

Nomination Guide

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# About the Awards

The National Disability Awards recognise and promote the outstanding contributions of individuals, groups and organisations who are working to create an inclusive Australia where people with disability are valued, respected, and can contribute to the community.

An initiative of NDS, the Awards aim to promote high-quality and sustainable disability services. They will contribute to sector development through recognising and profiling contemporary, evidence-based services and supports, in particular, individualised and person-centred practice committed to quality and safeguarding. Importantly, the Awards will celebrate the achievements of disability service providers and their staff who demonstrate excellence, passion, vision, and commitment to supporting people with disability. Through showcasing the disability services sector in the community, we will have the opportunity to demonstrate the very real difference that people working in this sector make to the lives of people with disability and the communities we live in. The Awards will also provide an opportunity to promote the sector as a place of innovation and as a place for a rewarding and successful career with a wide variety of meaningful jobs for people with the right values and approach.

Lastly, the Awards will provide recognition that the journey toward becoming a more inclusive Australia is everyone’s responsibility. Small changes to the way we ensure people with disability are considered, included, and valued, all add up to make a big difference.

Key Dates

**11 July 2024, 12.00pm AEST** - Nominations open.

**Monday 12 August, 12.00pm AEST** - Nominations close.

*NDS reserves the right to amend the nomination dates at any time. Any changes will be publicised on the Awards website.*

**September 2024** - Finalists announced.

**Monday 9 December 2024** - National Disability Awards Ceremony.

Award Categories

Category criteria outlined in separate document. Located on the Awards page.

**Individual/ Team Categories**

* Allied Health Professionals Award
* Excellence in Disability Support Work
* Media Award
* Outstanding Leader of the Year
* Excellence in Regional and Remote Support

**Organisation Categories**

* Excellence in Innovation
* Inclusive Communities Awards
* Excellence in Regional and Remote Support
* Excellence in Service Quality

# Submitting a nomination

Eligibility Requirements

To be eligible for a nomination in the National Disability Awards 2024, nominees must:

* Be a current Australian resident or be a business or service located and operating in Australia.
* Agree to be nominated and understand that the information provided in the nomination form (with the exception of contact details) and / or images taken at the Awards ceremony may be used for publicity and promotional purposes.
* An individual or organisation being nominated (the Nominee) must have worked for their current employer or been in operation for a minimum period of six (6) months.
* Meet the criteria for the nomination.
* Not be under investigation by the NDIS Quality & Safeguards Commission or any other regulatory body.
* Not be an employee of NDS, an NDS Board member, nor be a member of the judging panel.
* Have undertaken the work for which they are nominated after 1 January 2023.
* Not have won the same category at the 2023 National Disability Awards.

Only one (1) nomination can be made per category.

Nominations may be made for multiple categories, provided that your nomination fully meets the criteria for each category that you nominate for.

Multiple teams from a single organisation may enter a nomination for the same category, provided that the team name and team members are not the same, or the project that is being entered is not the same.

Finalists from the 2023 National Disability Awards are eligible to submit a nomination for the same category.

Winners and finalists from the WA Disability Support Awards 2024 and NT Disability Inclusion Awards 2023 are eligible to submit a nomination and will be automatically short-listed providing they meet eligibility criteria.

Please get in touch with NDS before submitting if you are unsure if you are eligible to nominate.

How to submit a nomination

Nominations must be submitted via the Awards platform by the specified deadline, or they will be excluded. NDS will not be responsible for any nominations that cannot be uploaded to the Awards platform.

1. Register an account on the Awards platform using your email address.
2. Once you have logged in, click on the **entries** menu on the left-hand side of your screen.
3. To create your nomination, click the **start new entry** button. If you have created an entry before, this button will read **start entry** instead and your other entries will be listed below.
4. Fill out all the fields across the tabs, answering all criteria for the category and submit any high-quality supporting documents.
5. Please make sure all your personal details are entered accurately, including contact details. NDS will not be responsible for following up any information that is incorrect, including contact details.
6. As you proceed through the nomination, click on the **save + next** button.
7. Once complete, click on the **submit entry** button (visible on any tab)

Nominations can be saved and edited up until the closing date. To edit a submitted nomination, go to **entries** and click on the entry name or the 3 dots to the left-hand side and click **edit.** Nominations can also be copied, deleted or downloaded through this menu.

Ensure nominations and any supporting documents are submitted prior to the closing date.

Tips for preparing your nomination

Ensure the nomination is complete and addresses the specific category criteria. Only nominations that address ALL category criteria will be deemed eligible.

Explain how the achievements have made a tangible difference to the lives of people with disability, their families or carers.

Support your claims relating to the individual, team or organisation’s attributes or qualities with examples that will be easily understood by the assessment panel – avoid jargon.

Stick to the word limit and keep answers concise and to the point. Either full sentences or dot points are acceptable. Avoid repeating examples.

Supporting documents are highly regarded. No more than three (3) supporting documents will be accepted per nomination, and can include:

Written documents

* Word document
* Max 500 words
* Min 12p font

Videos or audio

* Max 2 minutes
* Must be captioned
* Mp4 or link to YouTube

Photos

* Max 5
* Jpeg or png
* Require a caption

Supporting documents can include, but are not limited to:

* Finalist or winner certificate from NDS Award Programs
* Finalist or winner certificate from other Award programs
* Written testimonies
* Video or audio testimonies
* Photos of activities or initiatives
* News stories
* Evaluation results
* Peer reviewed articles

Each nomination will need to include 2 references who have accepted to support the nomination. Full name, relationship to nominee, phone number and/ or email address will all be required. Nominations that include an endorsement by a person with disability, their family member or carer will be awarded an extra 5 points during the judging process.

Please make sure all personal details for the nomination, including contact details and referee contact details, are entered accurately. NDS will not be responsible for following up any information that is incorrect, including contact details. If NDS is unable to contact nominees or referees, nominations will be disqualified.

**Excellence is defined as the quality of being outstanding or extremely good, over and above best practice. It is more than simply being good, satisfactory, competent or meeting standards.**

Submit your nomination before the closing date. NDS takes no responsibility for nominations that are lost, delayed, or misdirected.

Contact NDS at awards@nds.org.au for any queries.

# Nomination Process

Short-listing

All nominations are screened via an audit process to ensure eligibility against the criteria and terms and conditions, based on the information provided in the nomination. Nominations deemed eligible will be reviewed by a panel of NDS subject matter experts to short-list nominations in each category for Judging.

**No correspondence will be entered into regarding final shortlisting of applications**, a general statement will be made at the conclusion of the awards with reflections on the attributes of successful applications.

Judging

An expert judging panel, comprising people with disability, industry professionals and subject matter specialists will determine highly commended, finalists and an overall winner across the categories from the pool of short-listed nominations. Judges will assess each part of the nomination against the criteria specific to each category. The scoring will be conducted using the metric outlined below, which will be adjusted according to the weight assigned to each criterion, resulting in scores up to 100.

Nominations that include a reference from a person with disability, their family or carer will receive a score up to 105.

Once all short-listed nominations have been scored, judges will be invited to attend a final judging meeting where they will determine highly commended, finalists and an overall winner based on the final scores and a majority agreement. Decisions are final and no correspondence will be entered into regarding scores or judges’ comments.

Scoring Matrix

|  |  |
| --- | --- |
| **Scor****e** | **Rating des****cription** |
| 0  | The criteria has not been addressed  |
| 1   | The criteria has not been answered fully and lacks examples  |
| 2  | The criteria has been answered well but there are no examples  |
| 3  | The answer, examples and explanations are of a reasonable standard  |
| 4  | The answer, examples and explanations are of a good standard  |
| 5  | The answer, examples and explanations are of the highest possible standard  |

Finalists announced

Finalists and highly commended nominations will be contacted directly by NDS in September 2024. Following this, finalists will be announced publicly via the NDS Weekly News Digest and published on the NDS website.

All finalists and highly commended will be emailed a finalist pack including a seal and other collateral to support their marketing and other promotions associated with being a finalist in the National Disability Awards.

Winners announced

Finalists will be recognised and winners will be announced during the Award Ceremony held on 9 December 2024 at Adelaide Convention Centre as part of NDS’s Executive Leaders Conference. All nominees will be provided with further information.

Finalists are invited to attend the Award Ceremony and will be provided with **1** (one) complimentary ticket to attend. Any additional tickets and travel costs are to be covered by the finalist.

# Frequently asked questions

**Who can enter?**

To be eligible for a nomination in the National Disability Awards 2024, nominees must:

* Be a current Australian resident or be a business or service located and operating in Australia.
* Agree to be nominated and understand that the information provided in the nomination form (with the exception of contact details) and / or images taken at the Awards ceremony may be used for publicity and promotional purposes.
* An individual or organisation being nominated (the Nominee) must have worked for their current employer or been in operation for a minimum period of six (6) months.
* Meet the criteria for the nomination.
* Not be under investigation by the NDIS Quality & Safeguards Commission or any other regulatory body.
* Not be an employee of NDS, an NDS Board member, nor be a member of the judging panel.
* Have undertaken the work for which they are nominated after 1 January 2023.
* Not have won the same category at the 2023 National Disability Awards.

**Can I submit multiple nominations? Does it increase my chances of becoming a finalist?**

You are welcome to submit nominations for multiple categories, provided that your nomination fully meets the criteria for each category that you nominate for. However, you may only enter one (1) nomination per category. If more than one nomination is submitted for a category, NDS will provide the nominee the chance to confirm which nomination to be submitted for short-listing.

Multiple teams from a single organization may enter a nomination for the same category, granted that the team name and team members are not the same, or the project that is being entered is not the same. Please get in touch with NDS before submitting if you are unsure if you are eligible to nominate.

You can use the ‘copy’ feature to create a copy of your entry and change the category as required.

**Why do you want a headshot?**

Finalists may have a photo displayed alongside their name on screen when they are announced at the event. We may also use photos to announce finalists on our social media or website.

Please upload your photo as a high-resolution jpeg.

**I have completed my nomination, but I want to add more information or edit my nomination.**

Nominations can be saved and edited up until the closing date. To edit a submitted nomination, go to entries and click on the entry name or the 3 dots to the left-hand side and click edit. Nominations can also be copied, deleted or downloaded through this menu.

**What type of supporting documents can I include with my nomination?**

No more than three (3) supporting documents will be accepted per nomination.

Written documents

* Word document
* Max 500 words
* Min 12p font

Videos or audio

* Max 2 minutes
* Must be captioned
* Mp4 or link to YouTube

Photos

* Max 5
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Supporting documents can include, but are not limited to:

* Finalist or winner certificate from NDS Award Programs
* Finalist or winner certificate from other Award programs
* Written testimonies
* Video or audio testimonies
* Photos of activities or initiatives
* News stories
* Evaluation results
* Peer reviewed articles

**I am having issues with entering my nomination or need more information**

Please contact a member of our team at awards@nds.org.au

# Terms and Conditions

**The Awards**

1. National Disability Services Ltd (NDS), proudly present the 2024 National Disability Awards (the Awards).
2. The Awards recognise and promote the outstanding contributions of individuals, groups and organisations who are working to create an inclusive Australia where people with disability are valued, respected, and can contribute to the community.

**Definitions**

1. The National Disability Awards is conducted by National Disability Services Limited (NDS), ABN 52 008 445 485, 33 Thesiger Court, Deakin ACT 2600.
2. “Awards” means the National Disability Awards 2024.
3. The selection of nominees, finalists and winners reflects the nominations received and information available to NDS and the Judges at the time. NDS reserves the right to withdraw a nomination or Award if further information or the nominees’ conduct draws the National Disability Awards into disrepute.
4. Nominators and/or nominees must notify NDS immediately if conduct that may draw the National Disability Awards into disrepute occurs or a change of circumstance that may require the nomination to be withdrawn.
5. Photographs taken by the official photographer at the awards ceremony may be used for promotional purposes by NDS, disability sector organisations and event sponsors.
6. NDS reserves the right to contact the Nominee and any other person who appears in the nomination to request consent for any information provided (textual, photographic, or other) to be used for promotional purposes.
7. Entries may be withdrawn by the nominator or at the request of the nominee prior to the deadline and after the deadline by contacting the awards administrator.
8. NDS takes no responsibility for nominations that are lost, delayed, or misdirected.

**Short-listing**

1. NDS will screen all nominations via an audit process to ensure eligibility against the criteria and terms and conditions and determine short-list nominations. Only nominations that address all category criteria will be deemed eligible.
2. NDS will not seek any further information from nominees, except to conduct necessary governance checks. Any information provided after nominations are closed will not be considered in the short-listing or judging.
3. NDS will not provide any nominator with specific feedback on their nomination. Short-listing is at the sole discretion of NDS and will not be disclosed publicly.

**Judging**

1. The judging panel will be an independent group comprising people with disability, industry professionals and subject matter specialists. The panel of judges will be appointed at the sole discretion of NDS.
2. The judging panel will determine finalists and the winners of each Award Category and if appropriate any highly commended nominations.
3. Each nomination will be judged based on its adherence to the Award category and criteria, located within the nomination guide found on the NDS website, www.nds.org.au
4. Individuals, teams, and organisations nominated for awards will be judged solely on the information provided in the nomination.
5. Judges are required to declare any real or perceived conflict of interest and withdraw from assessing any nomination where they are associated in any way with the nominator, nominee, nominated team or organisation.
6. The decision of the judges will be final, and no correspondence will be entered into.
7. Nominees may be nominated for more than one Award category, however, may only win one Award category.
8. Nominees can only be nominated once per category.
9. NDS reserves the right to cancel the awards in the event of, but not limited to tampering, unauthorised intervention, fraud, or any other causes beyond the control of NDS, which corrupt or affect the administration’s security, fairness or integrity or proper conduct of this promotion.
10. NDS reserves the right in its sole discretion to disqualify any individual who tampers with the entry process, and/or cancel the awarding of the prize.
11. NDS shall not be liable for any loss or damage whatsoever which is suffered, (including but not limited to) direct or consequential loss or for any personal injury suffered or sustained in connection with any prize, except for any liability which cannot be excluded by law.