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| Nomination Guide |
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| OFFICIAL |

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# About the awards

The awards are Victoria’s premier disability awards. They recognise and honour the achievements and contributions of individuals, teams and organisations that demonstrate excellence in leadership, advocacy, support and education to promote the rights and inclusion of people with disability living in Victoria.

The awards also provide an important opportunity to recognise the achievements of people with disability from diverse backgrounds and identities, including Aboriginal and Torres Strait Islander people, people from culturally diverse communities, LGBTIQ+ people and people of different ages and experiences of disability.

# Key stages and dates

| Milestone | Date |
| --- | --- |
| Nominations open | Tuesday, 29 March 2022 |
| Entries close | Tuesday, 3 May 2022 |
| Judging period | Monday 9 – Friday 20 May 2022 |
| Finalists announced | Late June/Early July |
| Awards ceremony | Wednesday 24 August 2022 |

# Award categories

The 2022 Victorian Disability Awards recognise excellence in eight categories. The Minister for Disability, Ageing and Carers will also select a recipient for the Minister’s Award for Outstanding Leadership from all the finalists.

## Emerging leader award

This award recognises an outstanding individual as an emerging leader who has made a significant contribution towards creating a more accessible and inclusive Victoria for people with disability. Nominations of people with disability in this category are strongly encouraged.

The criteria for this award are:

* A person who has made a significant contribution to creating a fairer, more inclusive Victoria for people with disability
* A person whose contributions align with one or more of the State Disability Plan pillars.
* A person who is under the age of 30 or has been contributing to this space for under 10 years

Examples of work may include:

* successfully influencing community attitudes or practices to promote disability pride or the inclusion of people with disability
* development of new and innovative programs, or strengthening of existing programs, to promote disability pride or the inclusion of people with disability in the community
* helping make long term changes to the way organisations run so that more social, economic and civic opportunities for people with disability are created.

## Excellence in creating inclusive communities

This award recognises the contributions of an individual or group towards building an inclusive community that improves the lives of people with disability.

The criterion for this award is an individual or group who has contributed significantly to one of the following:

* changing community attitudes
* improving buildings and infrastructure
* enhancing communication (for example, access to the internet)
* increasing the active participation of people with disability in the communities they identify with, like LGBTIQ+ Victorians, Aboriginal and Torres Strait Islander people, culturally and linguistically diverse communities and young people.

Examples of work may include:

* stand out efforts to promote positive attitudes and challenge negative stereotypes about people with disability, particularly those with intersecting identities, for example, awareness campaigns and media
* improving buildings and infrastructure such as schools, shopping centres or recreational facilities so they reflect universal design principals and are more inclusive for all people with disability
* improving access to digital information and data for people with disability
* increasing the active participation of people with disability in the community they identify with. This may include initiatives which have influenced the practice, policy or programs of community organisations providing services to diverse groups.

## Excellence in employment outcomes

This award recognises excellence of an individual’s or group’s contribution to creating disability-confident workforces and improving employment outcomes, resulting in economic independence and inclusion for people with disability.

The criterion for this award is an individual or group who has:

* championed positive change and taken active steps within their organisation or community, which has led to significant employment and career development opportunities and pathways for people with disability.

Examples of work may include:

* initiatives which have resulted in raised community awareness of the benefits of employing people with disability, for example media campaigns, partnerships with local businesses and employers
* innovative programs or initiatives which assist people with disability gain and maintain employment and enjoy long and successful careers.

## Excellence in promoting health, housing and wellbeing

This award recognises excellence of an individual’s or group’s contribution to improving the health and wellbeing of people with disability.

The criterion for this award is an individual or group that has contributed to one or more of the following:

* increasing the participation of people with disability in sport, recreation or leisure
* promoting better health outcomes for people with disability
* leading or helping to make changes to the way housing is provided, so that it is more accessible to people with disability and promotes choice and inclusion within the broader community
* leading or helping to make changes to emergency health responses so they better meet the needs of people with disability during times of crisis
* influencing the way that government or organisations provide health, housing, or wellbeing services so that they are more inclusive of people with disability and/or promote disability pride.

Examples of work may include:

* Tailoring sporting clubs and activities so that they are accessible for people with disability
* An advocate or a health provider finding innovative ways to make services more inclusive of people with disability
* A health provider providing exceptional service to people with disability during the COVID-19 pandemic, leading to better health outcomes or supports for Victorians with disability
* A public health organisation implementing innovative approaches to data collection and reporting that help improve the health of people with disability in the long term.

##  Excellence in promoting rights, fairness and safety

This award recognises excellence of an individual’s or group’s contribution to assisting people with disability to speak up for their rights, prevent family violence, safeguard people with disability from abuse and neglect, and make the community a safer and fairer place for people with disability.

The criterion for this award is an individual or group who has contributed to one or more of the following:

* making Victoria a safer and more inclusive place for all people with disability.
* Successfully advocating to reduce barriers to social, economic and civic participation and promote the rights, fairness and safety of people with disability
* Promoting rights, fairness and safety within the justice system, including policing, the courts and prisons
* Creating significant changes in organisational policy and practice that help create cultural change and safer and fairer services for people with disability

Examples of work may include:

* An education campaign that increases community safety, for example through the prevention of family violence
* Implementing significant changes to a service or organisation to better support people from Aboriginal communities, LGBTIQ+ people and/or young people with disability
* Implementing a co-design approach to training and education programs to ensure that people with disability are represented in the work

## Excellence in promoting disability pride

This award recognises an individual or group that has helped foster a sense of pride in being a person with disability.

Examples of this may include:

* Calling out ableism and addressing persistent negative community attitudes about people with disability
* Increasing a sense of pride in disability identity
* Enhancing the voices of individuals and groups of people with disability, particularly those with intersecting experiences of discrimination
* Advocating to industry, government and broader society for better recognition and understanding of the social and human rights models of disability
* Creating spaces for the experiences, skills and talents of people with disability to be celebrated
* Broadening the engagement in democracy and active citizenship of people with disability.

## Volunteer award

This award recognises an individual volunteer or group of volunteers who demonstrate exceptional skill and commitment to making Victoria a more accessible and inclusive place for people with disability.

Definition: Volunteering is time willingly given for the common good and without financial gain. Volunteering supports community wellbeing and volunteering activities cover all sectors of society, leisure and hobby areas. Volunteering can be done through a formal arrangement with an organisation, or it can be informal within the community.

Volunteers are not paid but can receive reimbursement for out of pocket expenses or can receive gifts or small payments (such as honorariums).

The criterion for this award is an individual or organisation who:

* Has made significant contributions to progress the rights and inclusion of people with disability; or
* Has shown a long term commitment to volunteering to support people with disability or promote disability pride; or
* a volunteer who mentors or supports people with disability to be active contributors to their community.

Examples of work may include:

* a volunteer with disability, or a group made up of volunteers with disability, who work to raise community awareness of new and emerging issues that impact people with disability.
* a volunteer who designs, adapts or modifies individual equipment for, or with, people with disability

## Lifetime achievement honour roll

The Lifetime achievement honour roll recognises exceptional individuals who have made a significant contribution over the past 20 years and demonstrated an outstanding commitment to the rights, participation and inclusion of Victorians with disability. People with disability are strongly encouraged to be nominated for this category.

The criterion for this award is an individual who has:

* Demonstrated outstanding commitment to the rights, participation and inclusion of Victorians with disability for 20 years or more.

Examples of work may include:

* a person who has championed the rights of people with disability and promoted their inclusion in the community, perhaps by achieving systemic change around a particular issue, contributing to significant policy change or taking a new approach to shifting community attitudes around disability
* a person who has worked with local businesses to successfully promote employment pathways for people with disability
* a person who has demonstrated outstanding leadership of a campaign or initiative to support long term improvement in the lives of people with disability
* a person who has worked across a variety of roles within the disability sector, for example, as a leader, manager, influential thought leader or researcher, advocate and/or frontline worker, who has a strong track record of empowering people with disability and improving outcomes for people with disability in Victoria.

## Minister’s Award for outstanding leadership

Since 2017, the Minister for Disability (now the Minister for Disability, Ageing and Carers) has chosen a winner for this award from all the finalists.

The award will go to someone who has demonstrated immense leadership skills and has been a driver of change.

The inaugural winner of the Minister’s award for outstanding leadership in 2017 was Dylan Alcott OAM from Get Skilled Access and the most recent winner was Rocco Salcedo, Dance & Roll in 2021.

This category is not open for nominations as the winner is decided from the pool of finalists.

# Judging criteria

The awards will be judged on the following evaluation criteria:

1. Relevance of the nomination to the award category **(the achievement).**
2. Demonstrated outcomes, successes and positive impact on people with disability that could include innovative, quality or leading practice elements that distinguish the approach from others, or that could then be replicated by others **(the impact).**
3. Additional information as required that will further inform the selection criteria and may add value to the nomination. Examples of this could include, demonstrated commitment to the vision of Inclusive Victoria: State disability plan 2022–2026 to create an inclusive Victoria, which supports people with a disability to live satisfying everyday lives, and the principles in the Victorian Charter of Human Rights and Responsibilities Act 2006 and the Disability Act 2006 **(additional information).**

## All categories

Nominations should address the following areas regardless of which category they are entering.

### The achievement

**Provide a summary of what the nominee has done in relation to the selected award category** (maximum of 100 words).

This section provides the selection panel with summary information indicating why the nomination is being made. It should be no longer than 100 words and include the result of the contribution the person has made.

### The impact

**How has this impacted on the rights and inclusion of Victorians with disability in relation to the selected award category** (maximum of 650 words. Provide a minimum of four and a maximum of 10 dot points).

This section requires the nominator to give evidence of outcomes and the impacts of the nominee’s contribution to the community and people with disability. Between 4 to 10 dot points must be provided to demonstrate the nominee’s impact. Specific examples demonstrating achievement of the selection criteria should be given. An example could be a local initiative developed in collaboration with the community in response to identified need, which has been adopted by organisations in other areas.

* **As an individual:** describing how they have influenced cultural change or practice which has led to significant increases in community participation by people with disability.
* **As a group, business or organisation:** describing how they have worked in partnership with others to bring about significant changes including how they have tackled obstacles to achieve their desired outcome (does not apply to the Emerging Leader award).
* **As a leader / agent for change**: Describing how they have advocated for change within their community to make it a more accessible and inclusive place for people with disability and promotes disability pride, for example how they have influenced large-scale developments or infrastructure projects.

Tips:

* Demonstrate how the nominee/s has/have created change within the community or improved outcomes for people with disability.
* Explain how the nominee/s has/have demonstrated excellence in their sector or community
* Provide examples that demonstrate the impact of their efforts or the work carried out.

### Additional information

**Provide extra information that will add value to your nomination** (maximum of 150 words).

This section allows a further 150 words to provide any relevant supporting information that further informs the selection criteria and may add value to the nomination.

# How to nominate

### Step one

Read this nomination guide, including the terms and conditions below, and review the submission requirements of entry for the awards.

Handy tips can be found in the ‘Tips for writing your nomination’ document located on our website.

### Step two

Determine who to nominate – an individual or team. Discuss the nomination with the nominee’s superior or equivalent as you are required to get their endorsement for all nominations.

### Step three

Register with Award Force (the [online nomination platform)](https://www.dffh.vic.gov.au/victorian-disability-awards) < https://www.dffh.vic.gov.au/victorian-disability-awards>.

**Please note:** Submissions can be accepted in other formats. To discuss this further, please contact the awards secretariat by telephone on (03) 8850 6164 or email <awards@dffh.vic.gov.au>.

### Step four

Log in to Award Force (online nomination platform) and fill out the nomination form by typing directly into the electronic form, making sure you keep within the total 900-word count.

Include the name and contact details of two referees who can confirm the accuracy of the submission and verify the nominee or the nominated team’s eligibility for an award. The referees must be independent from the nominator or nominee.

### Step five

Complete and submit your online nomination(s) by midnight on Tuesday 3 May 2022 via Award Force (online nomination platform)

### Step six (if shortlisted)

Shortlisted nominees will be contacted early-June and asked to accept their nomination. Each individual nominee will be required to submit a National Police Check Consent Form. Instructions and a copy of the National Police Check Consent Form will be provided in their notification email. Teams are not required to complete national police checks.

# Terms and conditions

Please note the terms and conditions include a screening process. Please read and ensure that you understand the awards terms and conditions before completing a nomination.

* A person who nominates (**nominator**) or a person who is nominated as an individual or as part of a team or organisation (**nominee**) for the 2022 Victorian Disability Awards (awards) and submits or accepts a nomination is deemed to have accepted these terms.
* The State of Victoria acting through the Department of Families, Fairness and Housing (**the** **department**) is the promoter of the awards.

## Eligibility

* Nominees and nominated teams must:
	+ be Australian residents (temporary or permanent); and
	+ have contributed to the realisation of positive change and inclusion for Victorians with disability; and
	+ not have been a previous finalist, winner or highly commended nominee of the Victorian Disability Awards, in their individual capacity or as part of a team (where applicable) for work of the same nature within the last three (3) years. However, previous winners can join the Honour Roll if they meet the criteria.
* A person cannot nominate themselves, whether in an individual capacity or as a member of a nominated team.
* Members of the judging panel, the award advisory group, employees and contractors of the department who are directly involved in conducting the awards as well as their immediate families, are ineligible to be a nominator or a nominee.

## Nomination process

1. Nominations received after this time may not be considered for the awards and no responsibility will be accepted by the department for lost, late, incomplete or incorrectly submitted nominations. If you need assistance with submitting your nomination by the deadline please do reach out to the Awards Secretariat on 8850 6164 or awards@dffh.vic.gov.au
2. A separate online nomination form must be completed in Award Force for each nominee (or each nominated team).
3. Online nominations will be acknowledged with a confirmation email once your nomination form is received. Offline nominations will be acknowledged within 10 days of nomination closing date.
4. When nominating an individual, team or organisation for an award, please ensure they agree to be nominated.
5. Nominations must include the names and contact details of two referees who can confirm the accuracy of the submission and verify the nominee or the nominated team’s eligibility for an award. Referees must not be the nominator, or related to the nominator, nominee or a member of a nominated team. At least one referee must be from a different organisation to the nominee or nominated team.
6. Correspondence for nominations will be sent to the nominator (as listed in the nomination form) until after the nominee has accepted their nomination.
7. All nominations and materials submitted to the department in connection with the awards will become the property of the department and will not be returned.
8. Nominators can confirm the eligibility of a nominee by contacting the awards secretariat by telephone on (03) 8850 6164 or via email <awards@dffh.vic.gov.au> prior to submitting a nomination.

## Screening

1. All nominees (including each member of a nominated team) and inductees to the Victorian Disability Awards Honour Roll (inductee), will be required to:
	1. confirm their acceptance of these terms and conditions by following the instructions set out in the email that will be sent to them notifying them of their notification; and
	2. submit a completed National Police Check Consent Form with associated proof of identity documents to the department if they are shortlisted (individual nominees only).
2. In the event that a nominee or inductee does not accept the terms and conditions, the nominee or inductee will be ineligible to be considered for the awards or the Honour Roll.
3. All shortlisted nominations will be subject to a thorough vetting and screening process conducted by the Department of Families, Fairness and Housing.

## Judging and selection

1. The department reserves the right to verify the validity of nominations, allocate nominations into an alternative category and disqualify any nomination which, in the opinion of the department, can be considered objectionable, potentially insulting or inflammatory or generally damaging to the goodwill or reputation of the awards, the department and/or the Minister for Disability, Ageing and Carers, or any nomination that is not compliant with these terms and conditions.
2. The department may request further information or clarification from the nominator, nominee(s) or referees regarding any nomination.
3. A judging panel will consider all eligible nominations and rate each against the criteria for the selected award category. Nominations with the highest combined scores will be shortlisted.
4. Award recipients will be selected from shortlisted nominees. The judges will review the shortlisted nominations and may select a highly commended recipient and Award winner in each category. Announcement of Award recipients will be at the 2022 Victorian Disability Awards ceremony.
5. The department reserves the right to disqualify a nominee in the event that the results of their police check are deemed unsatisfactory by the department, with no right of review.
6. The Minister for Disability, Ageing and Carers (or the Minister’s representative) and the department’s decisions on all matters pertaining to the awards are final and no correspondence or discussion will be entered into.

## Awards and recognition

* Each Award finalist will be invited to attend the awards ceremony in late-August where the Award recipients will be announced and presented with their award.
* Nominators of award finalists will also be invited to attend the awards ceremony.
* Award finalists and nominators under 18 years of age must be accompanied by a parent or legal guardian in order to attend the awards ceremony.
* All travel costs associated with an award finalist, their nominator and parent or legal guardian (if applicable) attending the awards ceremony and other ancillary costs are the responsibility of the award finalist and their nominator.

## Nominators consent

1. By submitting a nomination, including personal information (as defined in the *Privacy and Data Protection Act 2014* (Vic)) or where applicable, any health information (as defined in the *Heath Records Act 2001* (Vic)) provided as part of that nomination, each nominator confirms that he or she consents, and has the consent of any person whose personal information is contained in a nomination, including but not limited to:
	1. the nominee(s) (or if under the age of 18, the nominee’s parent or legal guardian); and
	2. referees,
	3. to provide that information to the department, and for the department to disclose that personal information to other parties including, but not limited to, judges, National Disability Services and the office of the Minister for Disability, Ageing and Carers for the purposes of conducting the awards.
2. If the nominator does not agree or have the requisite consent, the nominator must not provide their personal information or the personal information of anyone else and may be unable to submit a nomination for the awards.
3. Each nominator consents to the department using the nominator’s nomination statements, name, likeness, image, voice and/or participation in the awards (including photograph, film and/or recording of the same) in any media for an unlimited period of time without further notification, remuneration or compensation for the purpose of promoting, publicising or marketing the awards (including any outcome). If the nominator does not agree, the nominator must not provide their personal information or the personal information of anyone else and may be unable to submit a nomination for the awards.

## Nominees consent

1. By accepting their nomination, the nominee/s (or if under the age of 18, the nominee’s parent or legal guardian) consents to the department using their nomination statements, name, likeness, image, voice and/or participation in the awards (including photograph, film and/or recording of the same) in any media for an unlimited period of time without further notification, remuneration or compensation for the purpose of promoting, publicising or marketing the awards (including any outcome).
2. Nominees consent to the department using their personal information, and for the department to disclose their personal information to other parties including, but not limited to, the award judges, the office of the Minister for Disability, Ageing and Carers, for the purposes of conducting the awards. If the nominee does not agree, the nominee must not accept their nomination and will be ineligible for the awards.
3. By submitting a National Police Check Consent Form, the nominee will be consenting to the department being provided with the results of their national police check for the purposes of conducting the awards.

## Privacy statement

Consistent with Victorian Government policy and legislation, the department endorses fair information handling practices. Personal, health and sensitive information supplied will be used by the department, the judging panel, the office of the Minister for Disability, Ageing and Carers and the award ceremony venue for the purposes of considering nominations, selecting award recipients and providing the award ceremony. Information will not be disclosed or used for any other purpose without the express consent of the person to whom the information relates, unless otherwise required or permitted by law.

## Privacy policy

The [*Department of Families, Fairness and Housing Privacy Policy*](https://www.dhhs.vic.gov.au/department-health-and-human-services-privacy-policy) <https://www.dhhs.vic.gov.au/department-health-and-human-services-privacy-policy> sets out information about how the nominator or nominee(s) may access and seek correction of their personal information or complain about a breach of their privacy, and how the department will deal with that complaint.

## Liability

It is intended and agreed that the conduct of the awards shall not give rise to any legal obligations, liabilities or duties, valid or enforceable in any way against the department, the Minister for Disability, Ageing and Carers or the State of Victoria.

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| To receive this document in another format, phone 8850 6164, using the National Relay Service 13 36 77 if required, or email awards@dffh.vic.gov.auAuthorised and published by the Victorian Government, 1 Treasury Place, Melbourne.© State of Victoria, Australia, Department of Families, Fairness and Housing, March 2022.ISBN 978-1-76096-752-9Except where otherwise indicated, the images in this document show models and illustrative settings only, and do not necessarily depict actual services, facilities or recipients of services. This document may contain images of deceased Aboriginal and Torres Strait Islander peoples.In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people. ‘Indigenous’ or ‘Koori/Koorie’ is retained when part of the title of a report, program or quotation. |