

**NOMINATION**

**GUIDE**

**Submitting Your Nomination**

Closing Date: Tuesday 4 February 2020 (5.00pm)

Nominations to be emailed to: [michelle.clark@nds.org.au](mailto:michelle.clark@nds.org.au)

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**Further Information**

Closing Date: Tuesday 4 February 2020 (5.00pm)

Nominations to be emailed to: [michelle.clark@nds.org.au](mailto:michelle.clark@nds.org.au)

For assistance please contact: Romain Pignataro or Michelle Clark on 08 9242 5544

Information about the Awards is available on [www.dswa.org.au](http://www.dswa.org.au) and you can also keep

up-to-date with the Awards by liking us on Facebook at [www.facebook.com/DSWAwards](http://www.facebook.com/DSWAwards).

# About the Awards

The WA Disability Support Awards celebrate the significant contribution of individuals and teams who support people with disability to achieve their goals.

The Awards recognise and reward people who go beyond ordinary standards of service and provide the highest standard of individualised support to people with disability. The Awards also provide an opportunity to recognise excellence in leadership and innovation to continuously improve disability supports and create better outcomes.

The Awards highlight the important role of disability sector workers in providing high quality services that support people with disability exercise real choice and control. Award nominees demonstrate excellence and commitment in supporting people with disability.

A high-quality workforce that strengthens, safeguards and provides greater choice for people with disability is a vital part of building quality disability services throughout Western Australia. The Awards showcase the very best approaches and help the disability sector attract, recruit and retain a capable and committed workforce.

# Award Categories

Excellence in Home and Family Support

Excellence in Supporting Social Inclusion

Excellence in Improving Employment Opportunities

Excellence in Regional Support

Excellence in Advocacy and Rights Promotion

Excellence in Innovation

Excellence in Leadership

# Key Dates

Nominations open 3 December 2019

Nominations close 4 February 2020

Awards Gala Dinner 9 May 2020

# About the Awards Ceremony

Winners and finalists will be announced at a gala dinner on Saturday 9 May 2019 at Crown Perth, with over 800 guests expected to attend. Tickets for the gala dinner will be available for purchase from mid-February 2020.

Winners of each category will receive a cash prize of $2,000 and a trophy. Nominees should be aware that the prize monies for each award will remain the same, regardless of whether an individual or a team wins the award.

# How to Enter the WA Disability Support Awards 2020

## Get ready!

1. Read this Nomination Guide and review the eligibility criteria. The Guide contains everything you need to make a successful nomination, including information about the different award categories, judging criteria and conditions of entry.
2. NDS offers Nomination Masterclasses for tips and support in writing your nomination:

Dates: Thursday 16 January 2020 or Tuesday 21 January 2020

Time: 9.30 – 11.30am

Location: National Disability Services, 12 Lindsay Street, PERTH WA 6000

Register at: [www.dswa.org.au](http://www.dswa.org.au).

1. Download a Nomination Form from [www.dswa.org.au](http://www.dswa.org.au) – or call NDS on 08 9242 5544 for a copy.

## Preparing your nomination

1. Gather relevant information and start building your nomination.
2. Tell the story of what the individual / team does, and the significant impact it has had on your life, the life of your family member or a person(s) with disability. This impact could include improving general quality of life, health and well-being, networks and relationships, employment opportunities, the choices that are available and / or building skill, knowledge and confidence.
3. Use the questions which are provided for each award category in this guide.
4. Use real examples that can be easily understood.
5. Avoid abbreviations, acronyms or language other people might not easily understand.
6. If you make general claims about the person, for example “he has great patience and compassion”, “she has a can-do attitude”, or “he supports choice and control”, make sure you back them up with details and real examples.
7. Do not assume that judges will already know about a particular project or program.
8. The STAR method is a useful approach (Situation Task Actions Results). This can ensure you explain what the issue was, what needed to be done, who did it, how it was done and the outcome.
9. NDS can provide advice to assist you to develop your nomination. Call Romain Pignataro on 08 9242 5544.

## Completing your nomination

1. Decide on the most suitable Award Category – you can select more than one Award.
2. More information is provided on what will be considered by judges in the “Award Categories” section of this Guide.
3. Every nomination must be made or endorsed by a person with a disability, family member or carer (Nominator A). Nominations may also be supported by the organisation employing the Nominee (Nominator B).
4. For your nomination to be accepted, you must ensure you have the following:

* Permission from your nominee to be nominated;
* Permission from your nominee for NDS and event sponsors to use any information (textual or photographic) included in the nomination for promotional purposes; and
* Permission from any other person who appears in any photograph or other material to be included in the nomination and used for publicity purposes by NDS and event sponsors.

1. Check your facts – including the spelling of all names, email addresses. The details you provide will be used to contact nominees and may be used on certificates and trophies.
2. Ensure all your supporting document fits your needs, and is accessible.

## Submitting your nomination

1. Email your nomination, with all supporting documents, to [michelle.clark@nds.org.au](mailto:michelle.clark@nds.org.au) by Tuesday 4 February 2020 (5.00pm).

# Award Categories

## Excellence in Home and Family Support

This Award recognises a person or team that has made a significant contribution to providing support that meets a person’s needs at home. This can include supporting a person with disability to build their capacity and confidence, or to truly exercise control regarding how, where and with whom they wish to live.

**Who can be nominated?**

People who are employed in the disability sector as an individual support worker (or similar role) or a team of support workers providing direct support.

**Judging Criteria**

1. Is there clear evidence / examples of the significant positive impact the nominee had on the person with disability they support (including family and carers)?

2. Is there clear evidence / examples of how the nominee assisted the person with disability they support to expand or enhance their home and family life in a meaningful way?

3. Does the nomination provide clear examples of, or explain how the nominee demonstrated best practice or excellence in home and family support?

Examples:

* Commitment to supporting a person with disability with complex needs to achieve specific personal goals;
* Assisting a person receiving home support to connect with family, or broaden their networks;
* Supporting a person with disability to further their independence, skills and confidence;
* Supporting or building family capacity and resilience; or
* Working alongside or supporting a family or person with disability during times of difficulty.

Some questions to help you tell the story:

* What has changed for you / the person with disability because of this support?
* How did the nominee build on a person’s strengths and support their needs and life goals?
* What are you / the person with disability involved in now that is new, has been improved on, or made possible through the support of the nominee?
* Why is this important to you / the person with disability?
* How did the nominee support the person with disability to make individual choices and be involved in making decisions about their supports?
* How were services provided in a way that suits the person with disability, including, age, gender, culture, language, faith, sexual identity, and relationship status.
* What does the nominee do that demonstrates true excellence in home or family support?

## Excellence in Supporting Social Inclusion

This Award recognises a person or team that has made a significant contribution to improving the community inclusion and citizenship of a person with disability. This can include supporting a person with disability to be an active member of the community, to exercise choice, to build skills, knowledge and experiences or strengthen family and cultural connections.

**Who can be nominated?**

People who are employed in the disability sector as an individual support worker (or similar role) or a team of support workers providing direct support.

**Judging Criteria**

1. Is there clear evidence / examples of the significant positive impact the nominee had on the person with disability they support (including family and carers)?

2. Is there clear evidence / examples of how the nominee assisted people with disability they support to expand or enhance their community involvement and / or strengthen their family connections?

3. Does the nomination provide clear examples of, or explain how the nominee demonstrated best practice or excellence in supporting social inclusion?

Examples:

* Supporting a person with disability to have an active and valued role in an organisation, service, or community association;
* Commitment to improving the accessibility of communication, information and / or facilities in the community in support of a person with disability;
* Actions that ensure people with disability can access and participate in activities of their interest and choice; or
* Supporting an Aboriginal person or person from a culturally and linguistically diverse background to access culturally appropriate community activities.

Some questions to help you tell the story:

* How has the support assisted you / the person with disability to be actively involved in the community?
* How has the nominee had a positive impact on your life / the life of a person with disability?
* What are you / the person with disability involved in now that is new, has been improved by, or made possible through the support of this nominee?
* How is the person with disability supported to connect with their chosen communities in a way that is respectful and reflects their individual interests and preferences?
* How is the person with disability supported to make individual choices and be involved in making decisions about their supports?
* For a person with disability from an Aboriginal or culturally and linguistically diverse background, how was the support provided in a way that promotes community and cultural connection?
* What does the nominee do that demonstrates true excellence in supporting community inclusion?

## Excellence in Improving Employment Opportunities

This Award recognises a person or team that has made a significant contribution to improving employment outcomes for a person with disability. This can include supporting a person with disability to secure meaningful and rewarding work, develop a micro-business, undertake work experience, or to develop the skills to work, find or keep a job.

**Who can be nominated?**

People who are employed in the disability sector as an individual support worker (or similar role) or a team of support workers providing direct support.

**Judging Criteria**

1. Is there clear evidence / examples of the significant positive impact the nominee had on the person with disability they support (including family and carers)?

2. Is there clear evidence / examples of how the nominee assisted people they support to achieve their employment goals? For example, to find and keep a job, to improve employment conditions, to develop job readiness skills, to develop a micro-business.

3. Does the nomination provide clear examples of, or explain how, the nominee demonstrated best practice or excellence in improving employment opportunities?

Examples

* Using strength-based personalised approaches to the employment of people with disability
* Increasing employment opportunities for a person(s) with disability;
* Working with employers to reduce barriers to employing people with disability;
* Supporting a person with disability to build their skills and work towards employment; or
* Supporting a person with disability with starting or sustaining a micro-business.

Some questions to help you tell the story:

* What has the nominee done or what are they doing that demonstrates best practice in improving employment opportunities?
* How has the nominee supported you / the person with disability with specific employment goals?
* How has the support directly contributed to a person progressing or achieving employment goals?
* How has the supports provided built on a person’s strengths and interests?
* What has been improved, or made possible, through the support of this nominee in terms of job readiness, finding satisfying work, overcoming barriers at work or working for yourself?
* How is the employment activity meaningful to you / the person with disability?
* What has the nominee done, or what are they doing, that is different from other support workers?

## Excellence in Regional Support

This Award recognises a person or team that has made a significant contribution to providing quality supports, services and opportunities to a person with disability living in regional Western Australia.

**Who can be nominated?**

People who are employed in the disability sector as an individual support worker, or a team of support workers providing direct support to people living in regional or remote Western Australia.

Nominees for other awards who meet this criteria will automatically be entered in the Excellence in Regional Support Award.

**Judging Criteria**

1. Is there clear evidence / examples of the significant positive impact the nominee had on the person with disability they support (including families and carers)?

2. Did the nominee overcome obstacles or resolve problems in an effort to better support the goals and aspirations of people with disability in regional areas of WA?

3. Does the nomination provide clear examples of, or explain how the nominee demonstrated best practice or excellence in delivering regional or remote supports?

Examples:

* Providing or developing services that are sensitive to the needs and culture of Aboriginal people with disability;
* Working collaboratively with community groups, other sectors and other disability service organisations to develop services that support the inclusion of and improved quality of life of a person with disability who lives in regional or rural Western Australia; or
* Innovative use of technology to engage people in their chosen community and / or in supports and services.

Some questions to help you tell the story:

* How has the nominee been creative and resourceful in finding ways to overcome the challenges of accessing services in regional / remote areas?
* What were the challenges in the regional setting and what did they do?
* Why was this important to you / the person with disability?
* What does the nominee do that demonstrates true excellence in disability supports?

## Excellence in Advocacy and Rights Promotion

This Award recognises a person or team that has made a significant contribution to supporting and promoting the rights of people with disability. This can include assisting people with disability to understand their rights, or opportunities and choices available to them, and / or to develop the skills to make independent decisions and self-advocate.

**Who can be nominated?**

People who are employed in the disability sector as an individual support worker or advocate or a team of support workers / advocates.

**Judging Criteria**

1. Is there clear evidence / examples of the significant positive impact the nominee had on the person or people they support (including families and carers)?

2. Is there clear evidence / examples of how the nominee supported people with disability to ensure their rights are respected and upheld?

3. Does the nomination provide clear examples of, or explain how the nominee demonstrated best practice or excellence in advocacy and rights promotion?

Examples:

* Developing human rights or self-advocacy training for a person with disability, families and carers or support workers to support greater awareness of individual rights
* Taking effective action in support of a person with disability by supporting others to reduce restrictive practices
* Advocating on behalf of and / or supporting a person with disability to develop self-advocacy skills; or
* Providing support to a vulnerable person with disability to participate on an equal basis with others.

Some questions to help you tell the story:

* How has the nominee promoted or supported your rights / the rights of people with disability?
* How has nominee supported you and what was the outcome for you?
* Why was this important to you / the person with disability?
* How was respect, self-expression and decision making supported or facilitated?
* What is the evidence of rights and responsibilities being enhanced or facilitated?
* What equality or social inclusion has been achieved and / or rights upheld?
* How did individual resilience, responsibility and independence increase?
* What has been improved, or made possible through the support and / or advocacy of the nominee?

## Excellence in Innovation

This Award recognises a person, team or organisation who has developed new or different approaches for a person / people with a complex disability, including acquired disability. The approach has been investigated and turned into an evidence-based solution which improves the outcome and / or adds value from the perspective of the person or community. The innovation may have been prompted by feedback from people with disability, families, carers and funders or be a result of a review or co-design with people with disability.

**Who can be nominated?**

A person, team or organisation involved in the disability sector.

If you are nominating an organisation, you must include supporting documentation from at least 3 people with disability.

**Judging Criteria**

1. Is there clear evidence of change in the nature of supports or the way they are provided?

2. Does the nomination provide evidence of deliberate effort to innovate and improve service quality?

3. Is there evidence that the innovation results in improved capacity, independence or other significant improvements to individual outcomes for a person with complex disability?

Examples:

* Changes to practice and how services are delivered that leads to better life outcomes and reduces reliance on formal supports and / or paid services.
* New ways of involving people with disability, families and carers in decision making about services or improved communication that increases people’s choice and control in their daily life.
* An innovative use of technology that makes a significant difference in post-catastrophic injury rehabilitation, care and independence.

Some questions to help you tell the story:

* What has the person, team or organisation done, or what are they doing, that is innovative?
* What has changed for the person / people concerned and why?
* How has the innovation had an impact on service quality or long term outcomes for a person / people with disability?
* Can the innovation be scaled up or extended to support other people with disability?
* Does the innovation reduce the person’s reliance on formal and / or paid supports?
* What have people who have experienced the innovation said about its effectiveness / impact that makes you want to submit this nomination?
* What does the change mean for people with disability and the community?
* Why is this innovation worthy of recognition and how does it impact on the person’s capacity and independence?

## Excellence in Leadership

This Award recognises an emerging leader in the disability sector who has shown outstanding leadership ability. They have demonstrated the skill and commitment needed to build the confidence and competency of people around them and influenced others to provide high quality support to people with disability.

**Who can be nominated?**

People who are employed in the disability sector as a support worker, team leader or manager.

**Judging Criteria**

1. Are there clear examples of how the nominee has shown leadership including being accountable and effective?

2. Is there clear evidence / examples that the nominee has overcome obstacles, resolved problems or led innovation / creativity to better support the goals and aspirations of people with disability?

3. Does the nomination provide evidence of excellence or best practice in leadership?

Examples:

* + Driving the re-development or strengthening of existing services towards more flexible, personalised models of support;
  + Providing increased opportunities for a person with disability to collaborate in how service design, service reviews or the selection of support workers;
  + Fostering creative mindsets, innovation and collaboration;
  + Providing support and mentoring to others in a rapidly changing environment; or
  + Promoting an open, inclusive culture that supports ownership, empowerment and person-centred practise.

Some questions to help you tell the story:

* How has the person used their leadership skills when supporting you or other people, or when working as part of a team, and / or when in the community?
* How has the person been creative and resourceful in finding ways to improve the quality of services to you and / or people with disability?
* What was the impact / outcomes?
* How has the person made sure services and supports are planned and provided in ways that build on individual strengths?
* What behaviours has the person shown that demonstrate values-driven leadership?

# Terms and Conditions

1. All information in the Nomination Form and the Nomination Guide form part of the Terms and Conditions.
2. Nominations can only be accepted from people, teams or organisations supporting Western Australians with disability.
3. Nominees must provide consent. Nominations without nominee consent will not be accepted.
4. Incomplete Nomination Forms received before nominations close will not progress to judging. They will be returned to the nominator for completion with a fixed deadline.
5. Late nominations will not be accepted.
6. All nominees must be paid employees in the disability sector. Criteria for eligible nominees are listed under each Award Category in this Guide.
7. A “support worker” is someone who provides direct supports to a person with disability, and can be known by other names, such as residential aide, recreation assistant, mentor, community connector, personal care worker, house care person and others.
8. Local Coordinators employed by the Department of Communities, Planning and Support Coordinators employed by the National Disability Insurance Agency (NDIA) and people working as volunteers are NOT eligible for these awards.
9. Nominees may be nominated for more than one Award category.
10. Nominees providing direct support to people living in regional or remote Western Australia will be automatically entered in the Excellence in Regional Support Award.
11. The Excellence in Innovation Award is also open for Nominations from disability sector organisations.
12. By submitting a nomination, you confirm that all people in any photographs, videos or audio recordings included in the nomination have provided consent for the images to be used for publicity and promotional purposes and / or shared with award sponsors.
13. Photographs, videos and documents will not be returned unless pre-arranged with NDS.
14. Photographs taken by the official photographer at the awards ceremony may be used for promotional purposes by NDS, disability sector organisations and event sponsors.
15. Winners and finalists will have their award details published in media releases and promotional materials.
16. Each Award has a panel of judges, who read and score nominations in that category. The judges meet to discuss their scores and reach agreement on finalists and winners. Category judges may seek input from judges in other categories to assist in their decision.
17. Individuals and teams nominated for awards are judged solely on the information provided. They will be assessed on their own merits, independent of the organisation they work for.
18. 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 or the nominated program / project. In the event of a conflict an alternative judge will be appointed.
19. The Judges’ decision will be final. No correspondence or discussion will be entered into.