

## Conditions of Entry

The *My Brother Jack Awards* ('Awards') are run by Glen Eira City Council ('Council').

1. By entering the *Awards*, entrants accept these terms and conditions of entry ('Conditions').
2. For eligibility to enter the *Awards*:
  - a. The entrant must either live, work or study in Glen Eira.
  - b. Councillors, officers and employees of Council and their immediate family members are not eligible to enter. Immediate family includes a spouse or former spouse, de facto partner or former de facto partner, child, parent, grandparent, grandchild or sibling of an employee, or a child, parent, grandparent, grandchild or sibling of an employee's spouse or de facto partner. It includes step-relations (eg. step-parents and step-children) as well as adoptive relations.
  - c. The entrant must submit a valid entry to be determined by Council in its absolute discretion.
  - d. The entrant must comply with any category age or year level restrictions.
3. Council may require entrants to provide proof of parental or guardian's consent to enter the *Awards* (if they are under age 18); proof that they either live, work or study in Glen Eira; and proof of age. What is suitable for verification is at Council's absolute discretion.
4. To enter the *Awards*:
  - a. the entrant must submit a valid entry online via <http://library.gleneira.vic.gov.au/mbj> in accordance with the 'How to enter' instructions; and
  - b. the entry must be submitted between 9am on Monday 3 July 2023 and 5pm on Monday 11 September 2023 AEST. Entries outside of these times will not be accepted unless Council extends the competition period, in which case notice will be provided on the website <http://library.gleneira.vic.gov.au/mbj>
5. There will be between one (1) and three (3) winners chosen in each category of the *Awards* as set out under 'Award categories'. Each winner will receive the relevant prize for their category. The total number of winners in each category chosen is at the absolute discretion of Council.
6. If there is a dispute as to the identity of a winner, Council reserves the right to determine the winner in its absolute discretion.
7. If a prize is not accepted or claimed within 28 days of the notification to the winner, the prize will be deemed unclaimed. It will then be at Council's discretion whether to disregard the winner for that category and choose a new winner to award the unclaimed prize.
8. Council will acknowledge receipt of entries by automated email, but entries will not be returned.
9. Entries must be original and must not have been previously published in any form nor have been the subject of a previous award or prize.
10. Publication on a personal blog/website does not constitute publication. If a work has been written and assessed as part of writing course but has not been distributed further, that also does not constitute publication.

11. If a winning entry is created by multiple people in collaboration, the prize will be evenly split between the responsible parties.
12. Entries must be in English and judges reserve the right to disregard entries which they deem in their discretion to be offensive or discriminatory or which do not meet community standards.
13. Entries must not include personal information (including photographs) that would or could identify a person without the written consent of that person. Any such consent must accompany the entry. Only the entry form is to include the entrant's personal information.
14. Entrants are permitted to submit more than one (1) entry for a category but only one (1) prize will be awarded per category per entrant.
15. To maintain anonymity for judging purposes, the author's name must only appear on the entry form and not on any part of the work. Any names not removed by the entrant will be deleted by Council for the purpose of judging.
16. The judges' decisions are final and no correspondence will be entered into. Judges are unable to provide feedback on individual entries.
17. The prizes for each category are not transferable, exchangeable or redeemable for cash.
18. All entrants consent and agree to the Council displaying, publishing, reproducing (in whole or in part) and/or using any entries (which will include an entrant's personal information) in its public spaces, on its website, on social media, in print media, to perform at the *Awards Ceremony* and for the future promotion of the *Awards*.
19. Short-listed finalists will be notified by email and be invited to attend the *Awards Ceremony*.
20. The winners of each category will be publicly announced at the *Awards Ceremony* and will be notified in writing following the *Awards Ceremony* and a list of winners' names will be made available on Council's website (which may include photographs of the winners) at <http://library.gleneira.vic.gov.au/mbj>. All entrants acknowledge that:
  - (a) due to the COVID-19 pandemic and the resulting restrictions on social gatherings, Council may in its absolute discretion determine that the *Awards Ceremony* be conducted virtually, or postpone the *Awards Ceremony* to a later date; and
  - (b) attendance at the *Awards Ceremony* is by invitation only.
21. Council is not liable for late, lost, incomplete, invalid or incorrectly submitted entries, or illegible, corrupted or misdirected entries, claims or correspondence due to error, omission, alteration, tampering, deletion, theft, destruction, transmission interruption and communications failure or otherwise.
22. Council is not liable for any loss (including but not limited to any damage, claim, injury, cost or expense) which is suffered or incurred by any person in connection with or arising from redemption or use of a prize.
23. Council may determine not to conduct any part of the *Awards* or an *Award* category in its sole discretion and if for any reason any aspect of the *Awards* is not capable of running as planned, including by reason of tampering, unauthorised intervention, fraud, technical failure or any cause beyond the control of Council. Council may, in its absolute discretion, cancel, terminate, modify or suspend the *Awards*, or invalidate any affected entries.
24. Privacy

The personal information requested in this form is required primarily to enable you to participate in the *Awards*, and subject to clauses 18, 19 and 20, will only be shared with those directly responsible for providing that service. If you do not provide the information, we may not be able to deliver the service. We may also use your contact details to inform you of future *My Brother Jack Award* opportunities and to request feedback on previous *Awards*. If you would like to know more about privacy at Glen Eira City Council, including your right to seek access to your personal information, please contact Council's privacy officer on 9524 3333. Council's *Privacy Policy* can be downloaded at: <http://www.gleneira.vic.gov.au/Council/Legislation-and-governance/Privacy>