

## Sample form, not for offline completion.

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# WYNDHAM BUSINESS AWARDS 2025

## Excellence in Diversity & Inclusion

**Excellence in Diversity and Inclusion, the business must demonstrate outstanding dedication to providing a diverse and inclusive experience for employees (if applicable), customers and suppliers.**

### ELIGIBILITY

To be eligible for a Business Award the business must:

- (a) have a current, active ABN with the registered business address being an address within the Wyndham municipality;
- (b) not be insolvent;
- (c) not have any electronic gaming machines at its premises; and
- (d) be compliant with all applicable laws and regulations.

If at any time before 12 September 2025, the business becomes insolvent, they must immediately notify Council by email to [businessawards@wyndham.vic.gov.au](mailto:businessawards@wyndham.vic.gov.au) and will be immediately disqualified from the competition.

**Businesses are eligible to enter EITHER a Time Based Award OR a Business Excellence Award AND an individual award (if applicable)**

### TIME BASED AWARDS

#### New & Emerging

The New and Emerging Business Award recognises a business that has shown exceptional potential and growth in its early stages of operation. Aged 3 years or under, to qualify, the business must have been registered with an ABN on or after 1st January 2022.

#### Business Resilience

Business Resilience Award recognises a company that has demonstrated exceptional ability to adapt, recover, and thrive despite challenges, disruptions, or adversity over a long period of time. The award highlights a business's strength in maintaining operational continuity, pivoting strategies effectively, and overcoming obstacles, all while ensuring sustainable growth and long-term success in a dynamic market environment. Businesses must be 20 years or older to be eligible for this award category.

OR

### BUSINESS EXCELLENCE CATEGORIES

#### Excellence in Social Impact

The Excellence in Social Impact Award is open to all Wyndham-based businesses that exist to address social, cultural, community, and/or environmental needs, including organisations that provide products or services aimed at driving positive social change and fostering meaningful community impact, including but not limited to:  
Social Enterprise, Not for Profits (NFPs), Registered Charities, Social Entrepreneurs and  
Community Organisations

### **Excellence in Health & Wellbeing**

The Excellence in Health & Wellbeing award is open to all Wyndham based businesses that are engaged in the provision of health and/or wellbeing services to individuals and organisations. Including but not limited to:  
Healthcare & Medical Services, Veterinary services, Fitness centres and personal trainers, Health retreats and spas, Physical therapies and allied health, Gyms, Yoga and Pilates studios, Natural therapies & life coaches, Pharmaceuticals.

### **Excellence in Manufacturing or Transport**

The Excellence in Manufacturing and Transport award is open to all Wyndham based businesses who produce finished goods through the use of tools, human labour, machinery, and chemical processing and/or the activity of organising the movement, equipment, and accommodation of goods.  
Including but not limited to: Food and beverage manufacturing, Steel fabrication and engineering, Industrial machinery and equipment manufacturing, Logistics and distribution centres, Consumer goods manufacturing .

### **Excellence in Professional Services**

The Excellence in Professional Services award is open to all Wyndham based businesses providing services that require high level tertiary qualifications, specialised skills, expertise and knowledge with a prescribed code of conduct, ethical rules, and education and licensing requirements, including but not limited to:  
Recruitment, employment and HR consultants, Graphic, web and interior design, Real estate sales and property management, Advertising, marketing & PR companies, Bookkeepers and tax accountants, Insurance providers and underwriters, Administration services, Event planning and management, IT and communications providers, Commercial research and business development.  
NOTE: This category would not include professional services within the healthcare sector (see Excellence in Health & Wellbeing)

### **Excellence in Retail, Tourism & Hospitality**

The Excellence in Retail, Tourism & Hospitality award is open to all Wyndham-based businesses providing consumer goods, travel experiences, accommodation, dining, and entertainment services that demonstrate exceptional customer service, quality, and innovation, including but not limited to Restaurants, bars, cafes & nightclubs, Event and conference venues, Clothing and Fashion stores, Homewares and Furniture stores, Supermarket and specialty grocers  
Hotels and Motels, Travel agencies and tour operators, Tourist attractions and  
Catering services

### **Excellence in Education & Training**

The Excellence in Education & Training award is open to all Wyndham-based businesses providing education and training services that demonstrate a commitment to high standards of learning, development, and professional growth, including but not limited to RTO's, Primary and Secondary schools, Universities and TAFE's, Early Education, Specialist Training Organisations.

### **Excellence in Trade & Construction**

The Excellence in Trade & Construction award is open to all Wyndham-based businesses providing services in the building and trade industries that demonstrate a commitment to high-quality standards, skilled craftsmanship, safety, and compliance with industry regulations, including but not limited to:  
Electricians, Plumbers, Carpenters, Residential and commercial builders, Property development, Landscaping, Heating, ventilation and air conditioning, Flooring specialists.

NOTE: Does not include businesses supplying building material (see Excellence in Retail category) or businesses manufacturing construction materials (see Excellence in Manufacturing category)

AND

INDIVIDUAL AWARDS

Business Person of the Year

The Business Person of the Year Award recognises an outstanding individual in business. This award is open to both nominations and self-nominations.

To be eligible for the Business Person of the Year Award, the entrant must be aged 30 years or older as at 1 January 2025 and must have worked in the Wyndham business community for a minimum of 5 consecutive years.

Rising Star

The Rising Star Award recognises an emerging leader or entrepreneur who has shown exceptional promise, innovation, and growth potential in their business or industry.

This award is open for both nominations and self-nominations. To be eligible for the Rising Star Award, the entrant must be aged between 18 and 29 as at 1 January 2025 and must have worked in the Wyndham business community for a minimum of one year.

If you need further assistance with this, please contact the Economic Development Team [here](#) or call 03 8734 5416

Business Name

I understand that as per the 2024 Wyndham Business Awards Terms and Conditions, I am only eligible to enter one Excellence Award?

☐ Yes

☐ No

Please confirm that the business has:

- A current, active ABN
- A registered business address or physical location within the Wyndham municipality.

☐ Yes

☐ No

Please confirm if shortlisted as a finalist, the business will be available for an in-person judging appointment sometime between 9am - 5pm

Monday July 1st to Friday July 5th 2024.

☐ Yes

☐ No

Please note: If the business is shortlisted as a finalist, in-person judging will take place sometime between Monday 1st July - Friday 5th July.

Judging site visits will take approx 45 minutes, if successful you will be called to book in your allocated date and time in the week of the 24 June - 28 June 2024.

If unavailable for a site-visit on the scheduled date, a virtual interview will take place at a later date.

Click on the

Check eligibility

button to proceed. The rest of the entry/nomination form will be locked until you're eligible.

# Business details

Business Trading Name

Please note: Should the business be shortlisted as a finalist, this Business Trading Name will be used for promotional purposes, business name will be listed exactly as you have typed.

ABN:

Registered Business Address:

Address 1

Please be sure to include street number, example:

45 Princes Highway  
20 London Court  
154 Paddington Way

Suburb

Postcode

Contact Person Name

Please note: This is the person who will be contacted in regards to all communication in relation to the 2024 Wyndham Business Awards.

Position/title:

Mobile:

Email:

Total number of employees:

Please note: This number only applies to employees based at the business located in Wyndham.

Number of full-time employees:

Number of part-time employees:

Number of casual employees:

What year did the business commence trading?

### 1. BUSINESS DESCRIPTION/INTRODUCTION

250

In 250 words or less, please provide a description of your business. This should include a brief overview of the businesses history, its core activities, the target market it serves, and what is unique about your product or service.

Use this opportunity to tell the judges about your business, how it started, why it started and any background information you wish to include. This question introduces the judges to your business

### 2. BUSINESS PLANNING

300

In 300 words or less, please describe the businesses planning.

words

- (a) A summary of the plans for the business - reviewing the performance of the business – position in the competitive landscape.
- (b) Planning the day-to-day operations of the business.
- (c) Planning for the longer-term sustainability and profitability of the business. List challenges faced and strategies for overcoming them to provide valuable insights into the businesses resilience and adaptability.
- (d) Planning for future growth or scalability of the business.

For this response the judges will be keen to understand where the business is at, and where it is heading.

### 3. FINANCIAL MANAGEMENT

300

In 300 words or less, please describe the businesses financial management process. Please note there is no expectation to include \$ values in your response. You may wish to include budgeting, income collection, and cost efficiencies.

For this response the judges will be keen to understand how the business effectively controls its financial activities (revenue and expenses).

#### 4. REACHING CUSTOMERS

300

In 300 words or less, please describe the target market of the business and how the business reaches out to them as well as specify the platform/s and channels used for engagement and marketing.

For this response the judges will be keen to understand who your customers are and what marketing, promotional and branding activities work best for your business.

#### 5. PEOPLE

300 words

In 300 words or less, please describe how the business addresses the following outcomes:

- (a) workplace safety;
- (b) achieving high levels of customer service; and
- (c) professional development (owner operators or staff)

For this response the judges will be keen to understand how the business takes care of its people (including owner operators) and its customers.

#### 6. SUPPORTING LOCAL

150

In 150 words or less, please describe how the business supports local businesses and local communities.

words

The judges will be interested in knowing how the business contributes to the local economy, which may include buying from local businesses. Examples could involve buying equipment and supplies locally, as well as spreading the word about local businesses, among other initiatives.

#### 7. SOMETHING SPECIAL

300

In 300 words or less, please discuss any other business practices, initiatives or philosophies that the business does well, and you believe may be of interest to the judging panel.

words

You may wish to include things that show you go above and beyond in your business e.g a unique touch, a special initiative, creative practices, the cherry on the cake.

#### 8. DEMONSTRATION OF EXCELLENCE IN DIVERSITY & INCLUSION

400

In 400 words or less, please explain the businesses key initiatives that demonstrate excellence in Diversity & Inclusion.

words

Provide examples of past initiatives or achievements related to this excellence category. Judges will want to read the effectiveness of the business's key initiatives in achieving their intended goals and driving success within Diversity & Inclusion.

☐ I acknowledge that by submitting this entry to the 2024 Wyndham Business Awards, I agree to the 2024 Wyndham Business Awards Terms and Conditions, which I confirm that I have read and understood.

[2024 Wyndham Business Awards Terms and Conditions](#)

Name of attachment (optional)