy entries may be delivered in person to Mildura Development Corporation, 101 Lime Avenue, Mildura on Wednesday 28 April or by close of business Thursday 29 April 2010.

It is the entrant's responsibility to ensure that adequate time is allowed for the entry to reach Mildura Development Corporation. The organisers accept no responsibility for entries received after Thursday 29 April 2010.

4 Entrants must submit the completed entry form together with two copies of their submission (one original plus a copy). A receipt of submission will be forwarded to the entrant after the closing date.

5 To substantiate statements of financial viability, a declaration of authenticity will need to be signed by a financial officer, accountant, tax adviser or the like who have viewed your response to Section 2 Business Planning.

6 Winners are encouraged to announce their BEA success in their marketing activities. The Awards Co-ordinator will provide appropriate logos and the correct representation of the awards following the Gala Awards Ceremony.

Exclusion Note

Businesses inducted into the Hall of Fame are ineligible to enter the same category for the next two award cycles, but may enter other relevant categories.

SUBMISSION FORMAT GUIDELINES

Applications in Categories 1 through 17 as a guide should be between 15 to 30 single sided (maximum of 15 double sided) A4 pages. Individual Award Categories should be no more than 8 pages.

Important Note: From 2010, Appendices/supporting documents are not required to be submitted with the awards application and will not be judged, however supporting documentation can be sighted by the judges during the site visit.

The submission must be formatted as follows:

Page Size

A4 (297 x 210 mm)

Font

Font for questions, answers and tables must be no smaller than 12 point Times New Roman or Arial. Font for captions can be smaller than 12 point Times New Roman or Arial.

Format

All text should be 1½ line spacing (Microsoft Word) or equivalent, with the following exceptions:

- Text contained within a multi-column table may be single line spaced as long as tables do not represent more than 8 pages of the total submission.
- Question text and captions may be single line spaced.

All pages should be numbered.

Layout

State the question then your answer.

Pages

The submission must have no more than 30 printed pages (single sided) or 15 pages (double sided) including text, graphs and images (note this does not include the cover page).

Entrants are discouraged from using plastic sleeves.

Dividers

Are optional. If used they must be **blank** i.e. they must not carry images, logos, watermarks or text. They may however be numbered. eg. Question 1...

Answer all sections and all questions parts. If you do not feel the question is relevant explain why, do not leave it blank. Unanswered questions attract zero points.

Assessment is based on demonstrated excellence in business practice against specific relevant criteria, not on the format of the application. Glossy applications or extensive graphics are not expected, however all questions need to be responded in a concise and legible style.

Continued overleaf...

ESTABLISHING ELIGIBILITY

To be eligible to enter the 2010 Powercor/Prime Business Excellence Awards the business described within the submission must:

- 1 be located within the Mildura Rural City Council borders or Wentworth Shire Council borders; and
- 2 have been trading for a minimum of 12 months

ASSISTANCE IS AVAILABLE

Information Sessions

Free information sessions are run to provide entrants with a greater understanding of the BEA process and what is expected in the submissions. The information sessions also allow entrants to ask questions and seek clarification about any element of the awards program.

Mentor Program

Entrants have access to FREE one-on-one guidance from our professional mentors. Simply register your interest and we do the rest. Further details of the program including the person and time allocated to you will be confirmed within a few days of registering.

Sponsored by: Southern Cross Business Advisors



Your Local Awards Co-ordinator

Guidance on the process of entering and any aspect of your application is available from your local awards expert - Sue Rudd. Email to awards@mildurabea.com.au or call 0439 597 229

Copies of Documentation

Want a hard copy? Prefer the ease of an electronic copy?

All entry documentation is available for you on the BEA website: www.mildurabea.com.au. Alternatively call Sue Rudd, the Awards Co-ordinator on 0439 597 229 or pop into Mildura Tourism at 62 Madden Avenue in Mildura or the Mildura Development Corporation, located at 101 Lime Ave, Mildura.

More Information

Lots of additional information can be located on our website www.mildurabea.com.au.

Places to find Inspiration

Refer to the website www.mildurabea.com.au to find a list of other websites that may provide some inspiration.

OTHER THINGS YOU SHOULD KNOW

Judging

A team of two judges independently read and score the submissions in a particular category before collaborating as a panel for the final decision. In addition, all entrants are visited or contacted in person by a judge. The judging process is overseen by the Chair of Judges.

To ensure consistency and fairness in judging, the entry guidelines must be strictly met.

Site Visits

The purpose of the site visit is to verify claims made within the submission (for example sighting of a risk management policy), and testing of the overall presentation and experience. The site visit will be prearranged, and the judges have a proforma from which they score each business.

The Scoring System

Every entry is scrutinised and the judges work to a strict scoring system. Geographic location, size of company or size of budget are not deciding factors. The return on a campaign with a \$1,000 budget can be more effective, in relevant terms, than a campaign with a budget of \$100,000. It's what you do with it and the results you achieve that count.

Presentation

Submission presentation does not feature in the scoring system. However, presentation reflects pride. The more concise and relevant the entry, the easier and clearer it is for the judges to score.

Supporting documentation and appendices will no longer be accepted for the 2010 Awards. Instead applicants will be able to show supporting documentation to the judges during the site visit.

Confidentiality

All information submitted is strictly confidential. All persons who may come in contact with your submission, such as the Awards Co-ordinator and judges, are each required to sign a confidentiality agreement.

The BEA Executive Committee have also adopted a conflict of interest policy which is available via the BEA website www.mildurabea.com.au

All application copies are available for collection from Mildura Development Corporation, 101 Lime Avenue Mildura between Monday 12 July and Thursday 29 July 2010. Any applications not collected by close of business Friday 30 July 2010 will be destroyed in the interest of entrant security.

Entry Closing Date

Please ensure your submission is received by close of business on Thursday 29 April, 2010. Late entries can not be accepted. Please plan to get your submission in early.

Grievances

The decision of the judging panel of the 2010 Powercor/PRIME Business Excellence Awards is final. Any grievance should be forwarded to the attention of:

The President
Mildura BEA
PO Box 3103
Mildura Victoria 3502

DISCLAIMER

The Mildura Business Excellence Awards Inc., the BEA Executive Committee, organising coordinators, event managers, members of the Judging Panel, members of the Mentor Panel, sponsors and the like cannot be held responsible for any damages and/or loss of materials that are submitted as part of an entry. Photos and CD's must be copies or duplicates and not originals.

By entering the 2010 Powercor/PRIME Business Excellence Awards, you authorise the use and/or reproduction of images and the 100 word description provided in relation to any editorial/advertising purposes initiated in conjunction with the 2010 Powercor/PRIME Business Excellence Awards.

Your contact details may also be supplied to agencies engaged on behalf of the award organisers for promotional purposes.

Under no circumstances will judges be held responsible for any comment, viewpoint or expression, whether expressed or implied, concerning the standard or quality of an entrant's submission.

By signing the entry form entrants agree not to bring a claim against any judge or the Mildura Business Excellence Awards Inc. organising coordinators or event managers in relation to feedback on their submission.