GUIDELINES
2019 Queensland Reconciliation Awards
Cover artwork by Jordana Angus

Jordana is an established contemporary Wiradjuri artist and emerging jeweller. Her traditional land is Narrandera, New South Wales, but she was born and raised in Redcliffe, Queensland. This location has given Jordana an innate connection to where the land meets the sea.

‘ngumbaay-dyl’
all together in one place/all are one

This artwork is an interpretation of what reconciliation in Australia means and recognising the positive steps that businesses, organisations and educational institutions are taking towards reconciliation in Queensland.
The Queensland Government is committed to reconciliation between Aboriginal and Torres Strait Islander Queenslanders and non-Indigenous Queenslanders. The 2019 Queensland Reconciliation Awards provide an opportunity to recognise the remarkable advancements that are being made towards reconciliation across the state.

Since 2003, more than 150 organisations have been recognised and rewarded for their hard work and commitment to furthering reconciliation.

Throughout Queensland there are countless community groups, educational institutions, businesses and other organisations who recognise the importance of reconciliation, are passionate about building a more outward-looking, inclusive and tolerant society and are dedicated to working towards this goal every day.

I encourage you to recognise the hard work and commitment of these organisations by nominating them for a Queensland Reconciliation Award. Through acknowledging these programs we create positive change, foster respect and encourage unity between our nation’s First People and other Australians.

The Honourable Annastacia Palaszczuk MP
Premier of Queensland
Minister for Trade
Message from the Ambassador

As a longstanding Ambassador of the Queensland Reconciliation Awards, I’m thrilled to once again learn about the inspiring initiatives and programs fostering reconciliation and creating positive change in our communities.

We all share the same vision of a fair and equitable Queensland. The workplaces, schools and community groups who nurture reconciliation are making that vision a reality and should be an inspiration for us all.

Gaining a deeper understanding of the role reconciliation plays in Australia is everyone’s responsibility and the Queensland Reconciliation Awards is a great platform to deliver that knowledge. Since the first Queensland Reconciliation Award was presented in 2003, we’ve seen a raft of highly creative and engaging initiatives be acknowledged, giving us the opportunity to learn more about the importance of reconciliation and the enormous impact it can have, creating a future where all cultures are valued and respected equally.

Thank you for your support of the 2019 Queensland Reconciliation Awards. I encourage you to nominate a business, educational institution, organisation or partnership advocating for reconciliation, change and the betterment of our communities.

I look forward to again being part of this incredible program and learning more about the efforts of Queenslanders advancing reconciliation.

Johnathan Thurston
Queensland Reconciliation Awards Ambassador
The awards

The Queensland Reconciliation Awards recognises initiatives undertaken by businesses, community organisations, educational institutions and government going above and beyond their core business to foster reconciliation and pave the way for a better future for our state.

The program provides an opportunity to increase cross-cultural awareness, while promoting the wide range of reconciliation initiatives currently in place.

Nominations are open to businesses, community organisations, educational institutions, local councils and partnerships operating in Queensland.

Awards timeline

25 February 2019  Nominations close
April 2019        Judging
May 2019         Announcement of finalists
27 May – 3 June 2019  Award ceremony during National Reconciliation Week
ADVANCING RECONCILIATION THROUGH BUSINESS COLLABORATION

Our willingness to promote opportunities for career development, sustainable business growth and economic participation of Indigenous Australians is not only the right thing to do, it's simply the way we choose to do business.

60+ Indigenous suppliers pre-qualified on Gymea, a national Lendlease program targeted at increasing Indigenous procurement activity.

Your Local Community

Join us on air, online or on the ABC listen app
Award categories

Nominations are accepted in the following categories:

**Business**
*Proudly supported by BHP*
For businesses operating in Queensland.

**Community**
*Proudly supported by ABC Radio Brisbane and ABC Local Radio*
For not-for-profit community organisations or groups and local councils operating in Queensland.

**Education**
For government and non-government schools, universities, TAFEs, registered training organisations or early childhood education and care services located in Queensland.

**Partnership**
*Proudly supported by Lendlease*
For businesses, community organisations, educational institutions, government departments and public service offices or local councils working in partnership in Queensland.

Government departments and public service offices applying in this category must be able to demonstrate how the work undertaken within the partnership goes above and beyond its core business.

**Premier’s Reconciliation Award**
The Premier’s Reconciliation Award will be presented to a nominated initiative that has demonstrated innovative strategies and exceptional outcomes toward advancing reconciliation in Queensland.

Nominations close: **Monday 25 February 2019**.

The winner of each category will receive $5000 (excluding GST) prize money. Please see the conditions of entry for further information.

Winners will be announced at a ceremony during National Reconciliation Week, 27 May – 3 June 2019.
How to nominate

You may nominate a business, community organisation, educational institution or partnership for a reconciliation initiative it has undertaken in Queensland.

The organisation’s initiative can only be nominated in one award category. You must nominate the initiative in the most appropriate award category.

Nominations can be made by the organisation or by someone with the organisation’s consent.

1. Please refer to these guidelines and the conditions of entry for full program criteria.

2. Complete your nomination online at qldreconciliation.awardsplatform.com

   Note: these guidelines will also be available online throughout the nomination process as hint boxes which will pop up as the nominator progresses through each stage.

   Your online nomination must include:

   • **Completed online nomination** (required)
     The nomination must be completed online only at qldreconciliation.awardsplatform.com. Nominations provided in hard copy or by way of email, USB or cloud storage will not be accepted.

     The nomination must be endorsed by the nominee’s authorised officer (e.g. Chief Executive Officer, General Manager, Director-General). For nominations in the partnership category, an authorised officer must sign for each nominated organisation.

     The online nomination must include contact details of a person directly connected to the nominee (point of contact) who is authorised to provide further information to the Awards Coordinator or judging panel if required.

     • **Written response** (required)
       The online nomination must include written responses to the nomination questions. Question content is outlined below in sections 1 to 3. The response should not include confidential information as the responses may be made publicly available should the nomination be shortlisted.

     • **References** (required)
       Two references are required. References must be provided by an individual external and independent to the nominee who has direct knowledge of the initiative and is able to detail the initiative’s impact and success. The nominator cannot be a referee. The nominee’s authorised officer cannot be a referee.

       Prior to nominating the referees, you must obtain their consent to being contacted by the judging panel if necessary. As part
of the standard reference check process, these referees may be contacted to verify their reference and provide additional information.

The references can be supplied as two letters of reference, or at a minimum, one letter of reference and contact details for another referee. Letters must be written on an official letterhead, signed, dated and include the referee’s telephone number and email address.

- **Promotional material** (required)
  The following material must be provided for the State to use at any time (without further recourse to you) in its promotional activities relating to the Awards including without limitation in its official announcement of Award recipients, at the Awards ceremony and in materials for the Awards’ ceremony:
  - the full and correct name of the nominated organisation, or in the case of a nomination in the partnership category, full and correct name of each organisation comprising the partnership. For example, where the organisation is registered on the Australian Business Register, you must provide the name as it appears on that register. Where the nominee has an Australian Business Number (ABN) or Australian Company Number (ACN) these details must be provided.
  - the full and accurate name of the initiative.
  - a summary of the initiative (maximum 100 words). The summary must be in two paragraphs: the first paragraph detailing the initiative and the second paragraph detailing the achievements of the initiative. This summary must be publicity appropriate and may be used in the ceremony program should the initiative be selected as a finalist.
  - one (1) high resolution (300 dpi or higher) digital photograph depicting the initiative. The photograph must be at least 7.5cm by 11.5cm, five megabytes (5MB) and supplied in JPEG format. You must include a description for the photograph, the location it was taken and the names of persons identified in the photograph. The photograph must not contain any objectionable or inappropriate content, including dangerous or inappropriate work practices.

You must obtain all necessary consents relating to the materials prior to submitting the nomination.

- **Supporting documentation** (optional)
  Supporting documentation may include photos, graphs, electronic media, articles, newsletters or brochures. Supporting documentation is optional and primary consideration is given to the response to nomination questions. These materials
must be uploaded via the online nomination portal as prompted and will not be accepted by any other means.

3. Please note the following:

Nominations can only be submitted online via qldreconciliation.awardsplatform.com

- Nominations provided in hard copy or by way of email, USB or cloud storage will not be accepted.
- Letters of reference, promotional materials and supporting documentation will only be accepted via the online upload function within your nomination at qldreconciliation.awardsplatform.com and not by any other means.
- Receipt of all nominations will be acknowledged via an automatically generated email from Award Force. Please ensure you provide a correct email address on your nomination form. If you do not receive a confirmation email within two business days after submitting your nomination please notify the Awards Coordinator via email at reconciliation.awards@premiers.qld.gov.au or telephone 07 3003 9200. No responsibility will be taken for the nominee’s failure to acknowledge receipt of the confirmation email.
- The point of contact listed on the nomination form may be contacted after submitting a nomination and asked to provide further details.

- Nominations must be received by 5 pm, Monday 25 February 2019. Late nominations will not be considered. No responsibility will be taken for nominations that are not received by the closing date.

For more information about the awards or how to complete your nomination, please contact the Awards Coordinator via email at reconciliation.awards@premiers.qld.gov.au or telephone 07 3003 9200.
Nomination questions – sections 1 to 3

The nomination must address the questions in sections 1 to 3 below for the nomination to be valid and considered by the judges. When answering the questions it is important to provide specific examples of how the nominee’s initiative has been outstanding.

If the nominee’s initiative has previously received a Queensland Reconciliation Award, your nomination must clearly explain the changes to the initiative since the previous nomination.

You must also detail if the nominee’s initiative has changed name or amalgamated with another organisation since its previous nomination.

Section 1: Initiative overview
Provide an initiative overview (maximum 300 words) including highlights, facts and evidence. Remember to be clear and concise, as this overview is the first impression for the judging panel. This should be the basis of your nomination.

You should consider the following for each category:
• What is the background of the initiative?
• What is the nominee’s role?
• Why did the nominee introduce the initiative, and how long has it been in practice?
• What are the outcomes of the initiative?
• How does this initiative go beyond the nominee’s core business?
• Who are the nominee’s customers, clients and/or key stakeholders?
• How many staff are involved in the initiative? What percentage of the nominee’s staff are of Aboriginal and/or Torres Strait Islander background?
• What are the nominee’s main sources of funding (including income, sponsorship, in-kind support and/or grants)? Include exact amounts or percentages.

For the partnership category consider:
• How was the partnership formed?
• Who is the lead partner?
• What is the working relationship between the partners?
• How does each partner contribute to the partnership?
• How did each partner contribute to the initiative?
• What is the core business of each of the partners? What is the partnership’s core business? How does the initiative go beyond the core business expectations of the partners and the partnership?
• What is the percentage of funding committed by each partner?
Section 2: Facilitating reconciliation

a) What is the initiative’s impact on reconciliation in the nominee’s local area, region and/or Queensland wide?

• Provide examples of clear outcomes or include data demonstrating results achieved by the initiative.
• Detail the most significant change or achievement as a result of implementing the initiative.
• Consider using a case study to outline an example of the impact resulting from the initiative.

b) Describe the key elements of the initiative that currently foster reconciliation through the five dimensions of reconciliation, developed by Reconciliation Australia:

• **Institutional integrity**
The active support of reconciliation by the nation’s political, business and community structures.

• **Unity**
An Australian society that values and recognises Aboriginal and Torres Strait Islander cultures and heritage as a proud part of a shared national identity.

• **Historical acceptance**
All Australians understand and accept the wrongs of the past and their impact on Aboriginal and Torres Strait Islander peoples. Australia makes amends for past policies and practices ensures these wrongs are never repeated.

Additional elements may include:

• improving community relations and engagement
• improving employee relations
• building economic growth
• providing a culturally appropriate workplace
• improving cultural engagement
• providing support, guidance and/or career development for Aboriginal and Torres Strait Islander employees
• addressing cultural perceptions

---

1 Reconciliation Australia, *The State of Reconciliation in Australia 2016*
• educating the community on Aboriginal and Torres Strait Islander issues and challenges
• developing partnerships with local Aboriginal and Torres Strait Islander communities and organisations
• other significant areas of the business, organisation or project.

Your response should focus on recent changes, initiatives or achievements (i.e. from the last two years).

Section 3: Future plans for reconciliation
a) How does the nominee plan to evaluate the initiative’s impact on reconciliation?

b) How does the nominee plan to improve or further develop the initiative? Address timeframes and funding sources.

Word limits have not been prescribed for sections two and three of the nomination, however, you should be succinct where possible and must not exceed the online format length.

Judging criteria
Nominations will be assessed on:
• the initiative’s impact on the business, organisation, people, culture and/or the wider community
• how the contribution to reconciliation is beyond the core business expectation of the business, organisation or initiative
• evidence of the initiative’s success
• innovation, creativity and resourcefulness used for the concept
• resources and funding available to the business, organisation or initiative
• geographical boundaries associated with the initiative
• the extent to which the initiative is fulfilling the five dimensions of reconciliation.
Sponsors

The Queensland Reconciliation Awards is an initiative of the Queensland Government through the Department of the Premier and Cabinet, and the Department of Aboriginal and Torres Strait Islander Partnerships.

The awards program is supported by:
Conditions of entry

1. The 2019 Queensland Reconciliation Awards (‘Awards’) is conducted by the State of Queensland through the Department of the Premier and Cabinet (‘State’).

2. The Awards guidelines, all entry instructions, requirements and prize information published by the State and publicly available on the State’s Awards website and qldreconciliation.awardsplatform.com form part of these conditions of entry (‘Conditions’).

3. By submitting a nomination in the Awards, you agree to be bound by these Conditions. Failure to abide by these Conditions may render a nomination ineligible for the Awards.

Interpretation

4. In these Conditions:
   a) ‘Award Category’ means the relevant category described as either ‘Business’, ‘Community’, ‘Education’, or ‘Partnership’ as set out in the Awards guidelines.
   b) A ‘Business’ includes:
      i) an entity that carries on a business in the form of a trade or profession under a business name registered in accordance with the Business Names Registration Act 2011 (Cth) unless excluded from the requirement of registration under that Act;
      ii) a company registered under the Corporations Act 2001 (Cth);
      iii) a Government Owned Corporation established under the Government Owned Corporations Act 1993; and
      iv) a statutory body or statutory authority.
   c) ‘Community organisation’ or ‘Community group’ means an organisation with not-for-profit objectives formed to promote and/or support the interests of a particular community or community group.
   d) ‘Educational Institution’ means a school, university, TAFE or training organisation registered with the Australian Skills Quality Authority or an early childhood education and care service.
   e) ‘Initiative’ includes, but is not limited to, projects, collaborations, programs and strategies that actively promote reconciliation in Queensland.
   f) ‘Nominee’ means the organisation, or in the case of a nomination in the Partnership Award Category, the organisations, which is/are the subject of a nomination in the Awards.
   g) ‘Nomination Questions’ means the nomination questions sections 1 to 3 set out in the Award guidelines.
h) ‘You’ means the person making the nomination and responsible for submitting the nomination in accordance with these Conditions.

**Eligibility requirements**

5. **Business**

a) Nominations will only be accepted for the Business Award Category if the Initiative is carried out in Queensland by a Business.

b) The following are ineligible for consideration in the Business Award Category:
   i) a Community organisation or Community group;
   ii) a local council
   iii) an Educational Institution;
   iv) a State government department or public service office; and
   v) any partnership between a Business and an entity referred to in subclauses (i) – (iv).

6. **Community**

a) Nominations will only be accepted for the Community Award Category if the Initiative is carried out in Queensland by a Community organisation, Community group or local council.

b) The following are ineligible for consideration in the Community Award Category:
   i) a Business;
   ii) an Educational Institution;
   iii) a State government department or public service office; and
   iv) any partnership between a Community organisation, Community group or local council and an entity referred to in subclauses (i) – (iii) including without limitation a local council working in partnership with either a Business, Community organisation or Community group, or another local council.

7. **Education**

a) Nominations will only be accepted for the Education Award Category if the Initiative is carried out in Queensland by an Educational Institution located in Queensland.

b) The following are ineligible for consideration in the Education Award Category:
   i) a Business;
   ii) a Community organisation or Community group;
   iii) a local council;
   iv) a State government department or public service office; and
   v) any partnership between an Educational Institution and an entity referred to in subclauses (i) – (iv).
8. **Partnership**

a) Nominations will only be accepted for the Partnership Award Category if the Initiative is carried out in Queensland by:

i) a partnership comprising Businesses; Community organisations or Community groups; local councils; or Educational Institutions; or

ii) a partnership comprising a State government department or public service office and one or more Business; Community organisation or Community group; local council; or Educational Institution.

b) A nomination involving a partnership with a State government department or public service office will only be accepted if the department or public service office can clearly demonstrate how the Initiative goes above and beyond its core business.

c) State government departments and public service offices are only eligible for consideration in the Awards in a nomination made under the Partnership Award Category.

Nomination requirements

9. A nomination will only be eligible if:

a) a complete nomination, which addresses the Nomination Questions, is submitted online at qldreconciliation.awardsplatform.com;

b) for a nomination in the Partnership Award Category, the nomination clearly identifies all entities comprising the partnership and nominates a lead partner for the Awards;

c) the nomination is endorsed by the Nominee's authorised officer, or in the case of a nomination in the Partnership Award Category, endorsed by an authorised officer from each of the entities comprising the partnership;

d) the nomination is accompanied by:

i) two references by individuals external to, and independent from, the Nominee and the Initiative;

ii) the promotional material set out in the Awards guidelines.

e) the Nominee meets the eligibility requirements of the relevant Award Category; and

f) the nomination complies with these Conditions.

10. Nominations close 5 pm, Monday 25 February 2019 (`Closing Date’). All nominations must be received by the Closing Date. Late applications will not be considered.

11. You are responsible for ensuring receipt of the nomination by the State and no responsibility will be taken for nominations which are not received by the State by the Closing Date, including lost or misdirected nominations.
12. An Initiative can only be nominated in one Award Category. You are responsible for nominating the most appropriate Award Category for the Initiative. The State and the judges reserve the right to reallocate the nomination to a different Award Category if, in their opinions, the nomination is not eligible in the Award Category nominated by You. In the event the State or the judges propose reallocating the nomination to another Award Category, the State or the judges will obtain Your prior consent to the reallocation.

13. You warrant that:
   a) You have obtained the consent of the Nominee for the making of the nomination in accordance with these Conditions;
   b) the information provided in the nomination is complete, true and accurate. The State accepts no responsibility for erroneous information provided in the nomination.
   c) You have obtained the consent of the referees to provide references for the Initiative.

14. Previous winners of the Queensland Reconciliation Awards or the Reconciliation Awards for Business are eligible to nominate a new or different Initiative in the 2019 Queensland Reconciliation Awards. Initiatives that have been previously recognised as winners in the Queensland Reconciliation Awards or the Reconciliation Awards for Business may only be nominated again if significant changes have occurred since winning the award. The judging panel, in its absolute discretion, will only consider nominations that warrant additional recognition.

15. All costs associated with the preparation of nominations and any associated costs, including travel and accommodation for attendance at the Awards ceremony, will be the responsibility of the Nominee.

16. The State reserves the right at any time to verify the eligibility of a nomination.

17. The State reserves the right to reject or disqualify a nomination, if in the State’s sole discretion, the nomination is found at any stage not to have complied with these Conditions, information contained in the nomination is false or misleading or the nomination brings the Awards into public disrepute or ridicule, or offends public opinion or reflects unfavourably upon the Awards’ reputation.

Judging

18. The Awards will be judged by a panel of judges, which may consist of persons outside of the public sector and/or community, industry and business representatives.

19. The judging panel will determine the eligibility of each nomination (including whether the Nominee and Initiative meet
these Conditions), judge each nomination in accordance with the judging criteria set out in the Awards guidelines and award the winner for each Award Category.

20. The judges’ decision is final on all matters relating to the Awards (including without limitation the nomination process, eligibility of Nominees for Award Categories and the selection of Awards recipients) and no correspondence will be entered into.

21. The judges reserve the right to ask You or the Nominee to provide additional information.

22. The number of Awards recipients allocated in each Award Category will be at the State’s and judges’ discretion.

23. The State and the judges reserve the right not to allocate an award in any of the Award Categories if, in their opinions, the nominations are of insufficient merit.

24. The recipients of the Awards will be recognised at an Awards ceremony to be held in Queensland during National Reconciliation Week (27 May – 3 June 2019).

25. The winning recipient of each Award Category will receive $5000 (excluding GST), which will be distributed evenly amongst each entity comprising the partnership.

26. The recipient of the award in the Partnership Award Category will receive $5000 (excluding GST), which will be distributed evenly amongst each entity comprising the partnership.

27. In the event a State government department or public service office working in partnership wins in the Partnership Award Category, its share of the prize money will be distributed evenly amongst the remaining entities comprising the partnership.

28. In the event one of the following entities wins an Award Category, it will not be eligible to claim the prize money for that Award Category:

i) a company registered under the Corporations Act 2001 (Cth) where the State is a shareholder or the shares are held beneficially by the State;

ii) a Government Owned Corporation established under the Government Owned Corporations Act 1993; and

iii) a statutory body or statutory authority.

29. In the event the judging panel deems two or more nominees joint winners in the same Award Category, the prize money will be distributed evenly amongst the winning nominees.

Personal information

30. You warrant that:

a) You have obtained the consent of each person connected with the Initiative and listed in the nomination for their:
personal information to be submitted to the State and the judging panel for the purpose of administering and judging the Awards; and

ii) name to be used in connection with the Initiative description by the State to report on and promote the Awards, including if they are finalists, in the Awards ceremony booklets, the Awards website and the State’s social media channels.

b) You have obtained the consent of each identifiable person in any photographs submitted as part of the nomination for their personal information, including their name and image, to be submitted to the State and the judging panel and to be used by the State to report on and promote the Awards;

c) You have obtained the consent of the referees for their names and contact details to be provided to the State and the judging panel in connection with the administering and judging of the Awards; and

d) where the nomination comprises any other personal information, the relevant persons have consented to their personal information being provided to the State and the judging panel in connection with the administering and judging of the Awards.

31. You agree that:

a) Your personal information will be:
   i) collected by the State for the purpose of administering and judging the Awards;
   ii) disclosed to the Nominee and referees for the purpose of administering and judging the Awards;
   iii) disclosed to the panel of judges for the purpose of judging the Awards; and

b) You have obtained the prior consent of the referees to disclose the referees’ personal information to the State and panel of judges to enable the State or the panel of judges to contact the referees to verify the information contained in the nomination.

Intellectual property

32. You acknowledge and agree:

a) that the material contained in the nomination is not of a confidential nature;

b) that the State has a perpetual, royalty-free, non-exclusive licence to edit, amend, copy, reproduce, use, publish and communicate to the public, in full or part, the material contained in the nomination including but not limited to photographs;

c) that the State's use of material contained in the nomination in accordance with these Conditions will not give rise to any infringement or unauthorised use of any third party intellectual property rights; and
d) that You will not make any claim against the State arising from the exercise of this licence granted to the State, including claims in relation to any moral rights that You may otherwise have; and

e) to indemnify the State against all costs and claims by any third parties arising from a breach of these warranties.

Promotion

33. You agree to the State using your personal information (including your name and image) and material contained within the nomination in connection with the Awards to report on, publicise and promote the Awards, both now and in future years, including in print and online format such as the State’s Awards website and on the State’s social media channels.

34. You have obtained the consent of the Nominee to the State using its name and the material contained within the nomination in connection with the Awards to report on, publicise and promote the Awards, including in print and online format such as the State’s Awards website and on the State’s social media channels.

35. Finalists in the Awards and Award recipients may be requested by the State to be photographed for promotional purposes and to be profiled on the State’s Awards website and social media accounts.

General

36. In no event will the State or judges be held responsible for any comment, viewpoint or expression, whether direct or implied, concerning the standard or quality of a nomination. You agree not to bring claims against the State or any judges in relation to judges’ feedback (if any) on the nomination.

37. No person shall be entitled to claim compensation or loss from the State for any matter arising out of the Awards, including but not limited to failure by the State to comply with these Conditions.

38. To the full extent permitted by law, the State is not liable for any injury, damages, expenses or loss whatsoever (including but not limited to indirect or consequential loss) to persons or property by reason of any act or omission, deliberate or negligent, by the State, or its officers, employees, subcontractors and agents in relation to the Awards.

39. In the event an Award recipient is registered, or required to be registered, for GST under A New Tax System (Goods and Services) Act 1999 (Cth), the Award recipient may, in the State’s reasonable discretion, be required to issue a valid tax invoice to the State of Queensland for the amount of the relevant category prize money, or a declaration stating that a tax invoice is not required, no later than 28 days after the Awards ceremony.
40. The State may change these Conditions or cancel or vary the Awards at any time, whether before, on or after the Closing Date.

41. These Conditions are governed by the laws of Queensland.

**Privacy information**

Should you wish to submit a nomination in the 2019 Queensland Reconciliation Awards (Awards), the State of Queensland through the Department of the Premier and Cabinet (the State) will collect personal information incorporated in the nomination to coordinate/administer the Awards. Personal information collected from the nomination form will be used by the State’s authorised employees and officers to administer the Awards. Your name, as the person making the nomination, may also be disclosed to the nominee.

Personal information contained in the nomination will be provided to a judging panel, comprised of persons from within and external to the public service and community, industry and business representatives, for the purpose of judging the Awards. If your nomination is shortlisted, the names of individuals involved in the Initiative as provided in the nomination form may be disclosed on the Awards website and in the Awards ceremony program.

By submitting a nomination, you consent and have obtained the consent of each individual listed in the nomination, to the State disclosing the names of the individuals listed in the nomination in connection with the nominated Initiative, to promote, publicise and report on the Awards, both now and in future years, in print and online format and on the State's social media accounts.

The contact details that you provide on the nomination form may be used by the State to seek further information regarding your nomination for the Awards and to notify you of upcoming events, initiatives and programs administered by the State.

**Use and transfer of personal information outside Australia**

The State is using software and IT services provided by Award Force Pty Ltd (Award Force) to conduct the Awards.

Award Force may collect personal information as set out in Award Force’s privacy policy at [www.awardforce.com/privacy-policy/](http://www.awardforce.com/privacy-policy/) and this personal information may be transferred to and processed in the European Union by Award Force. By submitting a nomination you agree to this use and transfer. Further information on Award Force’s use of personal information and the transfer of personal information outside of Australia can be found at Award Force’s privacy policy. You agree that you have obtained the consent of persons named in the nomination for their personal information to be used in accordance with this privacy statement.

You should be aware that material provided by you may be subject to disclosure under the
Right to Information Act 2009 subject to the exemptions under that Act. Your personal information will not be otherwise used or disclosed without your consent unless authorised or required by law.

If at any time you would like your personal information removed from our database, please send your request to reconciliation.awards@premiers.qld.gov.au. Further information about the Department’s treatment of and your right to access personal information can be viewed at www.premiers.qld.gov.au/tools/privacy.aspx.
Nomination checklist

Before submitting your nomination, please review the checklist below to ensure you have complied with all necessary components of the nomination process.

☐ Have you answered all questions related to the nomination and provided all necessary supporting material?

☐ Have you provided details for an appropriate point of contact within the nominated organisation?

☐ Is your nomination endorser the appropriate authorised officer (e.g. Chief Executive Officer, General Manager, Director-General) within the nominated organisation?

☐ If you are submitting in the partnership category, have you provided an endorsement for each nominated organisation?

☐ Have you provided two references? These can be provided as:
  • two letters of reference or
  • one letter of reference and contact details for a second referee.

☐ Are your letters of reference signed, dated and on the official letterhead of the organisation providing the reference?

☐ Do your letters of reference include the referee’s telephone number and email address?

☐ Ensure your references:
  • are not from the same organisation as each other
  • are external and independent from the nominated organisation/s
  • have direct knowledge of the initiative and are able to detail the initiative’s impact and success
  • have consented to being contacted by the Awards Coordinator and judging panel if necessary
  • are not the nominator or the endorser of the nomination.

☐ You have obtained the consent of each person connected with the Initiative and listed in the nomination for their personal information to be collected, used and disclosed in accordance with the guidelines.
Visit qld.gov.au/reconciliation for more information on previous Queensland Reconciliation Awards finalists and winners.