

Victorian Aboriginal Honour Roll

Terms and Conditions

1. Terms & Conditions

1.1 Acceptance of terms and conditions

Please note the terms and conditions include a nomination and selection process, as set out below. Please read and ensure that you understand these terms and conditions before making a nomination.

- 2.1.1. A nominator that submits a nomination for induction to the Victorian Aboriginal Honour Roll (the **Honour Roll**), is deemed to have accepted these terms and conditions.
- 2.1.1. By submitting a nomination, nominators confirm they have read and agree to the terms and conditions outlined below and in the [Victorian Aboriginal Honour Roll policy](#) and [Victorian Aboriginal Honour Roll Collection Notice](#).
- 2.1.1. Nominations for the Honour Roll are voluntary. However, nominees may not be eligible if their nominator does not provide all the information requested.
- 2.1.1. The State of Victoria acting through the Department of Premier and Cabinet (**department**), First Peoples – State Relations (**FPSR**) is the promoter of the Honour Roll.

1.2 Eligibility

- 1.2.1. Nominees can only be nominated by others. Nominators can include family members, friends, employers, representatives from organisations, community groups and schools.
- 1.2.2. To be considered for induction to the Honour Roll, all nominees must:
 - 1.2.2.1. be First Nations;
 - 1.2.2.2. live in Victoria; or
 - 1.2.2.3. have lived in Victoria if they are deceased.
- 1.2.3. Previous inductees are not eligible to be nominated.
- 1.2.4. Previous unsuccessful nominees can be nominated again, provided the nomination has been updated.
- 1.2.5. The Victorian Aboriginal Honour Roll Selection Panel (**panel**) members are unable to nominate or be nominated.
- 1.2.6. To maintain the integrity of the Honour Roll, FPSR reserves the right, at its sole discretion, to disqualify any nominee or revoke an induction from any recipient where there has been a breach of these terms and conditions, or if the nominee or inductee has engaged in any conduct that may harm, damage or bring the Honour Roll, the department or FPSR into disrepute. This includes but is not limited to, actions that attract public or media attention which are, or could be perceived as, prejudicial or detrimental to the Honour Roll, the department or FPSR.

1.3 Nomination process

- 1.3.1. Official nomination forms must be completed in full, and all required details and consent forms provided by 11.59pm of the nomination closing date to be considered a valid nomination. Nominations received after this time will not be considered for induction and no responsibility will be accepted by the department for late, incomplete or incorrectly submitted entries.
- 1.3.2. Nominations must be submitted via the nomination portal or completed over the phone and submitted by a FPSR team member on your behalf. If you need assistance with completing a nomination, please contact the FPSR Events team at fpsr.events@dpc.vic.gov.au or call (03) 9922 7160.

1.4 Judging and selection

- 1.4.1. FPSR staff will review nominations for eligibility and collate the eligible nominations for the panel's review and assessment.
- 1.4.2. A panel comprised of First Peoples living in Victoria will review and assess shortlisted nominees.
- 1.4.3. Judging is based on:
 - 1.4.3.1. policy considerations;
 - 1.4.3.2. a scoring matrix based on the selection criteria developed for the Honour Roll, which is subject to change;
 - 1.4.3.3. Communities of Interest.
- 1.4.4. Nominees and nominators may be contacted for further information by FPSR staff.
- 1.4.5. The panel will recommend selected nominees to the Minister for Treaty and First Peoples to be considered for induction into the Honour Roll. Final inductees are at the discretion of the Minister for Treaty and First Peoples.
- 1.4.6. Unsuccessful nominees will not be notified of their unsuccessful nomination unless otherwise expressly requested by the nominator in the nomination.
- 1.4.7. All selection panel members are required to declare and submit a Communities of Interest register and notify FPSR of any relevant additions or amendments throughout the duration of their panel appointment.
- 1.4.8. All decisions made by FPSR and the panel regarding the inductees, including nominations, disqualifications and inductee selections, are final and binding and FPSR will not review unsuccessful nominations.
- 1.4.9. If a nominee or nominator is dissatisfied with any aspect of the Honour Roll process, a formal grievance can be submitted to fpsr.events@dpc.vic.gov.au. Such grievances will be reviewed for informational purposes only and will not lead to an appeal, reconsideration or alteration of any decisions made.

1.5 Induction and recognition

- 1.5.1. All inductees and their nominators will be notified privately by First Peoples – State Relations (FPSR).
- 1.5.2. All inductees will be formally announced at the Honour Roll induction ceremony (**ceremony**) managed by FPSR.
- 1.5.3. Inductees (and/or designated next of kin) will be invited to attend the ceremony.

1.6 Privacy

- 1.6.1. All enquiries and submitted information regarding the Honour Roll will remain confidential (with the exception of new inductees) unless permission is obtained by FPSR. Consistent with Victorian Government policy and legislation, the department endorses fair information handling practices. Personal, health and sensitive information supplied will be used by the Department, the panel, the office of the Minister for Treaty and First Peoples and the Minister for Treaty and First Peoples for the purposes of considering nominations, selecting inductees and facilitating the ceremony. Information will not be disclosed or used for any other purpose without the express consent of the person to whom the information relates, unless otherwise required or permitted by law.
- 1.6.2. The online platform that nominators will submit their information through is run by Award Force (Creative Force Ltd, Award Force Pty Ltd and their corporate affiliates), and nominator's information may be transferred overseas. If you choose to make a submission, please read the [Award Force privacy policy](#) and the [Victorian Aboriginal Honour Roll Collection Notice](#).
- 1.6.3. All information will be handled in accordance with the *Privacy and Data Protection Act 2014* (Vic), *Public Records Act 1973* (Vic), *Health Records Act 2001* (Vic) and other applicable legislation.
- 1.6.4. All inductees are required to submit a signed Authorisation and consent form, agreeing to the collection, storage and use of their data outlined.
- 1.6.5. Photos, videos, and audio recordings taken at the ceremony will be used by FPSR for promotional purposes unless otherwise advised by an attendee.
- 1.6.6. FPSR uses Mailchimp to contact nominators and nominees. Email addresses will be added to the FPSR mailing list from the date of registration and will be kept on the mailing list indefinitely unless they unsubscribe. The Mailchimp Privacy Statement is available to view on the [Intuit website](#). Mailchimp is located in the United States of America (USA) and is subject to the laws of the USA. Your information (including your IP address) will be transmitted to and stored by Mailchimp on servers outside of Australia. Mailchimp is not subject to Australian legislation and you will not be able to seek redress under the *Privacy Act 1988* for any privacy breaches by Mailchimp but will need to seek redress under the laws of the USA.

1.7 Liability

- 1.7.1. It is intended and agreed that the conduct of the Honour Roll induction shall not give rise to any legal obligations, liabilities or duties, valid or enforceable in any way against the department, the Secretary of the department, the Minister for Treaty and First Peoples and/or the State of Victoria.

2. Definitions:

- 2.1. A First Nations person is defined in these terms and conditions as being of Aboriginal and/or Torres Strait Islander descent; identifying as an Aboriginal or Torres Strait Islander; and/or being accepted as an Aboriginal and/or Torres Strait Islander by an Aboriginal and/or Torres Strait Islander community.
- 2.2. A nominee is defined in these terms and conditions as a person/s who has been nominated for the Victorian Aboriginal Honour Roll in the current period.
- 2.3. A nominator is defined in these terms and conditions as the person who nominates the Nominee.
- 2.4. Next of kin is defined in this policy as a person's closest living relative or a person identified as such by the nominee/inductee.

- 2.5. An inductee/s is defined in these terms and conditions as an individual who has been inducted into the Honour Roll.
- 2.6. 'Communities of Interest' is defined in these terms and conditions as a strengths-based approach to identify and address actual or perceived conflicts of interest to maintain the integrity of the assessment process. This process aligns with Program values by recognising and acknowledging the interconnected relationships of First Peoples. It supports assessors to list their communities of interest and discuss with program staff when it is appropriate or inappropriate for an assessor to review an application.
- 2.7. There may be instances where an assessor's Communities of Interest could impact their decision-making and their ability to make an impartial assessment. In some cases, the impact on decision-making may not be certain but could still be possible. Additionally, there may be public perception that an assessor's community connections could influence their decisions, regardless of whether this is the case.

We acknowledge the Traditional Owners of Country throughout Victoria and pay our respect to them, their culture, and their Elders past and present.

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