



## **AWARDS PANEL TERMS OF REFERENCE**

One Community is proud to present the fifth annual Australian Disability Service Awards (ADSA, or The Awards).

The Awards recognise outstanding achievements and exceptional individual and organisational performance in the disability service sector across Australia. The Awards Panel (Panel) is made up of industry members representing a wide variety of personal and professional backgrounds. The Panel reviews and determines the award category finalists and winners.

The following awards categories are offered:

- Most Impactful Assistive Technology Solution
- Most Effective Community Inclusion Program
- Best Program for Young Voices & Futures
- Best Employment Pathway Program
- Rising Changemaker – Best New Business Innovation
- Excellence in Place-Based Impact for Regional & Remote Communities
- Best Inclusive Workplace
- Most Innovative Home & Living Solutions
- Allied Health Excellence in Practice Award
- Most Visionary Leader (CEO/Director)
- Best Sector Impact
- Outstanding Support Coordination Provider
- Person-Led Practice in Action Support Worker

## **AWARDS PANEL**

The scope of the Panel includes:

- Review and understand the selection criteria
- Review all award nominations for assigned category
- Selection of award finalists and winners
- Adjudicating on any challenges to award finalists or winners

Administration/Secretariat for the Panel is undertaken by One Community.

## **DUTIES AND RESPONSIBILITIES**

The Panel is responsible for:

- Ensuring that decisions relating to the awards conform to the rules and criteria for the respective award category
- Adhering to the nomination procedures and eligibility criteria for the awards as set out in this document

- Respect privacy and confidentiality and not make public comments in regards to the awards, the outcomes and decisions of the Panel, or the deliberations of the Panel
- Assist the Secretariat in ensuring that those nominated for receipt of awards satisfy the nomination criteria.

Each panel member will be allocated 2-3 award categories to review nominations, with two panel members per category. Panel members will not be required to review all nominations for all categories.

## **MEETINGS**

The whole Panel will meet three times in virtual meetings, with One Community representatives in attendance. Additional Panel meetings will be scheduled as needed. Panel members will meet with their fellow category reviewer to confirm finalist/winner selections.

## **ACCOUNTABILITY**

The Panel will report to One Community on its adherence to the rules and nomination criteria relating to the awards and the proceedings of meetings will be recorded in minutes. The recommendations of the Panel will be submitted to One Community for endorsement.

## **CONFLICTS OF INTEREST**

Any member of the Panel who has a conflict of interest must notify the Secretariat upon becoming aware of that conflict. Any conflicted Panel member is required to abstain from discussion and voting in an award category where they or their practice (or a family member, or their practice) or a practice in which they or a family member hold a financial interest, are a nominee.

Members of the Panel are not able to nominate for or be nominated for any individual awards. If a member of the Panel is associated with an organisation (as an employee, an owner or representative on the board) that is nominating for an award, then the member would need to abstain from judging that category.

Representatives of commercial Award Category Sponsors cannot be:

1. A member of the Panel; or
2. Nominated in the award category they are sponsoring.

## **COMPLAINTS**

In a situation where the agreed award winner is challenged, the Panel will seek to resolve it or gain advice from the One Community legal provider. The Panel will convene to discuss the complaint and identify a resolution.

## **AWARDS CRITERIA**

All criteria for awards and all rules and processes for nominations are made at the discretion of the Panel in conjunction with One Community. The procedure for submitting an award nomination are available on the One Community website. One Community can provide guidance upon request to those who wish to make nominations.

The overall criteria for award nominations includes:

- Be employed (or was employed from 1 July 2024) in a position in a private, public, not-for-profit or government organisation, or a registered charity in Australia
- Reside in Australia and be over 18 years of age
- Be a provider of disability services
- Work for an organisation that has an ABN/ACN (not-for-profit and sole traders under the income threshold are exempt)
- Be available to attend the Awards Ceremony in Melbourne on 13 November 2025 (consideration will be given for non-attendance in certain circumstances)
- Individuals or organisations who are currently subject to NDIS registration revoke or suspension; a NDIS Commission injunction; or a banning order from the NDIS Commission are not eligible for an award nomination.

The following attachments include:

- Attachment A: Awards Criteria
- Attachment B: Award Nomination Tips
- Attachment C: Award Terms & Conditions

## **PUBLICISING NOMINATIONS**

A notice calling for Award nominations will be promoted through One Community communication channels to all members and other relevant external stakeholders across Australia. Information on the nomination process, selection criteria and all relevant nomination forms will be uploaded to the One Community website on the date the nomination period opens.

## **REVIEW OF NOMINATIONS**

Upon finalist selection, the Awards Secretariat will review the finalists for compliance. Each nomination requires the Nominator to substantiate their recommendation with a clear demonstrable reason for the award.

## **SCORING**

Nominations for allocated categories will be initially scored separately by each Panel member, out of session, using the standard scoring template provided by the Secretariat.

Each Panel member will collate their scores and provide a ranking of the nominations for each award category they are assigned. The top ranked nominees in each category and any \*special consideration\* nominees are then to be discussed between category judges with a final list of preferred nominees passed on to the Panel Chair and Secretariat. Once all the scoring sheets have been completed and received by the Chair and Secretariat, only then will the full Panel meet to finalise the award recipients in each of the 13 categories.

It is highly recommended that the finalist and winners are determined by the numerical ranking (highest score) however nominees with special consideration could have their initial score weighted to support greater equity and fairness in the process.

If the winners are predominantly from the same state/territory, the Panel can discuss other top ranked candidates to ensure fair and equitable recognition across the country.

The final decision is based on majority vote or if tied, the Chair will make the final decision.

## **FINAL RECOMMENDATIONS**

The Panel submit the final recommendations to One Community which will be considered as the final decision. Recommendations will include a maximum of five finalists for each award category, one of which is the award winner.

## **RELEASE OF OUTCOMES**

The Secretariat will contact all finalists to advise them of their result and invite them to purchase tickets to the Awards.

## **PANEL SECRETARIAT**

The Secretariat will maintain an up-to-date list of all award finalists and winners. The Secretariat will update the One Community website with the relevant information required for nominators and nominees prior to the nomination period opening, during the nomination period and immediately following the close of the nomination period.

## **AMENDMENT OF THESE TERMS OF REFERENCE**

One Community and/or the Panel may recommend minor amendments to these Terms of Reference at any time. If One Community and/or the Panel make minor amendments, it must be updated on the website as soon as practicable.

One Community may make amendments to these Terms of Reference at any time and the Panel will be informed.

## **ADDITIONAL RESPONSIBILITIES OF THE AWARDS PANEL**

- Responsible for minor amendments and approval of the Terms of Reference
- Responsible for reviewing award criteria and making recommendations for future awards.

## **POLICY REVIEW AND CURRENCY**

The Terms of Reference will be reviewed every year from the last approval date, or when there is a significant change in the intent of the policy. This policy remains valid and applicable notwithstanding if it is overdue for review.

## AWARDS PANEL TIMELINE

Task	Date
Panel receive for review: Terms of Reference and attachments Suggested category and criteria changes	9 April 2025
Panel meet to discuss and make amendments (if required) to the Terms of Reference, award criteria and selection tool, appoint Chair	29 April 2025
Panel meet to finalise category amendments (if required)	13 May 2025
Award Nominations Open (4 weeks)	9 June 2025
Award Nominations Close	4 July 2025
Secretariat to cull nominations based on basic criteria and background checks	7- 11 July 2025
Panel meeting to confirm category allocation, review process and conflicts of interest (30 minutes)	14 July 2025
Panel complete individual nomination reviews as well as discuss preferred candidates with fellow category panel member. Confirm finalists, with all nomination ranked. Return selection tool document with relevant notes and feedback to the Chair and Secretariat (4 weeks)	21 July – 15 August 2025
Panel to meet. Category spokesperson to confirm category finalists and winners with wider panel members and relevant OC staff (2.5 hours)	18 August 2025
Finalists confirmed and notified	20 – 29 August 2025
Australian Disability Service Awards	13 November 2025