

## Terms and Conditions

### 2026 Melton Business Excellence Awards (MBEA)

The Melton Business Excellence Awards celebrate local business success and provide a platform for recognition within the City of Melton community.

By participating in Melton City Council's (**Council**) 2026 Melton Business Excellence Awards program, the Applicant agrees to these Terms and Conditions.

### Program Period

Key dates for the 2026 MBEA program are as follows:

| Milestone                        | Date                            |
|----------------------------------|---------------------------------|
| Entries Open                     | 12:00pm, 13 May 2026            |
| Entries Close                    | 05:00pm, 9 July 2026            |
| Finalists Announced              | 05:00pm, Wednesday 22 July 2026 |
| Finalist Judging Site Visits     | 28 July 2026 – 7 August 2026    |
| Finalist Video Site Visits       | 10 August 2026 – 21 August 2026 |
| Awards Night (Winners Announced) | Wednesday 16 September 2026     |

### Eligibility

All entries must meet the following eligibility criteria:

- **Location:** Be the owner or authorised representative of a business based and operating within the City of Melton.
- **Registration:** Have a current registration with the Australian Business Register within the City of Melton.
- **Business Presence:** For businesses registered outside the City of Melton, the business must have a current physical business presence in the City of Melton, such as a satellite office, factory, warehouse, shop, or retail outlet.
- **Location Focus:** Where a business operates from multiple locations, the application must reflect initiatives carried out specifically at the City of Melton location.
- **Permits:** Hold all appropriate permits, licences, and approvals, including but not limited to building, planning, and health permits.
- **Reporting Period:** All evidence and examples provided must be for the period between **May 2025 and May 2026**. Any evidence or examples which is outside of these dates, will not be considered.

- **Evidence:** Businesses may be required to produce evidence of eligibility, which may include business registration, address, details of presence in the City of Melton

### **Businesses Not Eligible to Enter**

The following businesses are ineligible to enter the MBEA:

- **Compliance/Legal:** Businesses subject to any regulatory, legislative, investigative, or compliance processes.
- **Debts:** Businesses with outstanding debts owed to Council at the time of application.
- **Grant Recipients:** Recipients of grant funding from Council that delivers items or projects included in the application.
- **Conflict of Interest:** Businesses owned by or with office holders that are employees or Councillors of Council, or their immediate family members. Immediate family member for the purpose of the MBEA includes spouse, child, grandchild, parent, grandparent, sibling or member of the household of the applicant or any officeholders of the business which is the subject of the application.
- **Sponsors/Partners/Program Supporters and Suppliers:** Sponsors/Partners/Program Supporters and suppliers of goods or services to the 2026 MBEA.

### **Application Conditions**

- **Application Limit:** Only one application per business will be accepted.
- **First Submission:** In the event that a business completes two applications, they will be contacted by Council to confirm in writing, the application which will be considered prior to judging commencing.
- **Category Transfers:** Should Council or the business consider a category change may be appropriate, the application may be amended by mutual agreement during the application phase. No changes to any application will be made once judging has commenced.
- **Application Platform:** Applications will only be accepted via the **Awards Force** platform. Once an application is submitted, an email confirmation will be sent to the nominated email address of the applicant. If you do not receive this email, please contact [venturemelton@melton.vic.gov.au](mailto:venturemelton@melton.vic.gov.au) or 9747 7157 to speak to the Economic Development team.
- **Closing Date for Applications:** Applications close at 5pm on Thursday 9 July 2026. Council has no obligation to accept late, lost, or misdirected applications.
- **Previous Applications:** Evidence and examples used for applications as part of the Melton Business Excellence Awards in previous years, will not be considered.
- **Attendance & Availability:** Businesses shortlisted as finalists must be available for judging site visits which will commence in July 2026, video site visits in August 2026, and the Awards night on **Wednesday 16 September 2026**.

### **Application and Judging Process**

- **Scrutineering:** Council will review applications during the entry period to ensure correct category alignment.

- **Category Validity:** Council retains the right not to proceed with award categories if there is a lack of applications or applications received are not of a quality acceptable to Council in its absolute discretion.
- **Judging:** Judging will be completed by a panel of independent judges engaged by Council.
- **Judging Phase:** Two phases of judging will take place. Phase One is a desk top judgement of applications submitted and Phase Two is site visit judgement with shortlisted finalists.
- **Selection:** Applications with the three highest scores in Phase One of judging will be deemed finalists. The entry with the highest total judging score in the Phase Two of judging in each category will win.
- **Finality:** The judge's and Council's decision are final and at the absolute discretion of Council. Council will not enter into any correspondence in relation to the decisions.

### Scoring Matrix

Application responses will be scored the average across each criteria rated 1 to 5 as follows:

| Score Rating | Score Justification  |
|--------------|--|
| 5            | Application meets criterion to an exemplary level. A clear understanding of the assessment criterion is demonstrated and there are no further questions regarding how the application will meet the criterion. Excellent evidence and examples are provided. |
| 4            | Application meets criterion to a high level. A clear understanding of the assessment criterion is demonstrated and there are no further questions regarding how the application will meet the criterion. Clear evidence and examples are provided.           |
| 3            | Application meets criterion, but details could have been more specific with some evidence and or examples provided.  |
| 2            | Application meets criterion, however there are still questions regarding the application.  |
| 1            | Application largely fails to meet the criterion.   |
| 0            | Application completely fails to meet the criterion.  |

### The Award Categories

| Category                          |
|-----------------------------------|
| Health, Wellness and Care Award   |
| Professional Services Award       |
| Visitation and Hospitality Award  |
| Retail Services Award             |
| Industry and Trade Services Award |
| Sustainability Excellence Award   |

|                                       |
|---------------------------------------|
| Disability Inclusion Initiative Award |
| Workplace Engagement Award            |
| Community Impact Leadership           |

### **Privacy and Data Collection**

- Council will collect, use and disclose personal information which is provided as part of an application to the MBEA in accordance with the *Privacy and Data Protection Act 2014 (Vic)*, Council's Privacy Policy, the MBEA Privacy Statement and these Terms and Conditions.
- Entrants should review the privacy statement of any external party used, including Awards Force, for information on how personal information may be used, collected and disclosed.
- By submitting an application, the applicant acknowledges and agrees that the use of all material by Council in promoting the 2026 MBEA will not constitute a breach of copyright or confidentiality.
- Applicants agree to their information being disclosed in relation to the awards and to being involved in publicity as it relates to the MBEA, including but not limited to sponsors, judges and in Council advertising material.
- Applications and associated documentation will not be returned and will be disposed of in a secure manner.
- Council reserves the absolute right to withdraw an entry if it contains libellous, unlawful, defamatory, or objectional content which may include offensive, inappropriate, objectionable, profane, insulting, inflammatory or defamatory material, or material which may infringe a third party's intellectual property at Council's sole discretion.

### **Privacy Statement**

*The personal and commercial information requested on this form is being collected by the Melton City Council for the purpose of processing your application as part of the Melton Business Excellence Awards 2026. You may apply to the Melton City Council for access and/or amendment of the information. Your information will be disclosed as part of Council's advertising of the Melton Business Excellence Awards which may include on social media, Council's website, newspaper and other promotional material as determined by Council. This will not include any financial information provided as part of your application. Personal information provided will not be disclosed to any external party without your consent, unless required or authorized by law. Should you fail to provide the information, we may be unable to process your Application for the Melton Business Excellence Awards. For more information, you may contact Council at [venturemelton@melton.vic.gov.au](mailto:venturemelton@melton.vic.gov.au).*