



**CAIRNS REGIONAL COUNCIL**

# Disability Action Week Awards

*Nominations close Monday 29th August 2011*



## **CAIRNS REGIONAL COUNCIL**

# Disability Action Week Awards

## **Guidelines and Nomination Booklet**

The Cairns Regional Council Disability Action Week Awards are designed to recognise individuals, groups, organisations and carers that have contributed to improving the quality of life of people with a disability.

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## **About the Awards**

Five separate category awards will be presented in 2011, including four individual award categories and one community support category.

Nominations close on Monday 29 August 2011 and should be sent to the address indicated on the nomination form.

A panel of independent judges will select the successful nominees.

Awards will be presented by Mayor Val Schier at a presentation ceremony at the Cairns Regional Council on Tuesday 20 September 2011.

Award winners will be notified prior to the ceremony.

## Awards to Recognise Achievements

The awards are designed to recognise the significant contributions and achievements that individuals, carers, groups and organisations make to raise awareness of disability.

Every day, members of our local community are making a significant contribution by assisting and raising awareness to improve the quality of life for people who live with disability.

You can help recognise their achievements and sacrifice by nominating them for a Cairns Regional Council Disability Action Week Award.

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### Award Categories

- **Community Spirit Award** – person with a disability who has made a significant contribution to their community (25 years and over)
  - **Young Community Spirit Award** – young person with a disability who has made a significant contribution to their community (aged below 25 years)
  - **Community Support Award** – group/organisation which support people with a disability
  - **Carers Award** – person/s who have made a significant contribution to improving the lives of people with disability (no age limit)
  - **Individual Achievement Award** - person with a disability who has overcome adversity to achieve personal goals
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## Nominations

You may nominate an individual, a group or an organisation for an award.  
To make your nomination:

1. Complete the nomination form. Make sure you indicate the relevant award category for your nomination.
2. You will need to provide a description of the nominee's achievements. This description should address the selection guidelines and eligibility criteria as detailed in this guide. You may either:  
use the space provided below to complete your nomination, or  
complete your nomination on a separate page and attach it to the nomination form below.
3. You may include supporting material such as photographs or brochures (not essential).
4. Send the completed nomination form to:

**Disability Action Week Awards 2011**

Access and Equity Project Officer  
Cairns Regional Council  
PO Box 359 Cairns Qld 4870

5. Provide a copy of your nomination to the referees as the judges may need to contact them.
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## Selection Criteria

Judges will use the following criteria to assess nominations. You should address this criteria in your nomination.

### Community Spirit (25 years and over) or Young Community Spirit (aged below 25 Years) Awards

<b>Criterion A</b>	Describe the personal achievements of the nominee.
<b>Criterion B</b>	How has the nominee contributed or made a difference to the community?
<b>Criterion C</b>	How is the nominee an inspirational role model to their peers and the broader community?

### Community Support Award

<b>Criterion A</b>	Describe the achievements of the organisation/group.
<b>Criterion B</b>	How has the organisation/group contributed to improving the quality of life for people with disability?
<b>Criterion C</b>	What has been the impact or flow on effect of the organisation/groups contribution/achievement?

### Carers Award

<b>Criterion A</b>	Describe the personal achievements of the care giver.
<b>Criterion B</b>	How has the care giver contributed to improving the quality of life for people with disability?
<b>Criterion C</b>	What has been the impact or flow on effect of the efforts of the carer ?

### Individual Achievement Award

<b>Criterion A</b>	Describe the personal achievements of the nominee.
<b>Criterion B</b>	Describe the degree of adversity and or level of hardship faced by the nominee.
<b>Criterion C</b>	Describe how the nominee has promoted or advanced a greater understanding of people with disability, their families and carers.

## Eligibility Criteria

### To be eligible for an award:

1. The nominee's achievements must be consistent with the above criteria.
  2. The nominee's achievements must uphold the dignity of people with a disability.
  3. The nominee's achievements may be the result of a special work project or duties carried out at work. However, award winners will have demonstrated exceptional service or commitment to a particular project.
  4. Activities associated with the nominee's work and achievements must have taken place within the Cairns Regional Council's local government area.
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## Privacy and Confidentiality

Information about the person making a nomination will be used for the assessment process.

Information about the nominee provided in the nomination form will be used for the purposes of the assessment and judging process and award announcements, including promotion of the awards. This may include publishing details on the Cairns Regional Council website, in media releases announcing finalists and recipients of the Awards, or any other promotional material.

The information provided on the nomination form is collected by the Cairns Regional Council and may be made available to the judging panel.

Any personal information provided in the nomination form is protected under the Privacy Act 1988. It will not be used for any other purpose, or be disclosed to any other person or organisation without your consent, unless authorised by law.

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## **For further information please contact:**

### **Access and Equity Projects Officer**

(07) 4044 3352

Additional information will also be posted to the website: [www.cairns.qld.gov.au](http://www.cairns.qld.gov.au)

**Freecall:** 1800 070 444\*

**Telephone:** 4044 3044

**Facsimile:** 4044 3022

**Email:** [council@cairns.qld.gov.au](mailto:council@cairns.qld.gov.au)

**Website:** [www.cairns.qld.gov.au](http://www.cairns.qld.gov.au)

\* Calls from mobile phones are charged at applicable rates.

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# Nomination Form 2011

Complete the form below to tell us about your nominee. You may attach additional pages if required.

Nominee (individual or organisation):.....

Contact person: ..... Position:.....

Address:.....

Telephone (work):..... (home):.....

(mobile):..... Email:.....

Name of nominator:.....

Position:..... Organisation:.....

Address:.....

Telephone (work):..... (home):.....

(mobile):..... Email:.....

## Required signature

Signature of nominator.....

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## Privacy and Information Waiver

By signing this nomination, we agree to the details provided on this form being made public and consent to information and photographs taken in connection with the selection and awards process being used for promotional purposes, including being published by the media and on websites.

I wish to nominate the above individual or organisation in the following category (please indicate):

- Community Spirit Award**
- Young Community Spirit Award**
- Community Support Award**
- Carers Award**
- Individual Achievement Award**



Please forward your completed nomination and any supporting documents to:

**Disability Action Week Awards 2011**

Access and Equity Project Officer  
Cairns Regional Council  
PO Box 359 Cairns Qld 4870

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