



International Day of
People with Disability

2017 National Disability Awards

Nomination Guidelines and Form



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Nominate for the Awards

Individuals, workplaces, businesses and service providers who have improved the lives of Australians with disability, are encouraged to submit a nomination for the 2017 National Disability Awards.

Nominations are being sought across the following five categories and are due by **11:59 pm AEST Sunday 6 August 2017. Late nominations will not be accepted.**

1. Lesley Hall Leadership Award

The Lesley Hall Leadership Award recognises excellence in development of reform opportunities that improve the lives of people with disability.

2. Employer of the Year Award

The Employer of the Year Award recognises excellence in workforce diversity by providing sustainable employment opportunities for people with disability.

3. Community Excellence Award

The Community Excellence Award recognises excellence in improving access and participation in Australian life for people with disability.

4. Excellence in Innovation Award

The Excellence in Innovation Award recognises excellence in innovation in services, places, communities or accessible technologies to improve the lives of people with disability.

5. Excellence in Education and Training Award

The Excellence in Education and Training Award recognises excellence in inclusive education or vocational training that delivers improved economic and social outcomes for people with disability.

How to nominate

To nominate an individual, workplace, business or service provider for a 2017 National Disability Award, you can complete the online nomination form at www.idpwd.com.au, or the attached form on pages 12-17. Alternate formats can be requested by phoning (free call) 1800 672 682. TTY users please phone 1800 555 677 and ask for 1800 672 682. An audio version of the nomination form is available at www.idpwd.com.au.

Two referees must be submitted with your nomination by either providing:

- names and contact details for two referees; and/or nominators, or
- copies of two written references that support your nomination.

You will also need to agree to abide by the Conditions of Entry of these Guidelines.

For further assistance, contact the National Disability Awards Team on **1800 672 682**.

Aim of the National Disability Awards

The National Disability Awards (Awards) are the Government's main celebration of International Day People with Disability (IDPwD), aiming to honour and recognise the outstanding achievements of individuals, teams and organisations that have improved the lives of Australians with disability and contributed to increased recognition of equality and human rights for all Australians.

IDPwD is a United Nations sanctioned day that occurs annually on 3 December. It is unique among community awareness days, as it unites disability organisations, businesses, federal, state and local governments and the community. The day is a collaborative effort to celebrate and acknowledge the rights of people with disability to be active citizens. Both individuals and organisations across the country are encouraged to celebrate.

Celebrating IDPwD and the Awards each year provides an opportunity to ensure that the achievements and needs of Australians with disability, their families and carers remain visible.

The Awards are broadly aligned with the key priority areas for action under the National Disability Strategy and strongly recognise that disability is more a reflection of societal barriers and discrimination, rather than a person's diagnosis.

The Awards strive to demonstrate and highlight best practice that can be replicated nationally to improve mainstream responses from individuals, organisations, businesses and governments so that we are all encouraged to think in terms of an inclusive, rights-based Australian community.

[The National Disability Strategy, 2010–2020](#) sets out a ten-year plan for improving the lives of Australians with disability, their families and carers. Produced in partnership by the Commonwealth, State and Territory governments under the auspices of the Council of Australian Governments (COAG), the Strategy represents a shared vision for an inclusive Australian society that enables Australians with disability to fulfill their potential as equal citizens.

Conditions of entry

1. The Lesley Hall Leadership Award is only open to individual nominees with disability. Nominees need to demonstrate they have taken significant steps to improve the lives of Australians with disability. All other Award categories are open to all Australians, including people with disability; people without disability; volunteers; teams; committees; partnerships; alliances; co-operatives; and public, private and non-government organisations.
2. All individual nominees must be Australian citizens or permanent residents of Australia.
3. All organisations must be operating in Australia for Australians with disability.
4. Nominations for a best practice initiative or project must include details of an individual/s or organisation to be acknowledged as an Award finalist.
5. Employees of the Department of Social Services (DSS) and their immediate family, and members of the judging panel, are not eligible.
6. A nominee's agreement must be provided for them to be nominated and they must be advised that their information may be used for publicity and promotional purposes. DSS will contact finalists to seek their approval prior to the release of any information.
7. Nominations must address each field in the nomination statement. Nominations that are not completed in full against each field cannot be considered.
8. The assessment Award criteria will be used to assess applications.
9. Nominations may be submitted online, via email or by post.
10. The nominee (or their guardian/representative if applicable), or, if the nominee is under 18 years of age, the nominee's parent or guardian, provides DSS with permission to publish details of the nomination for the purpose of promoting the Awards (including biographies and photographs), published on the IDPwD website, DSS website, and/or DSS social media websites, and other promotional materials and media releases. The consent terms for adults or children must be read and signed, and submitted to DSS by **11:59 pm AEST Sunday 6 August 2017**. Nominations will not be considered if a consent form has not been submitted. Please see consent forms enclosed.

Judging and Award presentation

- An independent judging panel, comprising National Disability and Carers Advisory Council members, disability and subject matter experts from industry and service sectors, Commonwealth, State and Territory government agencies, and people with disability, will review the nominations and make recommendations to the Government, with finalists announced in a national media release.
- The judges' decision will be made using the assessment evaluation criteria and will be final, and no correspondence or discussion will be entered into.
- The Awards ceremony will be on 3 December 2017 at the National Museum of Australia in Canberra.
- All finalists will be invited to the ceremony, where Award winners will be announced.

Privacy and confidentiality

- The information provided on the nomination form is collected by DSS and may be made available to the judging panel and other contracted service providers for the purposes of the Awards.
- The nominee (or their guardian/representative if applicable), or, if the nominee is under 18 years of age, the nominee's parent or guardian, will be requested to give DSS permission to publish details of the nomination for the purpose of promoting the Awards, including biographies and photographs, published on the IDPwD website, DSS website, and/or DSS social media websites and other promotional materials and media releases.
- Any photographic film, either still or motion, will remain the property of DSS who shall have free and full rights to the use of the name, photograph or film, or recommendation of any nominee in perpetuity.
- The DSS privacy policy (www.dss.gov.au/privacy-policy) contains information about how you may access any personal information held about you and how to seek the correction of such information. It also contains information about how you may complain about a breach of the Australian Privacy Principles, and how DSS will deal with such a complaint.

Award criteria

Lesley Hall Leadership Award

Recognises excellence in development of reform opportunities that improve the lives of people with disability.

Criterion	Criterion name	Weighting out of 100
a)	Relevance of the nomination to the category description	10
b)	<p>Demonstrated outcomes, success and positive impact on Australians with disability that distinguish the approach from others or that could be replicated by others.</p> <ul style="list-style-type: none">• Demonstrated leadership and driving improved outcomes for people with disability across any or all of the National Disability Strategy outcome areas• Excellence in development of reform opportunities that improve the lives of people with disability• Demonstrated personal qualities, including resourcefulness, leadership, tenacity, inventiveness• General activity in the community, including level of activity, energy, positive influence, encourages inclusion and participation and quality outcomes• Degree to which the nominee encourages, motivates or empowers others in a practical manner, provides or creates opportunities for self and others	60
c)	Demonstrated commitment to upholding the United Nations Convention on the Rights of Persons with Disabilities to enable a disability rights-based culture.	15
d)	Degree to which the individual has achieved well above national benchmarks and standards.	15

Employer of the Year Award

Recognises excellence in workforce diversity by providing sustainable employment opportunities for people with disability.

Criterion	Criterion name	Weighting out of 100
a)	Relevance of the nomination to the category description.	10
b)	Increased access to sustainable employment for people with disability, or providing opportunities in employment for people with disability through one or more of the following: <ul style="list-style-type: none">• a focus on inclusive workplace practices• innovative employment approaches and practices• sustainable initiatives and programmes undertaken to remove barriers for employee(s) with disability, and the desired outcomes have been achieved• promote and encourage the employment of people with disability• providing meaningful employment opportunities and career paths for employees with disability; facilitate flexible workplace design and conditions; offer appropriate and relevant training• initiatives or programmes have been developed in consultation with employees with disability, the disability sector, and relevant guidelines	35
c)	Increased employment of people with disability either within a team, organisation or nationally; stable or increasing retention rates.	20
d)	Implementation of successful organisational change and practices promoting the employment of people with disability.	20
e)	Degree to which the nominee has achieved well above national benchmarks and standards.	15

Community Excellence Award

Recognises excellence in improving access and participation in Australian life for people with disability.

Criterion	Criterion Name	Weighting out of 100
a)	Relevance of the nomination to the category description.	10
b)	<p>Demonstrated excellence in improving access and participation for people with disability and their families through one or more of the following:</p> <ul style="list-style-type: none"> • commitment, creativity and ability to adapt and develop new approaches to make a real difference in communities • assisting people with disability to participate in, or strengthen their participation in, sport, recreation, tourism, the arts and other social and cultural activities • removing barriers from the physical environment to make communities more accessible for people with disability • removing or reducing structural, social or communication barriers, to make communities more accessible for people with disability • consulting people with disability in design and delivery of policies, programmes and services; and demonstrating greater community engagement in supporting inclusion of people with disability in community life • services and equipment facilitate the greatest level of independence and the enjoyment of a lifestyle that reflects the choices of people with disability • the activity delivers measurable improvement in community access and/or participation for people with disability 	60
c)	The outcomes achieved are sustainable and/or can be replicated.	15
d)	Degree to which the nominee achieved well above national benchmarks and standards.	15

Excellence in Innovation Award

Recognises excellence in innovation in services, places, communities or accessible technologies to improve the lives of people with disability.

Criterion	Criterion name	Weighting out of 100
a)	Relevance of the nomination to the category description.	10
b)	<p>Demonstrated excellence in innovation in services, places, communities or accessible technology through a new or significantly new approach to improve the lives of people with disability, through one or more of the following:</p> <ul style="list-style-type: none"> • taking a universal approach so that services, environments and communities are accessible and usable by all people to the greatest extent possible without the need for specialised modification • improving communications, technology and information systems that are accessible, reliable and responsive to the needs of people with disability • innovative approaches to improving access to mainstream services for people with disability • initiatives which have enabled people with disability to pursue their goals and aspirations • the innovation addresses a specific challenge facing people with disability • people with disability are consulted in the development of solutions in response to challenges and are involved in the design of policies, programmes, services, approaches, initiatives or technologies • the solution delivers measurable improvement for people with disability 	60
c)	The outcomes achieved are sustainable and/or can be replicated.	15
d)	Degree to which the nominee has achieved well above national benchmarks and standards.	15

Excellence in Education and Training Award

Recognises excellence in inclusive education or vocational training that delivers improved economic and social outcomes for people with disability.

Criterion	Criterion name	Weighting out of 100
a)	Relevance of the nomination to the category description.	10
b)	Demonstrated excellence in inclusive education or vocational training that delivers or will likely improve, economic and social outcomes for people with disability in one or more of the following: <ul style="list-style-type: none">• Inclusive, high-quality educational programmes for people with disability, from early childhood through to adulthood• reducing barriers and simplifying access for people with disability to high-quality, inclusive education from early learning, school and further education• access to timely and effective early intervention for young children with disability entering the education system• strengthening pathways for students with disability accessing higher education• developing learning strategies for students with disability that are innovative, accessible, reliable and responsive• establishing best practice for transition planning and support through all stages of learning and from education to employment• individuals can reach their full learning potential	55
c)	Reducing disparity in educational outcomes for people with disability and others.	20
d)	The outcomes achieved are sustainable and/or can be replicated.	15

2017 Nomination Form

**All fields are required unless otherwise stated*

Nomination details

Before you nominate, it is important to read the award criteria (pages 7-11) to understand what the judges are looking for in each Award category and the conditions of entry (page 5).

Nomination category

Choose one of the categories listed below:

- | | |
|---|---|
| <input type="checkbox"/> Lesley Hall Leadership Award | <input type="checkbox"/> Employer of the Year Award |
| <input type="checkbox"/> Community Excellence Award | <input type="checkbox"/> Excellence in Innovation Award |
| <input type="checkbox"/> Excellence in Education and Training Award | |

Nominee details

I am nominating (*tick one box only*):

- | | | |
|---|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Partnership | <input type="checkbox"/> Project |
| <input type="checkbox"/> Team | <input type="checkbox"/> Organisation | <input type="checkbox"/> Initiative |
| <input type="checkbox"/> Other, please specify <input type="text"/> | | |

Partnership / organisation / team / initiative/ project name (*if applicable*):

For nominees who are not individuals please also provide details of a contact person.

Nominee contact name:

Nominee contact job title :

Nominee contact email address:

Nominee contact phone number:

Address:

<input type="text"/>		
Suburb	State	Postcode

Nominator details

If you are nominating yourself, tick the box below and move to the next section:

☐ Self

I am nominating on behalf of (*tick one box only*):

☐ Individual

☐ Partnership

☐ Project

☐ Team

☐ Organisation

☐ Initiative

☐ Other, please specify

Partnership / organisation / team / initiative/ project name (if applicable)

For nominators who are not individuals please also provide details of a contact person.

Nominator contact name:

Nominator contact job title :

Nominator contact email address:

Nominator contact phone number:

Relationship to nominee:

☐ Parent

☐ Guardian

☐ Friend

☐ Social acquaintance

☐ Work colleague

☐ Employer

☐ Client

☐ Patient

☐ Other, please specify

Agreement to Consent Terms

- The nominee (or their guardian/representative if applicable), or, if the nominee is under 18 years of age, the nominee's parent or guardian, provides the Department of Social Services (DSS) with permission to publish details of the nomination for the purpose of promoting the Awards (including biographies and photographs), published on the IDPwD website, DSS website, and/or DSS social media websites, and other promotional materials and media releases.
- The consent terms (included) must be read and signed, and submitted to DSS.
- Nominations will not be considered if a Consent terms form has not been submitted by **11:59 pm AEST Sunday 6 August 2017.**

Have you attached a consent form? ☐ Yes ☐ No

Referees

Referee 1 details

Referee name:

Referee job title:

Referee email address:

Referee phone number:

Relationship to nominee:

☐ Parent

☐ Guardian

☐ Friend

☐ Social acquaintance

☐ Work colleague

☐ Employer

☐ Client

☐ Patient

☐ Other, please specify

Have you attached a written reference from this referee? ☐ Yes ☐ No

Referee 2 details

Referee name:

Referee job title:

Referee email address:

Referee phone number:

Relationship to nominee:

☐ Parent

☐ Guardian

☐ Friend

☐ Social acquaintance

☐ Work colleague

☐ Employer

☐ Client

☐ Patient

☐ Other, please specify

Have you attached a written reference from this referee? ☐ Yes ☐ No

Nomination statement

About the nominee

Summary of achievement *(maximum of 250 words which must be approved by the nominee)*

Provide a summary of what the nominee has done in relation to improving the lives of Australians with disability*.

*This summary may be used for publicity and promotional purposes if the nomination is shortlisted as a finalist. Finalists will be contacted for approval prior to the release of any information.

About the nominee

Evidence of the impact (*maximum of 500 words*)

Provide evidence of the impact of the nominee's contribution to improving the lives of Australians with disability. Refer to the award criteria on pages 7-11.

Nomination Checklist

Please complete this checklist before submitting your nomination.

- ☐ I have read the National Disability Awards 2017 Nomination Guidelines and understand and agree to abide by the conditions of entry.
- ☐ The nominee has read the privacy statement in the Nomination Guidelines and has agreed to the information I have provided in the Nomination Form and has given their approval to being nominated.
- ☐ The nominee has read the conditions of entry.
- ☐ The referees have read the privacy statement in the Nomination Guidelines and have agreed to their name and contact information being provided.
- ☐ I confirm the nominee has satisfied the conditions of entry for an Award.
- ☐ I have completed all sections of the Nomination Form.
- ☐ I have provided two referees and have included either contact details for the referees and/or written referees.
- ☐ I have provided current contact details for the nominator and the nominee, including email address, mailing address and phone number where possible.
- ☐ Attachments (if provided) have been clearly labelled with the name of the nominee.
- ☐ The nominee (or their guardian/representative if applicable) has read and signed the Consent terms – Adult form, or the parent/guardian of a nominee under 18 years of age has read and signed the Consent terms – Child form (whichever is applicable). I have uploaded/emailed/posted the signed Consent terms form.
- ☐ I have kept a copy of this nomination form and supporting documentation for my records.

How did you find out about the National Disability Awards?

- | | |
|---|--|
| <input type="checkbox"/> Advertising (TV/Newspaper/Newsletter) | <input type="checkbox"/> Website |
| <input type="checkbox"/> Work | <input type="checkbox"/> Social media |
| <input type="checkbox"/> IDPwD news alert (electronic newsletter) | <input type="checkbox"/> The IDPwD Patron |
| <input type="checkbox"/> Established disability or other networks | |
| <input type="checkbox"/> Other, please specify | <div style="border: 1px solid black; height: 20px; width: 300px;"></div> |

Lodging your nomination

Nominations close:

11:59 pm AEST Sunday 6 August 2017

Submitting your nomination

Online

www.idpwd.com.au

Email

disabilityawards@dss.gov.au

Post

National Disability Awards Manager
Supported Employment Policy, Access and Engagement Branch
GPO Box 9820
Canberra ACT 2601

Note: If submitting by post the nomination must be post marked on or before **6 August 2017**.

Acknowledgement

- Nominations will be acknowledged via email.
- If you do not receive an acknowledgement please email disabilityawards@dss.gov.au or call **1800 672 682**

Enquiries

Phone: **1800 672 682**

TTY: Please phone **1800 555 677** and ask for **1800 672 682**

Website: www.idpwd.com.au

Email: disabilityawards@dss.gov.au



Consent terms – for adults

Personal information

Please read this information – or have someone read it to you – before submitting your nomination for the National Disability Awards.

Why are we collecting your personal information?

The Australian Government Department of Social Services (DSS) collects personal information to explain and promote government policies, programmes, services, events and activities. We are seeking your consent to collect, use and disclose your personal information for the purpose of promoting DSS programmes and/or policy.

What personal information will be collected?

We are seeking your consent to collect, use and disclose:

- **your photo**, and/or
- **a digital recording, audio recording or video recording of you**, and/or
- **information to describe your image, such as your gender, age, hair or clothing worn**, and/or
- **information about your experience with a government programme or service**, and/or
- **other personal information such as your name and where you live.**

How will your personal information be used?

By providing your consent, you agree that we may use your personal information (including your name and where you are from) in any of the following:

- printed publications such as brochures, booklets, fact sheets
- display banners and posters
- television, radio and newspaper advertisements and other media
- internet pages (including our websites www.dss.gov.au and www.idpwd.com.au, and/or DSS social media websites).

We may also share your personal information with other Australian Government departments, contractors working on our behalf and/or media outlets.

How will your personal information be protected?

We take our privacy obligations under the *Privacy Act 1988* (Cth) very seriously. We will collect, use, record, disclose and store your information in accordance with the law and the terms of the [DSS Privacy Policy](#).

Who will own copyright?

Generally the Australian Government will own copyright in any photos, digital recordings, videos and other material produced with your information. If you receive a copy of your photo, digital recording, video or other material you won't be able to publish it without permission from the Australian Government.

Access and correction of personal information

If you would like to access or seek correction of any personal information we have collected under this consent form, you can contact us using the contact details available in the [DSS Privacy Policy](#).

Privacy complaints

The [DSS Privacy Policy](#) also contains details of how you can make a complaint to us about a breach of your privacy.

Acknowledgement and Consent

By submitting your nomination for the National Disability Awards you agree to the following:

- ☐ Acknowledge that I have read (or have had read to me) the information outlined above and understand it
- ☐ Give consent for my personal information to be used by DSS in publications, products, video productions, audio productions and public relations activities for the purpose set out above
- ☐ Give consent for my personal information to be disclosed to other Australian Government departments and agencies in their publications and public relations activities for the purpose set out above
- ☐ Give consent for Australian Government staff and contracted suppliers of photographic, audio, film and video services to collect, disclose or use descriptive information about me to identify me in photographs, audio recordings, video recordings and other materials for the purpose set out above
- ☐ Give consent for Australian Government staff and contracted suppliers to use my name, where I am from and organisation name (if applicable) in the above publication or public relations activities for the purpose set out above
- ☐ Acknowledge that if I receive a copy of any photographs, audio recordings, video recordings, video recordings or other materials which relate to me, I won't be able to publish them without the permission of the Australian Government
- ☐ Acknowledge that I can withdraw this consent at any time by contacting DSS using the contact details available in the [DSS Privacy Policy](#).

AGREEMENT TO CONSENT TERMS - ADULT

Nominee's name:	
Nominee's signature, or signature of guardian/representative:*	
Relationship of the signatory to the nominee (if applicable):	
Date of consent:	

* Only applicable where the nominee cannot provide informed consent and the signatory has authorisation to sign on behalf of the nominee. Please provide the relationship of the signatory to the nominee.



Consent terms – for children

Personal information

Please read this information – or have someone read it to you – before submitting your nomination for the National Disability Awards.

A parent or guardian must read this information for their child under 18 years of age (note, one form per child).

Why are we collecting your child's personal information?

The Australian Government Department of Social Services (DSS) collects personal information to explain and promote government policies, programmes, services, events and activities. We are seeking your consent to collect, use and disclose your child's personal information for the purpose of promoting DSS programmes and/or policy.

What personal information will be collected?

We are seeking your consent to collect, use and disclose:

- **your child's photo**, and/or
- **a digital recording, audio recording or video recording of your child**, and/or
- **information to describe your child's image, such as your child's gender, age, hair or clothing worn**, and/or
- **information about your child's experience with a government programme or service**, and/or
- **other personal information relating to your child such as your child's name and where your child lives.**

How will your child's personal information be used?

By providing your consent, you agree that we may use your child's personal information (including your child's name and where your child is from) in any of the following:

- printed publications such as brochures, booklets, fact sheets
- display banners and posters
- television, radio and newspaper advertisements and other media
- internet pages (including our website www.dss.gov.au and www.idpwd.com.au, and/or DSS social media websites).

We may also share your child's personal information with other Australian Government departments, contractors working on our behalf and/or media outlets.

How will your child's personal information be protected?

We take our privacy obligations under the *Privacy Act 1988* (Cth) very seriously. We will collect, use, record, disclose and store your child's information in accordance with the law and the terms of the [DSS Privacy Policy](#).

Who will own copyright?

Generally the Australian Government will own copyright in any photos, digital recordings, videos and other material produced with your child's information. If you receive a copy of your child's photo, digital recording, video or other material you or your child won't be able to publish it without permission from the Australian Government.

Access and correction of personal information

If you would like to access or seek correction of any personal information we have collected under this consent form, you can contact us using the contact details available in the available in the [DSS Privacy Policy](#) .

Privacy complaints

The [DSS Privacy Policy](#) also contains details of how you can make a complaint to us about a breach of your or your child's privacy.

Acknowledgement and Consent

By submitting your nomination for the National Disability Awards you agree to the following:

- ☐ acknowledge that I have read (or have had read to me) the information outlined above and understand it
- ☐ give consent for my child's personal information to be used by DSS in publications, products, video productions, audio productions and public relations activities for the purpose set out above
- ☐ give consent for my child's personal information to be disclosed to other Australian Government departments and agencies in their publications and public relations activities for the purpose set out above
- ☐ give consent for Australian Government staff and contracted suppliers of photographic, audio, film and video services to collect, disclose or use descriptive information about my child to identify my child in photographs, audio recordings, video recordings and other materials for the purpose set out above
- ☐ give consent for Australian Government staff and contracted suppliers to use my child's name and where my child is from in the above publication or public relations activities for the purpose set out above
- ☐ acknowledge that if I receive a copy of any photographs, audio recordings, video recordings, video recordings or other materials, both myself and my child will be unable to publish them without the permission of the Australian Government
- ☐ acknowledge that I can withdraw this consent at any time at any time by contacting DSS using the contact details available in the [DSS Privacy Policy](#) .

AGREEMENT TO CONSENT TERMS - CHILD

Nominee's name:	
Nominee's age:	
Parent/guardian's signature:	
Date of consent:	