

Conditions of Entry for the 2012 Queensland Greats Awards ("Awards")

1. Individual nominees must be Australian citizens who were born in Queensland or who have resided in and contributed to Queensland for a considerable period.
2. Institution nominees must have contributed to Queensland for a considerable period and can be any company or organisation operating in Queensland, private or public, regardless of size or industry. This includes multi-national subsidiaries, partnerships, franchises, non government associations, community organisations, registered charities, government agencies and bodies.
3. Individuals cannot self-nominate. Individual nominations must be submitted by a person other than the nominee.
4. Sitting local, state and federal politicians and current vice regal officers are not eligible. Retired politicians and officers will be considered based on work in addition to their official duties.
5. Awards will not be awarded posthumously.
6. A person or institution cannot receive more than one Queensland Greats Award.
7. Nominations for Awards must be on an official Nomination Form.
8. Nominations must address the specific questions and not exceed 700 words in total.
9. Nominations must be accompanied by two (2) written references by a person other than the nominator and nominee and external to the organisation for institution nominations. Referees must supply their contact details in conjunction with the letter of reference and may be contacted to verify their reference. Nominations submitted without two (2) written references will be deemed ineligible.
10. Mandatory fields (indicated with an * symbol) on the Nomination Form must be completed for the nomination to be valid.
11. Nominations must be submitted by persons 18 years of age or over.
12. Supporting documentation submitted with nominations will be retained by the State of Queensland through the Department of the Premier and Cabinet ("the Department").
13. The judges' decision is final on all matters relating to the nomination process and the selection of winners, and no correspondence will be entered into.
14. The judges reserve the right to select nominations to remain valid for up to two (2) years.
15. The judges reserve the right not to allocate an Award in one or both categories (Individual and Institution) if in their opinions there are no entries of sufficient merit. The number of Awards allocated in each category will be at the judges' discretion.
16. The Department reserves the right to disclose the identity of the nominator to the nominee.
17. Personal information submitted to the Department by the nominator or nominee in connection with the Awards will be given to the Queensland Greats Awards judging panel for the purpose of judging the Awards. Judges will be required to keep personal information confidential and only use such information for the purpose of judging the Awards.
18. The nominators' and/or winning nominees' name, image, statements or otherwise may be published and/or used in any form of media, in any context pertaining to the Awards. Personal information about an individual will only be disclosed in this manner if the individual consents to such disclosure. Nominators are requested to sign the Nominator Declaration on the Nomination Form including the privacy consent. The selected nominees will be requested to sign a privacy consent at the conclusion of the short listing process. Individuals are free to give or withhold such consent at their discretion, however the Department will be entitled not to accept a nomination, or to withdraw a nominee from consideration for the Awards at any time prior to the public announcement of winners, if the necessary consent is not provided.
19. Award recipients will be honoured with a plaque and profiled on the Queensland Government website.
20. Entries close 5pm Friday 9 March 2012.
21. The Department may change these conditions of entry or cancel or vary the Awards process at any time, whether before, on or after the closing date.

For more information about the Queensland Greats Awards please visit www.queenslandweek.qld.gov.au or phone 07 3405 5215.



2012 Queensland Greats Awards criteria

Please address the questions relevant to your individual or institution – this must be completed to be valid and assessed by the judges. When answering the questions it is important to provide specific examples of how the nominee's contribution/s have been outstanding.

It is helpful to include examples of how the nominee has gone above and beyond what could reasonably be expected of someone in a similar position. In preparing this nomination, time should be devoted to considering why you think the nominee's service and achievements are outstanding and worthy of recognition.

You are encouraged to submit relevant supporting documentation with your nomination such as portfolios and newspaper articles. Please note that all supporting documentation will be retained by the Department of the Premier and Cabinet, Queensland Government.

Please attach the completed official nomination form to your response. Nominations must also be accompanied by two written references. **Nominations submitted without written references will be deemed ineligible.**

As part of the standard reference check process these referees may be contacted to verify their reference and provide additional information.

Nominations must not exceed 700 words in total.

Typed nominations are preferred. Nominations will be accepted electronically if emailed with a scanned completed and signed entry form and two letters of reference.

Nominating an individual (700 words in total)

1. Please provide a brief overview of the nominee. (150–200 words)
2. What is the nominee's significant achievement/s and contribution to Queensland? Please outline how this person has gone above and beyond what could reasonably be expected of someone in a similar position. Please provide demonstrated evidence that is accurate, factual and specific. (300–400 words)
3. What are the exemplary and inspirational qualities demonstrated by the nominee? (150–200 words)
4. Please attach to your nomination two references written by a person other than the nominator or nominee. The referees' contact details (phone, mobile phone and email) must be provided for all letters of reference.

Nominating an institution (700 words in total)

1. Please provide a brief overview of the organisation including staff, locations and nature of the work. (300 words)
2. What are the institution's significant achievements and contribution/s to the Queensland community? Please outline how this organisation has delivered beyond what could reasonably be expected of another similar organisation. Please provide demonstrated evidence that is accurate, factual and specific. (400 words)
3. Please attach to your nomination two references written by a person other than the nominator or nominee and external to the nominated organisation. The referees' contact details (phone, mobile phone and email) must be provided for all letters of reference.

2012 Queensland Greats official nomination form

Entries close 5pm Friday 9 March 2012. Award recipients will be announced during Queensland Week 2–11 June 2012.

*Mandatory fields necessary for nomination to be valid.

Individual nominee (the person you wish to nominate)

*Title (Mr, Mrs, Ms, other): _____

*First name: _____

Middle name/s: _____

*Surname: _____

Post nominal/s: _____

*Age: _____

*Please tick Exact Estimate/unknown

Position/organisation: _____

*Address: _____

*Suburb: _____

*State: _____

*Postcode: _____

*Contact phone number: _____

*Email: _____

Institution nominee (the institution you wish to nominate)

*Organisation: _____

*Establishment date of the institution: _____

*Please tick Exact Estimate/unknown

*Address: _____

*Suburb: _____

*State: _____

*Postcode: _____

*Contact phone number: _____

*Email: _____

*Website: _____

Nominator (your details)

*Title (Mr, Mrs, Ms, other): _____

*First name: _____

*Surname: _____

Post nominal/s: _____

Position/organisation: _____

*Address: _____

*Suburb: _____

*State: _____

*Postcode: _____

*Contact phone number: _____

Email: _____

*Relationship to nominee: _____

*Is the nominee aware of this nomination? Yes No

How did you find out about the Queensland Greats Awards?

Direct mail Other Please specify: _____

Nominator declaration

I hereby declare that I have submitted the nomination in accordance with the Conditions of Entry for the 2012 Queensland Greats Awards and confirm that, to the best of my knowledge, the information I have provided in this nomination is accurate, factual, complete and up-to-date.

I agree that the State of Queensland may use and disclose my personal information in the manner set out in the Conditions of Entry for the 2012 Queensland Greats Awards.

Signature: _____

Date: _____

Please forward your nomination to:

Email: queenslandweek@premiers.qld.gov.au

Post: Confidential

2012 Queensland Greats Awards
Events Coordination
Department of the Premier and Cabinet
PO Box 15185
CITY EAST QLD 4002

Fax: 07 3224 4065

Privacy information

The Department of the Premier and Cabinet ("the Department") is collecting your personal information in accordance with the Information Privacy Act 2009 (Qld), in order to coordinate/administer the Queensland Greats Awards 2012 ("the Awards") and any events in connection with the Awards. The information will be stored securely and accessed only by the Department's authorised employees for the purposes specified above, or for the purpose of contacting you regarding future Queensland Greats Awards, or other programs and events administered by the Department. Personal information may be disclosed to third parties as specified in the Conditions of Entry for the Awards. Your personal information will not be disclosed to any other third party 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 queenslandweek@premiers.qld.gov.au or to fax number 07 3224 4065.