

POWERCOR MELTON BUSINESS EXCELLENCE AWARDS

NOMINATION FORM



MELTON SHIRE COUNCIL
ECONOMIC DEVELOPMENT



RECOGNISING & REWARDING BUSINESS EXCELLENCE

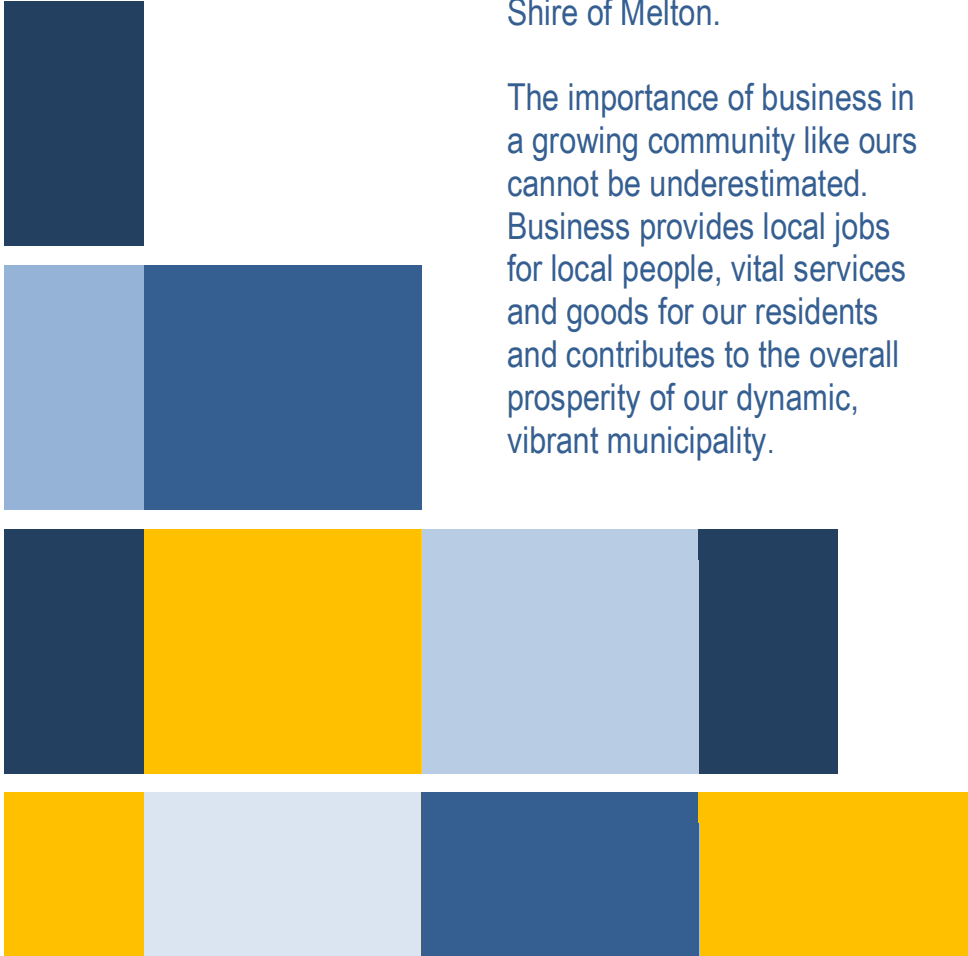


The Powercor Melton Business Excellence Awards celebrate the achievements and spirit of enterprise shown by businesses across the Shire of Melton.

The importance of business in a growing community like ours cannot be underestimated. Business provides local jobs for local people, vital services and goods for our residents and contributes to the overall prosperity of our dynamic, vibrant municipality.

We all know that business is a competitive environment, but it is also one that drives partnership, innovation and progress, something we value greatly in the Shire of Melton. It is the hard work and enterprise of the people and businesses we recognise through the Powercor Melton Business Excellence Awards that help build our Shire's future financial and economic sustainability.

As a Council, we are committed to helping local businesses grow and develop, and take great pleasure in rewarding and recognising the vital contribution business makes to our local economy, community and environment.



BUSINESS DETAILS

Business Name: _____

Business phone: _____ Business fax: _____

Contact person: _____ Mobile: _____

Website: _____ Email: _____

Street address: _____

Postcode: _____

Postal address: _____

Postcode: _____

Employees: _____

Full time _____ Casual _____

Part time _____ Seasonal _____

Business category: please select the category you wish to nominate for by placing an X in the appropriate box
You may nominate in more than one category, if applicable

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Retail | <input type="checkbox"/> Franchise | <input type="checkbox"/> Agribusiness | <input type="checkbox"/> Trade & construction |
| <input type="checkbox"/> Home based or micro | <input type="checkbox"/> Services | <input type="checkbox"/> Arts | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Tourism | <input type="checkbox"/> Leisure, health & fitness | <input type="checkbox"/> Hospitality & entertainment | |

New & emerging → How long has your business been operating? _____

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KEY SELECTION CRITERIA

PLEASE PROVIDE WRITTEN RESPONSES TO EACH OF THE QUESTIONS BELOW

1. **Provide an overview of your business. What are the main services, products etc... that you provide to your customers?**
2. **What are the key features that make your business stand apart from your competitors?**

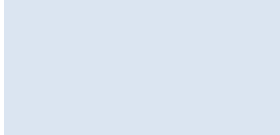
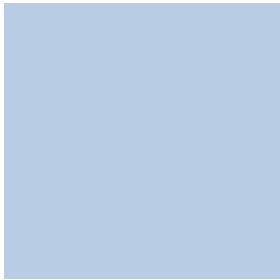
3. **Do you have any for the following plans or strategies?**

Business Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Marketing Strategy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Risk Management Strategy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Privacy Policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Equal Opportunity Employment policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Occupational Health & Safety plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

4. **Why are you nominating your business for the 2011 Melton Business Excellence Awards?**

5. **Where did you hear about the 2011 Powercor Melton Business Excellence Awards?**

<input type="checkbox"/> Newspaper	<input type="checkbox"/> Promotional flyer	<input type="checkbox"/> New Business Kit
<input type="checkbox"/> Friend or family member	<input type="checkbox"/> Other business	





Important information

Nominating your business

Nominating your business for the Powercor Melton Business Excellence Awards is easy. Simply complete the nomination form, including answers to the Key Selection Criteria and submit to:

Powercor Melton Business Excellence Awards
Business Growth & Sustainability Unit
Melton Shire Council
E: economicdevelopment@melton.vic.gov.au
F: 9743 9970
P: PO Box 21
Melton VIC 3337

Submissions close: 25 February 2011.

Being shortlisted as a finalist

Businesses that are shortlisted as finalists in the Powercor Melton Business Excellence Awards will be notified by mail. As a finalist, you will be asked to complete a Finalist Nomination Form, to provide further information about your business, and you will also be allocated a time for our judges to visit your business and discuss your nomination with you further.

Judges' visit

Finalists in the Powercor Melton Business Excellence Awards will be visited by two judges who are independent of Melton Shire Council and are leaders in their field.

Winners are determined by the judges at the completion of their site visits. Judges will also determine the winners of the Melton Business of the Year Award and the DAC Access for All Business Award.




Presentation Gala

Winners of the 2011 Powercor Melton Business Excellence Awards, including the prestigious Melton Business of the Year Award will be announce at an exclusive Presentation Gala at Witchmount Estate Winery, Rockbank on Friday 29 April 2011.

Tickets can be purchased by contacting:

Rose Romeo
E: rosar@melton.vic.gov.au
P: 9747 7200
F: 9743 9970





Need help preparing your nomination?

You might be a first time entrant in the Powercor Melton Business Excellence Awards, or you may have nominated your business in the past – either way, it's always handy to get some advice on how to complete your nomination form, and give your business the best chance possible of being shortlisted as a finalist.

We invite all business owners and operators considering entering the Powercor Melton Business Excellence Awards to an informative, fun workshop that will enable you to prepare the best nomination possible for your business.

Workshop 1

Date: Wednesday 20 October 2010

Time: 6pm – 8pm

Venue: Civic Room 1&2
Melton Civic Centre
232 High Street
Melton VIC 3337

RSVP: 18 October 2010
e: rosar@melton.vic.gov.au
p: 9747 7200

Workshop 2

Date: Thursday 9 December 2010

Time: 6pm – 8pm

Venue: Civic Room 1&2
Melton Civic Centre
232 High Street
Melton VIC 3337

RSVP: 6 December 2010
e: rosar@melton.vic.gov.au
p: 9747 7200

Submitting your nomination

Please submit your completed nomination form by **Friday 25 February 2011** to:
Powercor Melton Business Excellence Awards
Melton Shire Council
Business Growth & Sustainability Unit

by mail:
PO Box 21
Melton VIC 3337

by email:
economicdevelopment@melton.vic.gov.au

by fax:
9743 9970

or in person:
Melton Civic Centre/Melton Civic Centre/Library
232 High Street
Melton VIC 3337

193 – 201 Caroline Springs Blvd
Caroline Springs VIC 3023

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