

2024 Victorian Disability Awards nomination guide

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# About the Victorian Disability Awards

The Victorian Disability Awards recognise the achievements and contributions of individuals, groups and organisations that:

* champion disability rights and inclusion
* demonstrate best practice policy implementation and advocacy (including self-advocacy)
* are role models of disability pride in their own communities and across Victoria.

The awards also provide an important opportunity to recognise the inclusive practices, education, work and achievements of people with disability from diverse backgrounds and identities, including:

* Aboriginal and Torres Strait Islander people
* people from culturally diverse communities
* LGBTIQA+ people
* people of different ages.

# Key stages and dates

| Milestone | Date |
| --- | --- |
| Nominations open | 24 June 2024 |
| Entries close | 26 July 2024 |
| Judging period | August 2024 |
| Finalists announced | Early November 2024 |
| Awards ceremony | 3 December 2024 |

# Award categories

The 2024 Victorian Disability Awards recognise achievements in 4 categories.

## Disability Pride Champion

This award recognises an individual who:

* honours pride in unique identity and embraces diversity
* promotes being proud of your disability
* advocates for representation of people with disability and strengthens their voice.

This award is for an individual who is outstanding in some, or all, of the following areas:

* championing every person’s unique identity and diversity
* portraying a positive image of people with a disability in the community
* strongly advocating for the modern-day models of disability, with a focus on inclusion and accessibility for all
* acting as a peer role model and demonstrating leadership in the disability community, empowering others to challenge harmful and negative ideas about people with disability
* working to increase participation of people with disability and other attributes, for example LGBTIQA+ Victorians, Aboriginal and Torres Strait Islander people, people from diverse cultural and non-English speaking backgrounds and young people.

Examples of work may include:

* leading, championing and celebrating pride on days of importance for people with disability
* developing innovative programs or initiatives which support people with disability to change messages about disability and celebrate diversity in the community
* influencing community attitudes through disability pride events and campaigns
* playing a leadership role in the disability community, raising awareness and educating people.

## Advocacy for people (including Self Advocacy)

This award recognises a person, a group or an organisation that:

* promotes disability rights, voice and representation
* directly assists individuals with disability to speak up for their rights
* supports individuals with disability to call for changes in government programs, policies and services, business and community to make everyday life safer, more inclusive and accessible for everyone.

The award is for achievement in one or more of the following areas:

* helping people with disability exercise choice and control in areas such as health, housing, education, employment and use of NDIS plans
* encouraging changes to services, policies, programs and processes so they better meet the needs of people with disability and validate their identity.

Examples of work may include:

* promoting positive attitudes, including towards people with disability, challenging negative stereotypes
* increasing the active participation of individuals with disability in the community, including through accessible and inclusive sport and recreation activities
* advocating about recent and emerging areas of concern for people with disability, such as cost of living pressures; accessible and affordable housing; emergency management preparation and response; inclusive employment services and practices and local job opportunities
* working with providers to find innovative ways of making their services more inclusive of people with disability.

## Leadership in Co-design

Co-design is a design process in which stakeholders are equal partners and take leadership roles in the design of products, services, systems, policies, laws and research.

This award recognises:

* a person with disability who has championed co-design and promoted the use of co-design, or
* a person, group or organisation that has used co-design with people with disability to enhance the lives of people with disability.

The criterion for this award may be any of the following:

* championing the uptake of co-design by governments, organisations and businesses
* using co-design to create a fairer, more inclusive Victoria for people with disability
* leading co-design processes with people with disability to create an effective and inclusive policy, service model, program or initiative
* demonstrating commitment to and excellence in implementing co-design to bring about long-term change.

Examples of work may include:

* developing new and innovative programs, or strengthening 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 to create more social, economic and local opportunities for people with disability
* engaging with education staff and students with disabilities to co-design accessible learning environments
* co-designing adaptive sports and recreation programs for people with disabilities.

## Lifetime Achievement Award

This award honours a Victorian person with disability who has made a long-term commitment to championing disability rights and inclusion.

This award is for an individual who has done any of the following:

* championed the rights of people with disability and created change through advocacy, activism, or engagement
* created opportunities to celebrate the accomplishments and achievements of people with disability
* demonstrated leadership in developing opportunities for emerging and future leaders in the disability community
* worked for change at a local level, advocating for and delivering outcomes for people with disability in their community.

Examples may include a person who has:

* demonstrated outstanding leadership, campaigning to support long term improvements in the lives of people with disability, ensuring Victoria is a safer, fairer and a more inclusive state
* worked across the disability community, as a leader, influential thought leader, researcher, advocate and/or frontline worker, who has a strong record of empowering people with disability
* championed the rights of people with disability and promoted their inclusion in the community, by achieving systemic change around a particular issue, contributing to significant policy change or taking an innovative approach to community attitudes around people with disability
* worked with local businesses to successfully promote inclusive and equitable employment pathways, including providing leadership opportunities for people with disability.

# Judging criteria

The awards will be judged on the following evaluation criteria:

## Relevance to award category

**The achievement:** How well the nomination fits the award category.

**The impact:** The positive effects on people with disability. This can include:

* new and innovative ideas
* making changes that improve the lives of people with disability
* leading activities or discussion about key issues for people
* high-quality work
* leading practices that stand out and can be copied by others.

## All categories

Nominations should cover the following areas for any category:

### The achievement

Use up to 100 words to summarise:

* what the nominee has done related to the award category
* the results of their contribution
* why the nomination is being made.

### The impact

Use up to 450 words in 4 to 10 bullet points to:

* explain how the nominee's work has helped the rights and inclusion of people with disability in Victoria
* show evidence of outcomes and impacts
* provide specific examples that show how the nominee meets the criteria. For instance, a local project developed with the community to meet a need, that other organisations or communities have used.

Include:

* **For individuals:** How they have influenced cultural change or practices that increased community participation or inclusion of people with disability.
* **For groups, businesses, or organisations:** How they partnered with people with disability to bring about significant changes. How they overcame obstacles.
* **For leaders/agents for change:** How they have advocated for change in their community to make it more accessible and inclusive. How they have promoted disability pride.

Tips:

* Show how the nominee has created change or improved outcomes for people with disability.
* Explain how the nominee has shown leadership in their sector or community.
* Provide examples that show the impact of their efforts or work.

# How to nominate

## Step one

Read this nomination guide. Make sure you:

* read the terms and conditions below
* review the submission requirements of entry for the awards.

There are ‘tips for writing your nomination’ on our website https://www.dffh.vic.gov.au/victorian-disability-awards.

## Step two

Determine who to nominate – an individual, group or organisation.

## Step three

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

**Please note:** Submissions can be accepted in other formats. To find out how, please contact the awards team phoning (03) 9285 3873 or email awards@dffh.vic.gov.au.

## Step four

[Log into Award Force](https://www.dffh.vic.gov.au/victorian-disability-awards) (the online nomination platform) https://www.dffh.vic.gov.au/victorian-disability-awards.

Fill out the nomination form by typing directly into the electronic form. Make sure you keep within the total allocated word amount.

Include the name and contact details of one referee who:

* can confirm the accuracy of the submission
* can verify the nominee or the nominated groups eligibility for an award
* is independent from the nominator or nominee.

## Step five

Complete and submit your online nomination(s) by midnight on 26 July 2024.

Nominees will receive an email from Award Force asking them to accept their nomination.

## Step six (if shortlisted)

Shortlisted nominees will be contacted in September 2024.

They will need to submit a National Police Check Consent Form. Instructions and a copy of the form will be provided in their notification email. Groups 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 group or organisation (nominee) for the 2024 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 groups must:
	+ be Australian residents (temporary or permanent); and
	+ have contributed to a safer, fairer and a more inclusive Victoria; 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 group (where applicable) within the last three (3) years. However, previous winners can be nominated for the Lifetime Achievement Award.
* A person cannot nominate themselves, whether in an individual capacity or as a member of a nominated 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. Members of the judging panel are ineligible to be a nominator or a nominee in the category they are assigned to.

## Nomination process

1. Nominations received after the nomination period 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 team on (03) 9285 3873 or awards@dffh.vic.gov.au
2. A separate online nomination form must be completed in Award Force for each nominee (or each nominated group).
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, group or organisation for an award, please ensure they agree to be nominated.
5. Nominations must include the names and contact details of a referee who can confirm the accuracy of the submission and verify the nominee or the nominated groups eligibility for an award. Referee must not be the nominator, or related to the nominator, nominee or a member of a nominated group.
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 team by telephone on (03) 9285 3873 or via email awards@dffh.vic.gov.au prior to submitting a nomination.

## Screening

1. All nominees (including each member of a nominated group) 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 nomination; 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 does not accept the terms and conditions, the nominee will be ineligible to be considered for the awards.
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 for 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 referee 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 will select an Award winner in each category. Announcement of Award recipients will be at the 2024 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 (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 December 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. referee,
	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 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, 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 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.dffh.vic.gov.au/publications/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 and the Minister for Disability for the State of Victoria.

To receive this information in another format, phone (03) 9285 3873, or email awards@dffh.vic.gov.au

**Help for people with hearing or speech communication difficulties**

Contact us through the National Relay Service (NRS). For more information on the NRS visit National Relay Service https://www.accesshub.gov.au/about-the-nrs or call the NRS Helpdesk on 1800 555 660.

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