



CAIRNS REGIONAL COUNCIL

Disability Action Week Awards

Nominations close Monday 31st August 2009

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.

About the awards

A total of 5 Local Cairns Regional Council Disability Action Week Awards will be presented in 2008. This year's awards are the inaugural Cairns Regional Council Disability Action Week Awards and will include four winners in the individual award category and one award in the Community Support category.

Nominations for the awards close on Monday 31 August 2009 and should be sent to the address included on the nomination form.

A panel of independent judges will judge the nominations.

The awards will be presented by the Mayor, Councillor Val Schier, at the awards presentation ceremony to be held in the Cairns Regional Council Civic Reception Rooms on **Friday 18 September 2009**.

Award winners will be notified prior to the ceremony.

Awards to recognise achievements

This year's inaugural awards are to recognise the significant contributions and achievements that people with disabilities, carers and groups/organisations make to raise awareness of people with disabilities.

Every day many members of our community make significant contribution and sacrifice to assist and raise awareness for our local community.

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

If you know a person or organisation that deserves recognition, nominate them for a 2009 Cairns Regional Council Disability Action Week Award.

Nominations close 31 August 2009.

Award categories

- Community Spirit Award - Person with a disability who has made a significant contribution to their community (no age limit)
- Young Community Spirit Award - Young person with a disability who has made a significant contribution to their community (aged between 12 and 25 years)
- Community Support Award - Community group/organisation who support people with disabilities
- Caregivers Award - Person who has made a significant contribution to improving the lives of people with disabilities (no age limit)
- Individual Achievement Award - Person with a disability who has overcome adversity to achieve personal goals

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 award category for your nomination.

2. You will need to provide a description of the nominee's achievements. Your description should address the selection guidelines and eligibility criteria as detailed in this guide.

You may either:

- use the space provided on the form to handwrite your nomination, or
- type your nomination on one page and attach it to the form.

3. Enclose any supporting material such as photographs or brochures (not essential).

4. Send the Nomination form to the:
Disability Action Week Awards 2009
Access and Equity Project Officer
Cairns Regional Council
PO Box 359 Cairns Qld 4870

5. Send a copy of your nomination to your referees as the judges may need to contact them.

Selection guidelines

Judges will use the following criteria to assess nominations:

Selection Criteria

**The following is a list of criteria you must address in your nomination.
If you are nominating for the:**

Community Spirit or Young Community Spirit Awards

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

If you are nominating for the:

Community Support Award

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

If you are nominating for the:

Care Givers Award

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

If you are nominating for the:

Individual Achievement Award

Criterion A	Describe the personal achievements of the nominee.
Criterion B	Describe the degree of adversity and or level of hardship faced by the nominee.
Criterion C	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 in the Cairns Local Government Region.

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.

For further information please contact:

Access and Equity Project Officer

(07) 4044 3352

Additional information will also be posted to the website

www.cairns.qld.gov.au

Freecall: 1800 070 444*

Telephone: 4044 3044

Facsimile: 4044 3022

Email: council@cairns.qld.gov.au

Website: www.cairns.qld.gov.au

* Calls from mobile phones are charged at applicable rates.

Nomination form 2009

Complete the following form to tell us about your nominee. You may write your response on the following page or type it on a separate piece of paper and attach to this form.

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

Contact person: Position:.....

Address:..... Postcode:

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

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

Name of nominator:.....

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

Address:..... Postcode:

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

(mobile):..... Email:

Required signatures

Signature of nominee

Signature of nominator.....

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**
- Caregivers Award**
- Individual Achievement Award**

Please forward your completed nomination and any supporting documents to:

Disability Action Week Awards 2009

Access and Equity Project Officer

Cairns Regional Council

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