



2021
Queensland
Reconciliation
Awards
GUIDELINES



Queensland
Government

The logo for the 2021 Queensland Reconciliation Awards is located in the top right corner. It consists of a blue circle containing the text "2021 Queensland Reconciliation Awards" in white. The background of the top of the page features a vibrant Aboriginal-style artwork with orange, red, and white patterns, including a grid of blue dots and a white dotted line.

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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-dyil'
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 Reconciliation Awards is an initiative of the Queensland Government through the Department of the Premier and Cabinet and the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships.

Message from the Premier



I am honoured to officially open the 2021 Queensland Reconciliation Awards.

These Awards offer industry and government the opportunity to come together and celebrate the positive changes being made to advance reconciliation and increase cross cultural awareness throughout our communities. Shining a light on the initiatives and genuine partnerships that have been undertaken across the state is essential for our continued efforts to strengthen relationships between First Nations people and non-Indigenous Queenslanders.

Building pathways to true reconciliation in Queensland is only made possible by the outstanding organisations that this Awards program highlights each year.

It is imperative that we take on learnings from the past year and continue to collaborate and keep our communities safe, which includes leveraging local knowledge and our cultural history and experience to reframe and reset policy.

I encourage you to put forward nominations for initiatives that have made a significant difference to your workplace, or the wider Queensland community.

A handwritten signature in black ink, reading "Anastacia". The signature is fluid and cursive.

Anastacia Palaszcuk MP
Premier of Queensland
Minister for Trade

Message from the Minister



Queensland is proudly home to the nation's second largest population of Aboriginal peoples and Torres Strait Islander peoples. The achievements, knowledge, contributions and cultures of First Nations people continue to shape and enrich our communities and state.

Together, we achieve great outcomes.

We have risen to the challenge of the global COVID-19 pandemic, partnering with community leaders to keep remote communities safe.

Queensland has reached the historic milestone of recognising traditional Torres Strait Islander child rearing practice in law, continued to progress a Path to Treaty and support national efforts towards Closing the Gap – all in partnership with Aboriginal and Torres Strait Islander Queenslanders to deliver responsive, community-led change.

The Queensland Government's commitment to reframe the relationship with First Nations people is an important step forward in our state's reconciliation journey, however we all have a role to play.

All Queenslanders can champion change across our schools, workplaces, industries, neighbourhoods and communities.

Each year, we recognise many Queensland businesses, community organisations, educational institutions and government agencies taking positive action towards reconciliation.

Shining a light on reconciliation champions helps inspire others to do the same.

I encourage you to nominate your organisation, or an organisation you know is creating positive change towards reconciliation for the 2021 Queensland Reconciliation Awards.



Craig Crawford MP

Minister for Seniors and Disability Services and
Minister for Aboriginal and Torres Strait Islander Partnerships



Relationships, Respect, Opportunities

The University of Queensland (UQ) acknowledges and respects Aboriginal and Torres Strait Islander peoples as First Australians. We value and celebrate the uniqueness of knowledges, cultures, histories and languages that have been created and shared for at least 65,000 years.

Our vision is to build a strong sense of belonging in an inclusive UQ that works respectfully with Aboriginal and Torres Strait Islander students, staff and communities in teaching, learning, research and collaboration – embracing and enhancing the best of our nation's and the world's diversity.

atsis.uq.edu.au

about.uq.edu.au/pvc-ie



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OF QUEENSLAND**
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Ready today
for tomorrow

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Celebrating

50
YEARS

1970 - 2020

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QUT recognises the importance of strong and effective partnerships to achieve our real-world vision and priorities.

We are committed to developing partnerships that are led by and developed with Indigenous Australians that respond to their needs.

Partner with us
www.qut.edu.au/about/indigenous



The awards

The Queensland Reconciliation Awards recognises initiatives undertaken by businesses, community organisations and groups, 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 and groups, educational institutions, local councils and partnerships operating in Queensland.

Awards timeline

22 February 2021	Nominations close
March 2021	Judging
May 2021	Announcement of finalists
27 May – 3 June 2021	Announcement of award recipients during National Reconciliation Week

Award categories

Nominations are accepted in the following categories:

Business

Proudly supported by Bank of Queensland

For initiatives focussed on building economic growth, career development, workplace inclusion and diversified opportunities delivered by businesses operating in Queensland.

Community

Proudly supported by The University of Queensland

For initiatives focussed on improving community relations and engagement, and building social cohesion, delivered by not-for-profit community organisations or groups, and local councils operating in Queensland.

Education

Proudly supported by James Cook University

For educational initiatives delivered by government and non-government schools, universities, TAFEs, registered training organisations or early childhood education and care services operating in Queensland.

Health and wellbeing

Proudly supported by Santos

For health and wellbeing initiatives delivered by business, community, educational institutions, and local government operating in Queensland.

Partnership

Proudly supported by Queensland University of Technology

For businesses, community organisations, educational institutions, government departments and public service offices or local councils working in partnership and operating 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 their 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 22 February 2021.

The winner of each category will receive \$5000 (excluding GST) prize money. Winning government entities are not eligible to claim the prize money. Please see the conditions of entry for further information.

Winners will be announced during National Reconciliation Week, 27 May – 3 June 2021.

How to nominate

You may nominate a reconciliation initiative delivered by a business, community organisation or group, educational institution or partnership undertaken in Queensland.

The 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.

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

Complete your nomination **online** at www.qldreconciliation.awardsplatform.com

Note: relevant details from these guidelines will be provided to you as pop up boxes as you progress through each phase of the online nomination process.

Your online nomination must include:

1. Completed online nomination (required)

The nomination must be completed online only at www.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.

2. 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.

3. References (required)

Two references are required. References must be provided by an individual external and independent to the nominee (nominated organisation/s) 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 providing the names of the referees, you must obtain their consent to being contacted by the Awards Coordinator or 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 written references, or at a minimum, one written reference and contact details for another referee. References must be written on official letterhead (if relevant), dated and include the referee's telephone number and email address.

4. 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 announcement and in materials for the Awards announcement:

- 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 appropriate for publicity and may be used across marketing materials, 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.

5. Supporting documentation (optional)

Supporting documentation may include photographs, graphs, electronic media, articles, newsletters, brochures, testimonials and anecdotes. 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.

Please note the following:

- Nominations can only be submitted online via www.qldreconciliation.awardsplatform.com
- Nominations provided in hard copy or by way of email, USB or cloud storage will not be accepted.
- Written references, promotional materials and supporting documentation will only be accepted via the online upload function within your nomination at www.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 5pm (AEST), Monday 22 February 2021. 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.

Initiatives which have been nominated for a Queensland Reconciliation Award for each of the previous two consecutive years are not eligible for nomination in this awards program unless there has been a significant change to the initiative since its last 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 overview of the initiative (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 and will be used to develop marketing material for the program.

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:

- **Race relations:** All Australians understand and value Aboriginal and Torres Strait Islander and non-Indigenous cultures, rights and experiences, which results in stronger relationships based on trust and respect and that are free of racism.
- **Equality and equity:** Aboriginal peoples and Torres Strait Islander peoples participate equally in a range of life opportunities and the unique rights of Aboriginal peoples and Torres Strait Islander peoples are recognised and upheld.
- **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 peoples 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
- improving the health and wellbeing of people and communities
- providing support, guidance and/or career development for Aboriginal and Torres Strait Islander employees

- addressing cultural perceptions
- 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.

Conditions of entry

- 1 The 2021 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 www.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”, “Health and wellbeing” 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 that is not a public service office.
 - 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 Health and wellbeing

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

- i) a Business;
- ii) a Community organisation or Community group;
- iii) an Educational Institution; or
- iv) a local council.

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

9 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

- 10 A nomination will only be eligible if:
 - a) a complete nomination, which addresses the Nomination Questions, is submitted online at www.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.
- 11 Nominations close 5pm (AEST), Monday 22 February 2021 ("Closing Date").
- 12 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.
- 13 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.
- 14 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.
- 15 Previous winners of the Queensland Reconciliation Awards or the Reconciliation Awards for Business are eligible to nominate a new or different Initiative in the 2021 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.
- 16 Initiatives which have been nominated for a Queensland Reconciliation Award for each of the previous two consecutive years are not eligible for nomination in the Awards unless there has been a significant change to the Initiative since its most recent nomination.
- 17 All costs associated with the preparation of nominations and any associated costs, including travel and accommodation for attendance at the Awards announcement, will be the responsibility of the Nominee.
- 18 The State reserves the right at any time to verify the eligibility of a nomination.
- 19 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

- 20 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.
- 21 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.
- 22 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.
- 23 The judges reserve the right to ask You or the Nominee to provide additional information.
- 24 The number of Awards recipients allocated in each Award Category will be at the State's and judges' discretion.
- 25 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.

Prizes

- 26 The recipients of the Awards will be announced during National Reconciliation Week (27 May – 3 June 2021).
- 27 The winning recipient of each Award Category will receive \$5000 (excluding GST).
- 28 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.
- 29 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.

- 30 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 of Queensland is a shareholder or the shares are held beneficially by the state of Queensland;
 - ii) a Government Owned Corporation established under the *Government Owned Corporations Act 1993*; and
 - iii) a statutory body or statutory authority.
- 31 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

- 32 You warrant that:
 - a) You have obtained the consent of each person connected with the Initiative and listed in the nomination for their:
 - i) personal information to be submitted to the State and the judging panel for the purpose of administering and judging the Awards;
 - 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 announcement materials, the Awards website and the State's social media channels;
 - iii) name to be disclosed to and used by the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (DSDSATSIP) and other state government departments and agencies in connection with the nominated Initiative to report on and promote the Awards and nominations on DSDSATSIP's and other state government departments' and agencies' websites and social media channels; and

- iv) name and contact email and telephone number to be provided to the State's public relations contractor, for the purpose of contacting them to seek their consent to being interviewed to develop media content about their involvement in the Awards;
 - 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, DSDSATSIP and other state government departments and agencies 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.
- 33 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; and
 - iii) disclosed to the panel of judges for the purpose of judging the Awards.
 - 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

- 34 You acknowledge and agree and warrant that each person connected with the Initiative and listed in the nomination acknowledges and agrees:
- a) that the material contained in the nomination is not of a confidential nature;
 - b) that the State, DSDSATSIP and other state government departments and agencies have 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 and videos;
 - c) that the State's, DSDSATSIP's or other state government departments' and agencies' 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;
 - d) that you will not make any claim against the State, DSDSATSIP or other state government departments and agencies arising from the exercise of this licence granted to the State, DSDSATSIP and other state government departments and agencies, including claims in relation to any moral rights that you may otherwise have; and
 - e) to indemnify the State, DSDSATSIP and other state government departments and agencies against all costs and claims by any third parties arising from a breach of these warranties.

Promotion

- 35 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, DSDSATSIP's website and other state government department and agency websites and on the State's, DSDSATSIP's and other state government department and agency social media channels.

- 36 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, DSDSATSIP's website and other state government department and agency websites and on the State's, DSDSATSIP's and other state government department and agency social media channels.
- 37 Finalists in the Awards and Award recipients may be requested by the State to be photographed and filmed for promotional purposes and to be profiled on the State's Awards website and the State's, DSDSATSIP's and other state government departments' and agencies' social media channels.

General

- 38 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.
- 39 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.
- 40 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.
- 41 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 award winners are announced.
- 42 The State may change these Conditions or cancel or vary the Awards at any time, whether before, on or after the Closing Date.
- 43 These Conditions are governed by the laws of Queensland.

Privacy information

Should you wish to submit a nomination in the 2021 Queensland Reconciliation Awards (the 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, DSDSATSIP's website and social media channels, the State's social media channels, other state government department and agency websites and social media channels, and in Awards announcement materials.

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, DSDSATSIP's and other state government department and agency 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.

The Awards is being conducted by the Department using Award Force, a cloud-based software system, and information that you provide in this nomination will be uploaded to the Award Force platform and may be stored outside of Australia. By submitting this nomination, you agree to such transfer. Further information on Award Force's treatment of personal information is available at: www.awardforce.com/privacy-policy.

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 State'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 reviewed the guidelines including the Award categories, Nomination questions and Conditions of entry to ensure your nomination is in the appropriate category?
- 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 endorsed by 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 written references, or
 - one written reference and contact details for a second referee.
- Are your references dated and on the official letterhead of the organisation providing the reference?
- Do your references include the referee's telephone number and email address?
- Ensure your references:
 - are not from the same organisation
 - are external and independent from the nominated organisation/s
 - have direct knowledge of the initiative and can 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.

Sponsors

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

The awards program is supported by:





Visit qld.gov.au/reconciliation for more information on previous Queensland Reconciliation Awards finalists and winners.