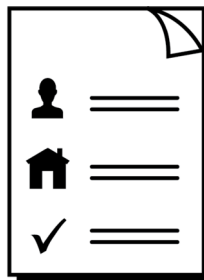




2025 Victorian Honour Roll of Women

Nomination guide



Easy Read

About this guide



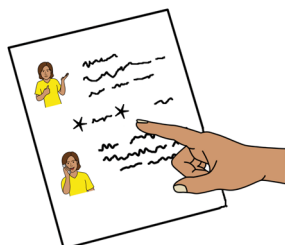
This guide is from the Department of Families, Fairness and Housing.



This guide is written in a way that is easy to understand.



You can read more information about this topic on our [website](http://www.vic.gov.au/honour-roll-women) www.vic.gov.au/honour-roll-women



We add a star before and after ***hard words***. Then we explain what the words mean.



You can ask someone to help you read and understand this guide.



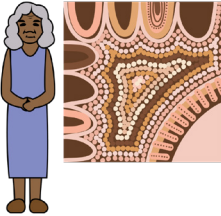
Contact information is at the end of this guide.



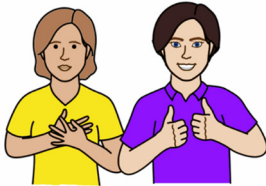
About the *Victorian Honour Roll of Women*

The Victorian Honour Roll of Women is how we celebrate women who do great work in

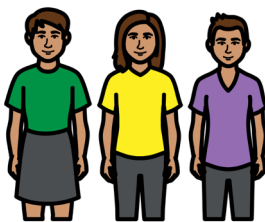
- their area of interest
- the community.



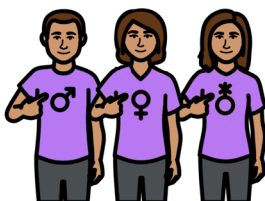
We will call it **the Honour Roll**.



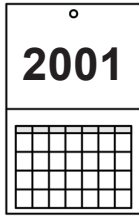
When we say **women** we include
trans women and ***gender diverse people***.



Trans women and gender diverse people have
gender identities that are different to what was registered at birth.



Gender identity is what you feel and understand about who you are as a person.



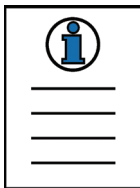
The Victorian Government started the Honour Roll in 2001.



Over 750 women have been added to the Honour Roll since it started.



You can ***nominate*** someone for the 2025 Honour Roll.

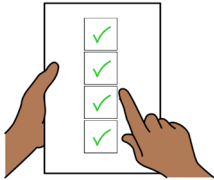


Nominate means you give us information about why someone should be added to the Honour Roll.

What are the *categories*?

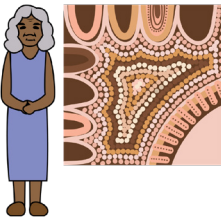


Categories are people and things we want to celebrate.



You can nominate people under 4 categories.

1. *Change agent*

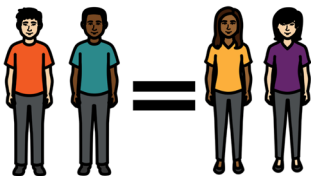


A change agent is a woman who

- has worked hard in their area of interest



- makes big changes in their area of interest



- changes the way people see women.

2. *Emerging leader*



An emerging leader is a young woman who

- has done good work in their area of interest



- is ready to be a great leader in the future.



This category is for women aged between 16 and 30.

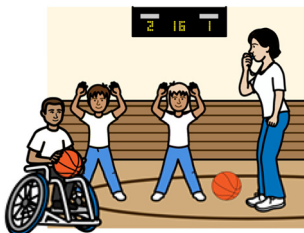
3. *Local champion*

A local champion is a woman who has worked in their community as a

- ***professional***

or

- ***volunteer***.



A professional is paid for their work.

A volunteer is not paid for their work.



A local champion uses their skills to

- make a difference in their community



- be a great leader in their community.



Women who have helped their community after a ***disaster*** can be nominated in this category.

A disaster might be a fire, flood or other emergency.

4. ***Trailblazer***

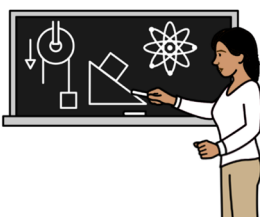


A trailblazer is a woman who

- has worked in a job where men usually work



- leads the way for other women to work in these types of jobs



- shows others what women can do.



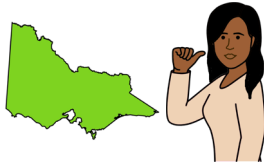
Who can you nominate?

You can nominate anyone who

- is a woman, including trans women and gender diverse people



and



- was born in Victoria or has lived in Victoria for a long time

and



- has made a difference in the local community, state, country or overseas.



You can nominate women from

diverse backgrounds.



Diverse means different types of people.

For example, First Nations women, women with disability and women from multicultural backgrounds.



You must talk to the ***nominee*** and make sure they agree before you nominate them.



The nominee is the person you think should be added to the Honour Roll.



You can also nominate

- yourself



- someone who has died.



You must talk to the nominee's family before you nominate someone who has died.

How to nominate someone



1. Read this guide.



2. Think about who you want to nominate and in which category.



3. Go to our website to do the [online form](http://www.vicwomenshonourroll.awardsplatform.com)
www.vicwomenshonourroll.awardsplatform.com



You can

- ask someone to help you do the form
- contact us if you want to send your nomination in a different way.



Our contact information is at the end of this guide.

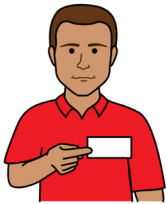


What should be in the nomination?

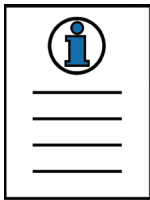


You must include

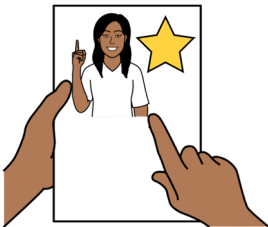
- the name and contact information of the nominee



- your name and contact information



- information about the nominee and the work they have done



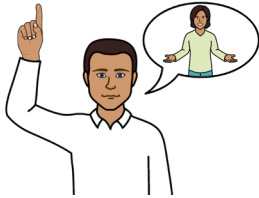
- the nominee's ***CV***.

A CV has information about the nominee's education and jobs.



You must tell us

- why you think the nominee should be added to the Honour Roll

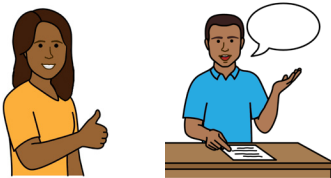


- how the nominee's work makes a difference.



You can get ideas about what to write by looking at information on our [website](#)

www.vic.gov.au/victorian-honour-roll-of-women-inductees

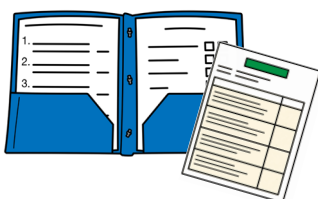


You must also give

- details of 2 ***referees***
 - the 2 referees should know the nominee well and be able to tell us about their work



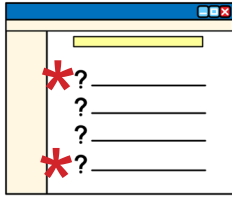
- a recent photo of the nominee.



You can give us extra information about the nominee.

For example, news articles or videos about their work.

What you need to know about the online form



A red star means you must give information in that section.



You can only use a set number of words in some sections.



When you upload your documents you need to

- click on **select files**



- click on **upload files.**



If your files do not upload please click **retry.**



When you finish the nomination click **submit.**



You will get an email to say we have got your nomination.

Privacy



We will not share people's personal information.



We follow laws about privacy.

How will the awards be judged?



A group of women will judge the nominations.



The group will include women from diverse backgrounds.

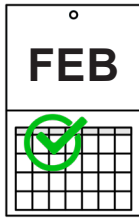


The group will decide who they think should be added to the Honour Roll in each category.



The Minister for Women will make the final decision.

Important dates



You can nominate people from
Monday 3 February 2025.



There is an online information session from
12.30 pm to 1.30 pm
on **Tuesday 11 February 2025.**

You must register for the [information session](http://www.events.humanitix.com/2025-victorian-honour-roll-of-women-information-session)
www.events.humanitix.com/2025-victorian-honour-roll-of-women-information-session



Nominations close at 11.59 pm on
Sunday 16 March 2025.



We will tell people who will be added to the
Honour Roll in **July 2025.**



We will celebrate at an event in **September 2025.**



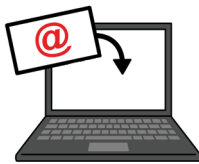
More information



For more information contact the Department of Families, Fairness and Housing.



Call 1300 366 356
from 9 am to 5 pm
Monday to Friday



Email
womensleadership.fv@dfh.vic.gov.au



Website
www.vic.gov.au/honour-roll-women



Online form
www.vicwomenshonourroll.awardsplatform.com

Help to speak and listen



If you need help to speak or listen, the National Relay Service can help you make a call.



Call 1800 555 660



Website [NRS Helpdesk](#)

www.accesshub.gov.au/about-the-nrs/nrs-helpdesk

Help in your language



If you need help with other languages, contact the Translating and Interpreting Service.



Call 131 450



Website [TIS National](#)

www.tisnational.gov.au

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For more information, please visit www.easyreadaust.com.au

To receive this document in another format, email womensleadership.fv@dffh.vic.gov.au

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Available on our 2025 Victorian Honour Roll of Women Program webpage:

www.vic.gov.au/honour-roll-women

(2410201)