

Corrections Victoria

Community Work Partnership Awards 2016

Nomination Guidelines

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1 Introduction

These guidelines contain what you need to know to put together your nominations for this year's Community Work Partnership Awards, including the nomination checklist, nomination forms and criteria, photograph captions and consent forms, deadlines and other relevant information. Further information about the online portal will be provided as soon as possible.

1.1 What are the community work partnership awards?

The Community Work Partnership Awards were introduced in 1999 to recognise and celebrate the many different partnerships that Corrections Victoria has with the Victorian community for community work. Without the numerous partnerships that have been established, countless hours of community work would not have taken place; offenders and prisoners would not have an avenue to make amends for their offences, nor would they have these opportunities to learn valuable skills as part of their own reparation, and reduce their rate of re-offending.

The awards are presented at a ceremony, which is attended by the Minister for Corrections, Secretary to the Department of Justice, Corrections Commissioner and other Corrections Victoria staff, Department of Justice regional staff, community partners and stakeholders.

1.2 What are the aims of the awards?

The Community Work Partnership Awards are designed to:

1. Raise the profile of the community work program within both Corrections Victoria and the wider community.
2. Recognise and reward the community work sites that participate in the Corrections Victoria unpaid community work program.
3. Recognise programs and initiatives between Community Correctional Services (CCS) and/or prisons and the community that contribute to the rehabilitation and reduction of re-offending by offenders/prisoners.

1.3 Definition of community work

The awards recognise the work of offenders and prisoners who provide reparation by performing tasks for the benefit of the community. While offenders and prisoners may experience personal growth or improved mental health as a result of these activities, **the awards celebrate the benefits of the work to the community as a whole. Therefore, the primary partner/s in community work must be not-for-profit community organisations.** Projects may also be assisted by businesses as partners, provided that they do not derive profit from their involvement.

1.4 Nomination deadlines

Nominations should be received by your Regional Director by **Thursday 11 August 2016** for consideration and revision requests. **Note:** For Port Phillip Prison and Fulham Correctional Centre, the General Manager will approve the nomination.

After approval, all final nominations must then be submitted online by **21 August 2016 at 5pm.**

NOTE: Extensions will be considered by consensus of the Awards Reference Group in exceptional circumstances only. The maximum extension period will be two working days (these nominations to be received by 5pm on Tuesday, 23 August 2016).

2 Award categories and ceremony

2.1 What are the categories for nominations?

- Category 1: Most Outstanding New Project
- Category 2: Initiative with Local Councils, Shires or Utilities
- Category 3: Educational Institution or Programs
- Category 4: Environmental Sustainability Projects
- Category 5: Projects Involving Diversity, Indigenous, or Age of Offenders or Prisoners
- Category 6: Supervisor Award
- Category 7: Field Officer, Staff, Location or Region Award
- Category 8: Most Outstanding Location-Based Project (CCS Region / Prison)
- Category 9: Best Ongoing Partnership

The following are determined from those submitted in Categories 1 to 9:

- Best in Region Award
- Commissioner's Award
- Minister's Award

2.1.1 Categories 1 to 9

Each of these categories will be scored and assessed by a panel of judges. Judges are approved and invited by the Commissioner, Corrections Victoria. They are selected from people who are independent of Corrections Victoria, with an interest in the justice system and/or community based organisations. There will usually be one winner and one runner up in each of these categories, or as determined by the judges.

2.1.2 Best in Region Award

The Best in Region Award recognises the eight Department of Justice regions. In the normal course of the judging process, each nomination receives points from the judges. In this category, all nominations received, no matter in which category, will be grouped according to their Department of Justice region and the judging points allocated to each nomination aggregated to establish the highest score. The winner in each region will be so determined, resulting in eight winners, one for each region.

2.1.3 Commissioner's Award

The Commissioner's Award recognises an outstanding partnership between a prison or CCS region and a community agency or individual. The Commissioner, Corrections Victoria selects the recipient of this award from the winners of awards in categories 1 to 9.

2.1.4 Minister's Award

The theme for this award is determined each year by the Minister for Corrections, who also selects the recipient from the total pool of nominations submitted. The theme for 2014 is to recognise a long-standing partnership that demonstrates sustained positive outcomes for the community and continued excellence over many years.

2.2 Preparing for the awards ceremony

2.2.1 Staff hosting of community partners and guests

The awards ceremony is a celebration of the partnerships between CCS and/or prisons and community groups/individuals. All staff attending are expected to host their invited community partners and to interact/network with other community partners, greeting them, ensuring that they feel welcome and comfortable as guests at the event (e.g. talking with them, helping with seating, offering refreshments, and directing them to amenities).

2.2.2 Photography at the event

Photographs will be taken at the awards ceremony that will be used to publicly promote the event. Anyone who does not consent to their photo being used by the department for this purpose will need to advise the photographer at the event and exclude themselves from going up on stage if associated with a winner or runner-up award presentation.

3 Preparing your nominations

3.1 Choosing a project to nominate

Examine the Community Work Partnership Awards booklets from previous years and previous years' winning nominations, which are available on the Corrections Victoria Bulletin Board (Lotus Notes – Shared Links) to see what types of programs have been recognised by the judges in previous years. Alternatively, to obtain copies contact the Acting Statewide Manager, Community Work (jason.macleod@justice.vic.gov.au).

3.2 Eligibility

Every nomination must demonstrate at least one active partner from a not-for-profit organisation in the community. The community partner must co-sign the nomination form. You cannot sign on behalf of your community partner. The signature verifies that the community partner supports and approves the nomination. Please see also the 'Definition of Community Work' on page three.

Projects may **also** be assisted by businesses, as partners, provided they do not derive profit from their involvement.

Projects are ineligible if they:

- Were winners in the last Community Work Partnership Awards (2014) - these cannot be nominated in the same category in the next Awards (2016).
- Have been involved in any way in a major incident at any time. Such an incident may mean that the project would be deemed ineligible. If uncertain, discuss this with your Regional Director and you may also consult the A/Statewide Manager Community Work on the matter.

3.2.1 Time of operation/project implementation eligibility

To be eligible for a nomination in some of the award categories, the following operational timeframes apply:

- **Most Outstanding New Project** - the project must have commenced operation since the last CV CWPA. Sites that have been reactivated during the last two years, after being inactive for at least two years, can also be nominated as 'new' sites.
- **Supervisor and Field Officer/Staff categories** - the person must have been working with, or within the prison/CCS Region for a minimum of six months since the last CV CWPA.
- **Most Outstanding Location Based Project** - the project must have been running at a CCS location or prison at some time since the last CV CWPA.
- **Best Ongoing Partnership** - the partnership must have operated successfully for more than 12 months and be continuing.

3.2.2 Community work site ownership

Your prison/CCS region must be the site 'owner' to be entitled to submit a nomination on any community work project or program.

If a site is shared between CCS regions, the 'owner' is the region that initiated the partnership. If the project is a joint prison/CCS initiative, those involved must decide if the prison or CCS region is the project leader, or if both will be jointly named in the details summary on the nomination forms.

3.2.3 Partner identification

The correct registered business or association name of the community work partner should be used throughout the nomination.

3.2.4 How many nominations can each prison/CCS region submit?

Each prison/CCS region may submit a maximum of **two** nominations **in each category**.

Each project can be nominated only once, i.e., you cannot enter the same project in more than one category. Therefore, you must select the award category for which the project is best suited according to the criteria.

Each nomination will need to be entered and submitted separately through the online process.

3.2.5 Addressing the criteria

Each category includes mandatory criteria, and specific questions relating to each category to assist you to provide a comprehensive response, which must be addressed in your nomination.

You are required to address each of the questions and respond clearly and as closely as you can to as many of the sub-questions as possible. The number of questions varies between categories, e.g., if nominating in Category 1 for Most Outstanding New Project, you will need to complete six sets of questions, while Category 4 has seven sets. Using this format will assist the judges in scoring and comparing submissions.

3.2.6 What information should be included?

While all of the judges are interested in the work of Corrections Victoria, they do not necessarily have detailed knowledge of the Corrections Victoria community work programs in CCS or prisons.

Therefore, you must ensure that your nomination includes information on:

- the number of prisoners/offenders participating, community work hours completed, and timeframes involved (at any one time or in total over the period)
- how the community benefits from the community work partnership (you might like to include a supporting quote from a community partner)
- how the offenders/prisoners benefit from the community work partnership (e.g. skills, confidence, employment opportunities).

3.2.7 Tips for a well-written nomination

1. Your project name will be included on your nomination and all supporting documentation and should clearly describe the project. It should not be the name of your partner (e.g. an appropriate title would be 'Goods Recycling', rather than 'Salvation Army').
2. Members of the judging panel are external to Corrections Victoria. When writing your nomination please assume that the judges know nothing about the program you are nominating, and therefore include an appropriate level of detail to enable them to make an informed decision.
3. Avoid using acronyms and abbreviations where possible but, if you do use them, make sure that you spell them out in the first instance with the acronym in brackets immediately following to make it clear what you are talking about.

4. Remember, your nomination is not a bureaucratic report. Rather, it is an excellent opportunity to tell the story about your partnership and how it helps offenders and prisoners to address their offending behaviour and reduce re-offending.
5. Quotes from your partners and/or prisoners/offenders can be a powerful way to reinforce your nomination story. If you are quoting a prisoner/offender, use only their first name (in cases where the mentioned prisoner/offender has a unique first name, please substitute it with another name).
6. You also have the opportunity to attach a letter of commendation from your partner.
7. Include photographs that clearly illustrate your partnership and project (see 'Photographs' section following).
8. If you can, ask a colleague who is unfamiliar with your project to check your nomination and provide feedback that will help you to ensure that the judges find it easy to read and understand.

Photographs

Photographs are an important part of your nomination, and they need to illustrate it accurately. They should clearly portray the subject of interest and be relevant to the nomination

1. Your photographs may be reproduced in publications, online communication and at the event so they need to be of suitable quality, size and format (see 'File types, size and quantities').
2. When taking photographs, disable the date function on the camera as this limits later useability of the image.
3. Photographs clearly portraying people in action will enhance your nomination.
4. **The photograph MUST be able to tell a story. It MUST demonstrate at least – “Who, What, When, Where, Why and How?”** (i.e. Who are the people in the photograph? What is the photograph about? When, Where and Why was this photograph taken/chosen? How does this photograph support your nomination?).
5. For each photograph, provide a completed copy of the 'Photograph – Captions Form' that accurately describes the story your photo is illustrating.
6. Photographs must not identify offenders/prisoners in any way. However, prisoners/offenders may be shown performing work from a rear angle, or in a way that does not show their faces, unique characteristics or features (e.g. tattoos, scars, physique). Consequently a Photograph and Video Consent Form is not required for offenders or prisoners.
7. For each photograph, provide a 'Photograph and Video Consent Form' for every identifiable person in that photo, signed by that person and confirming their consent for use of the photograph. Unidentifiable persons need not complete this form.

4 Submitting your nominations

4.1 Important dates

On line submission site opens	TBA
Nominations to RD/Private Prison GM	11 Aug 2016
Final nomination submitted by RD/Private Prison GM	21 Aug 2016 at 5pm.

4.2 Pre-approval by Regional Director (or General Manager for private prisons)

Prior to submitting your nominations, please ensure that all items have been cross-checked using the nomination checklist. Nominations NOT adhering to any of these requirements will be returned to the relevant prison/CCS region and will not be judged.

It is understood that when submissions are received, they have been read and approved by the Regional Director (or General Manager for private prisons). Submitting nominations early provides time to correct mistakes in returned nominations and resubmit them for the awards.

PRE-APPROVAL DEADLINE

All nominations should be forwarded to the Regional Director or General Manager (for private prisons) for approval by **5pm on Thursday 11 August, 2016**.

4.3 Online nomination form

Submissions cannot be made in hard copy. Nominations for the awards **must be submitted using the online form**. This website is not yet available and drafts should be created using the information in the 'Nomination Form's and 'Category Criterion' documents. When access to the submission website is available a link will be provided.

Once the nomination has been approved and is ready for final submission, **only the RD can see and click on the 'Final Submission' button at the bottom of the online nomination. There can be no further updates once 'Final Submission' has been selected.**

ONLINE SUBMISSION DEADLINE

Once the Regional Director (or General Manager for private prisons) has approved a nomination, you must ensure that the final version on line reflects all changes made. The nomination must then be **submitted by the RD/GM, by 5pm on Sunday, 21 August 2016**.

4.3.1 Document page limit

Each nomination must be no longer than **nine pages (typed)**. A general rule is 400-450 typed words (Arial, 12 point, single spacing) per page.

Note: Supporting documentation does not count towards the **nine page** nomination document limit

4.3.2 File types, size and quantities

Attachments (except photos) must be no larger than 1MB each. Up to 20 items can be uploaded.

Photographs must be provided as separate files in a **.JPG** file type of **between 1- 5 MB in size**. No more than **five** photographs per nomination should be included.

DO NOT embed your photograph into your nomination document.

DO NOT obscure faces or distinguishing markings – this will be done in a consistent manner in Head Office.

All 'Photograph – Captions Forms' should be provided as a **.DOC** file type.

Note: Correctly label all electronic files with details clearly stating the project name and for photos, the image number (e.g. Project ABC - Photo X of XX or Project ABC - Photo Caption X of XX).

4.3.3 Supporting documentation

1. A 'Nomination Partners - Details Summary' sheet.
2. Photographs that complement the nomination (no more than five per nomination)
3. For every photograph, a 'Photograph Captions Form'
4. For every identifiable person in a photograph, a 'Photograph and Video Consent Form'
5. Community partner testimonies, preferably on their organisation's letterhead, to provide the judges with external validation of your nomination. If emails are used, ask the writer to state in the email that it is for use in the CWPA nomination to ensure permission for its use.

Note: Due to the limited time available to the judging panels, do NOT provide any video attachments or other material that is not essential to support your application. However, do mention that such material exists, as it may be appropriate to use during the awards ceremony.

4.3.4 Who can I contact if I have any queries about my nomination?

Jason MacLeod

Community Work Partnership Awards 2016 Working Group Chairperson

Telephone: (03) 8684 7137

Mobile: 0458 338 076

Email: jason.macleod@justice.vic.gov.au