

# Reconciliation Awards for Business 2010

## Guidelines and nomination form



Reconciliation – it's everyone's business

**Toward**   
Tomorrow's Queensland

 **Queensland**  
Government



## Message from the Premier

**For eight years now, the Reconciliation Awards for Business have rewarded and recognised Queensland businesses, communities and individuals who are taking positive steps towards reconciliation in our great state.**

It gives me great pleasure to invite nominations for the 2010 Reconciliation Awards for Business.

Last year's winners were great examples of both small and large organisations that have put initiatives into action that support improved conditions for Aboriginal and Torres Strait Islander people.

Nominate today. Tell us how you have committed to reconciliation through employment and training initiatives, policies, partnerships or community engagement.

I look forward to hearing about many more reconciliation success stories in 2010.

A large, stylized handwritten signature in black ink. The signature reads "Anna Bligh" in a cursive script. The signature is positioned above the printed name and title.

**Anna Bligh MP  
Premier of Queensland**

# What is reconciliation?

Reconciliation has both symbolic and practical elements. A spirit of goodwill, mutual respect and recognition of the effects of colonisation on Australia's first people are the symbolic cornerstones of reconciliation. On the practical side, working towards an improved quality of life for Aboriginal and Torres Strait Islander people – particularly in areas such as health, education and employment – is essential for achieving equality for all Queenslanders.

The Queensland Government recognises the following principles:

- Aboriginal and Torres Strait Islander people are the Traditional Owners of Australia.
- Aboriginal and Torres Strait Islander cultures have unique relationships to the land, sea and waterways.
- Some past government policies that applied to Aboriginal and Torres Strait Islander people have led to present-day social problems in Aboriginal and Torres Strait Islander communities.
- Recognition of past injustices is essential in building a better future.
- There is no place for racism or discrimination in Queensland.



The Indigenous School Based Traineeship Program (a partnership between Warner Village Theme Parks and Sea World Resort and Water Park, and the Department of Employment, Economic Development and Innovation), winner of the 2009 Partnerships Award, offers traineeships to Aboriginal and Torres Strait Islander students.

# The awards

The Reconciliation Awards for Business recognise businesses taking positive steps towards reconciliation in our state and provide an excellent opportunity to increase cross-cultural awareness while promoting the wide range of reconciliation initiatives currently in place.

Since their inauguration in 2003, the awards have received overwhelming support from businesses showcasing innovative and practical ways to achieve reconciliation in communities across Queensland.

Previous award winning initiatives have included traineeships, cultural education tours, mentoring programs, community health strategies and Indigenous art projects.

Nominations are open to businesses and community organisations operating in Queensland.



The annual Drumley Walk, winner of the 2009 Premier's Reconciliation Award and Community Organisation Award, has become a forum for Indigenous and non-Indigenous people to share stories and learn about local history.

# Award categories

## **Emerging Business**

(proudly supported by Indigenous Business Australia)

For businesses established on or after 12 March 2005 who have programs and/or initiatives in place that actively promote reconciliation.

## **Established Business**

(proudly supported by Department of Public Works)

For businesses established on or before 11 March 2005 who have programs and/or initiatives in place that actively promote reconciliation.

## **Community Organisation**

(proudly supported by National Indigenous Times)

For community organisations or groups that operate on a not-for-profit basis who have programs and/or initiatives in place that actively promote reconciliation.

## **Partnerships**

(proudly supported by Department of Transport and Main Roads)

For businesses, community organisations, government departments, government agencies or local councils working in partnership to promote reconciliation.

The overall **Premier's Reconciliation Award** will be presented to a business, organisation or project for outstanding achievements toward reconciliation in Queensland. The winner will be selected from all award nominations.

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

Nominations close on **Friday 12 March 2010**. Winners will be announced at an official ceremony during Reconciliation Week.

## How to apply

Please complete the official nomination form enclosed in this booklet and attach your responses to the four questions on page 7.

For your nomination to be considered for the awards, completed entries must be received by **Friday 12 March 2010**.

If you have any questions about the Reconciliation Awards for Business or would like assistance in completing your nomination form please contact the Awards Coordinator:

**Phone:** (07) 3033 0672

**Fax:** (07) 3224 4065

**Email:** [reconciliation.awards@premiers.qld.gov.au](mailto:reconciliation.awards@premiers.qld.gov.au)

**Visit:** [www.reconciliation.qld.gov.au](http://www.reconciliation.qld.gov.au)



Qantas, winner of the 2009 Established Business Award, promotes reconciliation through its Reconciliation Action Plan.



Western Cape Centre Ltd, winner of the 2009 Emerging Business Award, fosters reconciliation through cultural awareness training for people working in the Cape York region.

# Nomination questions

## Question one

Provide a **brief overview** of the business, organisation or project including responses to the following:

- How long has the business, organisation or project been operating?
- Who are the clients and key stakeholders?
- How many staff are involved in the business, organisation or project?

## Question two

List the **key achievements** of the business, organisation or project. You may include a number of achievements such as economic growth, building community relations or improved employee relations.

## Question three

How does the business, organisation or project **currently encourage reconciliation** by respecting Aboriginal and Torres Strait Islander cultures and rights and promoting cross-cultural understanding within the **business, organisation, community** and/or throughout Queensland?

## Question four

How does the business, organisation or project plan to continue **supporting reconciliation** and what are the **strategies for the future?**

You are encouraged to submit any additional information or supporting documentation with your nomination. This may include photographs, graphs, DVDs, electronic media, articles, newsletters, brochures and other documentation for the judging panel's consideration. Please include six (6) copies of any electronic documentation.

Entries must include a completed official nomination form and your responses to the four questions in size 12 font. Please do not bind your nomination – one staple will suffice. Please refer to the conditions of entry on page 8.

# Conditions of entry

- In these conditions, 'Business' means a trade or profession operating for the purpose of making a profit which is registered under the *Business Names Act 1962* (Qld) unless excluded from the requirement of registration under that Act. A business is not eligible to be considered for the Community Organisation category.
- Nominations will only be accepted for the Emerging Business and Established Business categories if the nominated business or project is carried out in Queensland.
- For the Emerging Business category, the nominated organisation must have established its operation on or after 12 March 2005.
- For the Established Business category, the nominated organisation must have established its operation on or before 11 March 2005.
- In these conditions, 'Community Organisation' means an organisation with not-for-profit objectives formed to promote and/or support the interests of a particular community or community group. A community organisation is not eligible to be considered for the Emerging Business or Established Business categories.
- Nominations will only be accepted for the Community Organisation category if the nominated organisation is a community organisation which operates in Queensland.
- Nominations will only be accepted for the Partnerships category if the judging panels consider the businesses, community organisations, state government departments, government agencies or local councils to be jointly working in partnership.
- State government departments, government agencies and local councils are only eligible to enter the Partnerships category.
- The judging panel's determination as to whether a nominated organisation meets the criteria outlined in the response to the four questions for each category is final.
- Only full and complete nominations will be considered. In order to be a full and complete nomination, the entry must include a completed and properly signed official nomination form and a written, video or audio response that addresses the four questions.
- All documentation provided with the nomination will not be returned unless specifically requested and original documentation should not be provided in support of the nomination.
- Nominations may be made by a person other than the nominated organisation. However, each nomination must be signed by a properly authorised officer of the nominated organisation who agrees to these conditions of entry (e.g. Chief Executive Officer, General Manager, Director-General). Any Queensland Government department nomination must be signed by the department's Director-General.
- A properly authorised officer of an organisation who has endorsed a nomination cannot be listed as a referee for that nomination.
- Previous winners of the Reconciliation Awards for Business are encouraged to nominate a new or different project or initiative in the 2010 awards. Projects or initiatives that have been previously recognised as winners may only be nominated again if significant changes have occurred to the project or initiative since winning the award. The judging panel will only consider entries that warrant additional recognition.
- All decisions and recommendations of the judging panels are binding and final and no correspondence will be entered into.
- All nominations must be received by Friday 12 March 2010. Nominations not received by the closing date are accepted only at the discretion of the judging panel.
- The recipients of the awards will be recognised at an awards ceremony to be held during Reconciliation Week (27 May to 3 June 2010).
- 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 nominated organisation.
- The recipient of the Established Business Award will receive \$5000 (excluding GST); the recipient of the Emerging Business Award will receive \$5000 (excluding GST); the recipient of the Community Organisation Award will receive \$5000 (excluding GST) and the recipient of the Premier's Reconciliation Award will receive \$5000 (excluding GST).
- The recipient of the Partnerships Award will receive \$5000 (excluding GST) which will be distributed evenly amongst each community organisation or business comprising the partnership. In the event that a state government department, government agency or local council is a winner in the Partnerships Award, its share of the prize money will be distributed evenly amongst the other organisations comprising the winning partnership where such other organisation/s are not state government departments, government agencies or local councils.

*Continues on page 11...*

## Conditions of entry *(continued)*

21. In the event that you are an award recipient and you are registered or required to be registered for GST under A New Tax System (Goods and Services) Tax 1999 (Cth) ("Act"), the department will issue you with a Recipient Created Tax Invoice (RCTI) for the amount of the relevant category prize money no later than 28 days after the award ceremony. If you are not registered or required to be registered for GST under the Act, you will be required to complete a statement of supplier form ensuring no GST is liable in relation to the prize money.
22. Where the winners of the Partnerships Award and Premier's Reconciliation Award comprise only state government departments, government agencies and/or local councils no prize money shall be awarded by the state.
23. In the event that the judging panel deems two or more entities joint winners in the same category, the prize money will be distributed evenly amongst the winning organisations and/or projects.
24. By entering the Reconciliation Awards for Business, the nominated organisation:
  - a. authorises the use and/or reproduction of any information and/or images provided, in relation to any editorial or advertising purposes in conjunction with the awards. The nominated organisation warrants that the use of such information or material by the State of Queensland will not infringe the rights of the nominated organisation or any third party or any law
  - b. agrees that it is not in breach of any law, its constitution or any other requirement it is bound to comply with
  - c. agrees that the information it provides is true and correct as at the date of submission.
25. The State of Queensland, project managers, event managers, members of the judging panel, transport companies and the like cannot be held responsible for any damage to materials or loss of materials submitted in the Reconciliation Awards for Business.
26. In no event will judges be held responsible for any comment, viewpoint or expression, whether direct or implied, concerning the standard or quality of an entrant's submission. By signing an entry form the nominated organisation agrees not to bring claims against any judges or the State of Queensland in relation to judges' feedback (if any) on the nomination.
27. The conduct of inviting nominations does not give rise to any legal or equitable relationship.
28. The State of Queensland may change the conditions of entry or cancel or vary the awards process at any time, whether before, on or after the closing date.
29. No person shall be entitled to claim compensation or loss from the State of Queensland for any matter arising out of the awards, including but not limited to failure by the State of Queensland to comply with the conditions of entry.

## Your nomination checklist

### Nominations must be received by Friday 12 March 2010.

Entries must include a completed entry form and responses to the questions in size 12 font. Please do not bind your nomination – one staple will suffice. Your nomination package should include:

- a completed and signed official nomination form that is included in this booklet
- a written, video or audio response that addresses the four questions outlined on page 7
- supporting documentation (if desired).

### Please mail your completed nomination to:

Awards Coordinator  
Reconciliation Awards for Business  
Events Coordination  
Department of the Premier and Cabinet  
PO Box 15185  
City East QLD 4002

# Nomination form

While written responses to the four questions are preferred, you can submit your responses by video or audio tape, provided all conditions of entry are met.

You are encouraged to submit any additional information or supporting documentation with your nomination. This may include photographs,

graphs, DVDs, electronic media, articles, newsletters, brochures and other documentation for the judging panel's consideration.

A completed official nomination form and your responses to the four questions (in size 12 font) must be received by **Friday 12 March 2010** (no binding – one staple will suffice).

## Contact person responsible for nomination

Name: \_\_\_\_\_

Position (optional): \_\_\_\_\_

Organisation (optional): \_\_\_\_\_

Postal address: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

## Category

Please indicate the category for nomination:

**Emerging Business\***       **Community Organisation**

**Established Business\***       **Partnerships**

\* refer to conditions of entry on page 8.

## Name of nominated organisation 1

\_\_\_\_\_

## Name and position of authorised officer of the organisation

(e.g. Chief Executive Officer, General Manager, Director-General):

\_\_\_\_\_

ABN/ACN: \_\_\_\_\_ BN: \_\_\_\_\_

Is your organisation registered for GST?  Yes  No

*I have read and agree to the conditions of entry for the 2010 Reconciliation Awards for Business. I have read the responses to the four criteria and agree that the content is true and accurate.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Details of nominated organisation 1

Name/s of Director/s: \_\_\_\_\_

Postal address: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website or homepage address: \_\_\_\_\_

Name of project or initiative nominated: \_\_\_\_\_

Name of work team or unit: \_\_\_\_\_

# Nomination form

## Name of nominated organisation 2

Applicable only to those submitting a nomination in the Partnerships category.

## Name and position of authorised officer of the organisation

(e.g. Chief Executive Officer, General Manager, Director-General):

ABN/ACN:

BN:

Is your organisation registered for GST?  Yes  No

*I have read and agree to the conditions of entry for the 2010 Reconciliation Awards for Business. I have read the responses to the four criteria and agree that the content is true and accurate.*

Signature:

Date:

Name/s of Director/s:

Postal address:

State:

Postcode:

Telephone:

Fax:

Email:

Website or homepage address:

Name of project or initiative nominated:

Name of work team or unit:

## How did you hear about the awards?

- |  |  |
|--|--|
| <input type="checkbox"/> Friend/colleague        | <input type="checkbox"/> Direct mail       |
| <input type="checkbox"/> Radio advertisement     | <input type="checkbox"/> Internet          |
| <input type="checkbox"/> Newspaper advertisement | <input type="checkbox"/> Newspaper article |
| <input type="checkbox"/> Newsletter              | <input type="checkbox"/> Email             |
| <input type="checkbox"/> Other (please specify): |  |

## Referees

Provide the name and contact details of two referees, preferably external to your organisation (this information will help us if your nomination is short-listed).

### Referee 1

Name:

Position (optional):

Organisation (optional):

Postal address:

State:

Postcode:

Telephone:

Fax:

Email:

### Referee 2

Name:

Position (optional):

Organisation (optional):

Postal address:

State:

Postcode:

Telephone:

Fax:

Email:

## 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 awards and events for the Department. The information will be stored securely and accessed only by the Department's authorised employees. Some of this information will be given to the 2010 Reconciliation Awards for Business judging panel for the purpose of judging 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 [reconciliation.awards@premiers.qld.gov.au](mailto:reconciliation.awards@premiers.qld.gov.au) or to fax number 07 3224 4065.

This program is funded by the Department of the Premier and Cabinet, Department of Communities, Department of Employment, Economic Development and Innovation, Department of Public Works and the Department of Transport and Main Roads.

Proudly supported by:



[www.reconciliation.qld.gov.au](http://www.reconciliation.qld.gov.au)

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