# Nomination Guide

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# About the Awards

The Victorian Seniors Festival creates opportunities for senior Victorians to participate in fun, free and low-cost events throughout October. The Festival encourages active ageing as well as social and community participation. Over 2,000 events will be delivered by the Victorian Government, all 79 local councils, community and cultural organisations, and commercial partners.

The annual Victorian Senior of the Year Awards are a feature of the Festival. These awards recognise and celebrate the talents, achievements and contributions of older Victorians to their communities.

## Theme

The theme of the 2024 Victorian Seniors Festival is ‘Explore. Engage. Evolve.’

* The theme encourages older Victorians to stay curious and connected by exploring new activities, meeting new people, and changing how we think of ageing.

# Key stages and dates

| Milestone | Due Date |
| --- | --- |
| Nominations open | Monday 17 June |
| Nominations close | 11.59pm, Sunday 11 August |
| Judging period | Late August |
| Screening phase | 28 August – 8 September |
| Awards ceremony | Thursday 24 October |

# Award categories

The award categories are:

* **Premier’s Award for Victorian Senior of the Year** for an outstanding contribution by an individual to their local community and Victoria.
* **Promotion of Multiculturalism Award** to an individual for a significant contribution to promoting the benefits of cultural diversity in their local community or in the broader community.
* **Healthy and Active Living Award** to an individual for helping to create active and healthy communities through community involvement and as a role model.
* **Veteran Community Award** to an individual for an exceptional contribution to the veteran community. The recipient of the award does not need to be a veteran.
* **Ageing Well Award** to an individual who has worked to combat ageism, promote social justice and engaged with their community to support ageing well initiatives.
* **COTA (Council on the Ageing) Victoria Senior Achiever Awards** for significant contributions to local communities and Victoria.

### Awardees

* The COTA Victorian Senior Achiever Awards can have up to 10 awardees, all other categories can have 1 awardee.

# Eligibility and criteria

## Eligibility

Senior of the Year Awards nominees must be:

* an Australian citizen,
* a resident of Victoria and
* 60 years or over,
* Aboriginal and Torres Strait Islander Victorians 50 years or over.
* Nominees cannot have been a previous awardee of the Victorian Senior of the Year Awards, at any point.

Nominees will be assessed on their volunteer contribution and achievements since reaching the qualifying age only. Prior contributions will be considered but cannot be scored within the criteria.

Self-nominations are **not** accepted.

## Criteria

### Premier’s Award for Victorian Senior of the Year

Nominees are assessed on the following selection criteria:

* Their outstanding contribution to their local community and Victoria
* How they create a difference to community wellbeing through volunteering
* Their exemplary standing in the community
* How their positive attitude to ageing inspires others
* How their actions create long-lasting benefits.

### Healthy and Active Living Award

Nominees are assessed on the following selection criteria:

* Their contribution to helping create an active and healthy community
* Their role in creating or running initiatives in the community that encourage/facilitate others to be healthier and more active
* How they make a difference to community wellbeing through volunteering
* How their positive attitude to ageing inspires others.

### Promotion of Multiculturalism Award

Nominees are assessed on the following selection criteria:

* Their individual contribution to promoting the benefits of cultural diversity in their local community or in the broader community
* How they have inspired or created a difference to community wellbeing through volunteering
* The impact/benefits on the community they were supporting
* How their positive attitude to ageing inspires others.

### Veteran Community Award

Nominees are assessed on the following selection criteria:

* Their exceptional contribution to the veteran community
* How they have inspired or created a difference to community wellbeing through volunteering
* How they have achieved/created benefits for the broader community
* How their positive attitude to ageing inspires others.

### Ageing Well Award

Nominees are assessed on the following selection criteria:

* The work they have undertaken to combat ageism
* The work they have done to promote social justice
* How they have engaged with their community to support ageing well initiatives
* How they have inspired or created a difference to community wellbeing through volunteering.

### COTA (Council on the Ageing) Victoria Senior Achiever Awards

Nominees are assessed on the following selection criteria:

* Their individual and significant contributions to local communities and Victoria
* How they have inspired or created a difference to community wellbeing through volunteering.

## Nomination questions

Each nominator must respond to the following questions in relation to the categories criteria above:

* Q1: How does the nominee meet the category criteria? (500 words)
* Q2 In what ways does the nominee impact the social, cultural or civic life of those they support in the community? (300 words)
* Please provide a 50-word statement about the nominee that can be used for promotion purposes. (50 words) NOTE: This question will not be judged and does not contribute to the nominee's score.

### Areas for consideration

When nominees are responding to the above questions, consideration could be made to include reference to the following areas:

* List the organisations the nominee volunteered or worked for and the titles of their roles. For example, secretary, co-ordinator, or fundraiser
* What work, tasks and responsibilities did they take on?
* Did they manage or contribute to a project or event?
* How has their work impacted members of the organisation or the community?
* How many people has their volunteer work impacted?
* How did they encourage or support people in the organisation or community? Did they:
  + provide a service
  + run programs
  + help people to access the community
  + make a community space more enjoyable to use?

#### Personal circumstances

* Does your nominee have additional personal responsibilities?
* Do they care for grandchildren or parents?
* Are they a carer for a child or relative with a disability?
* Do they have a disability, or an illness that they have had to manage?
* Do they have a multifaith, multicultural or refugee connection?

# How to submit a nomination

### Step one

Read this nomination guide, including the terms and conditions below, and review the submission requirements of entry for the awards.

### Step two

* Determine who to nominate
* Discuss the nomination with the nominee as you are required to get their endorsement for the nomination. Nominators must ensure that they have gained consent and have notified the nominee of the submission.

### Step three

Prepare the nominee details. You will require the following before you can submit the nomination:

#### Nominee details

* Name
* Email
* Mobile
* Age of nominee
* Pronouns (Optional)
* Cultural/religious beliefs (Optional)
* Does the nominee identify as Aboriginal and/or Torres Strait Islander?
* Organisation
* Postal address.

#### Referee details

All nominations must include the contact details of two (2) referees for each nomination.

Referees are people who know the nominee well and can confirm their achievements and information about the project or activity for which they are being nominated. They should know about this nomination and may be called by Department staff to verify information.

#### Responses to nomination questions

A response to all nomination questions is required and the judges will be assessing responses. See page 4 for the questions.

#### Attachments

* A photo of the nominee
* Any supporting links or videos that contribute to the nomination.

### Step four

Register with [Award Force](https://senioroftheyear.awardsplatform.com/) (the online nomination platform) <https://senioroftheyear.awardsplatform.com/>

**Note:** Submissions can be accepted in other formats. To discuss this further, please contact the Seniors Festival Team by telephone on (03) 8850 6164 or [email](mailto:seniorsfestival@dffh.vic.gov.au) <seniorsfestival@dffh.vic.gov.au>.

### Step five

Log in to [Award Force](https://senioroftheyear.awardsplatform.com/) (online nomination platform) <https://senioroftheyear.awardsplatform.com/> and fill out the nomination form by typing directly into the electronic form, making sure you keep within the total 800-word count. Complete and submit your online nomination(s) by 11.59pm on Sunday 11 August 2024

### Step six (if shortlisted)

Each shortlisted nominee will be required to submit a National Police Check Consent Form. Instructions and a copy of the National Police Check Consent Form will be provided in their notification email should the nomination be successful.

# Judging

## Judges

There will be one panel of judges with representatives from:

* Council on the Ageing Victoria
* The University of the Third Age
* Victorian Veterans Council
* Ethnic Communities Council of Victoria
* The Senior Newspaper
* Department of Families, Fairness and Housing (non-voting).

## Judging process

* Using Award Force, the panel will review all categories and score nominations online.
* They will then come together for a virtual deliberation meeting to select a winner for each, excluding the Premier’s Award.
* Recommendations will be made by the judging panel with final approval by the Premier’s Office.
* A Chair will be assigned to provide further guidance to all the judges and be the final decision maker if the panel cannot agree on a unanimous outcome.
* The judges will be bound by an agreement of conflict of interest and confidentiality to protect the results of the Awards until the ceremony.
* Please refer to the scoring matrix below for an overview of the judging structure.

# Scoring matrix

## Nomination questions

* Q1: How does the nominee meet the category criteria? (500 words) **Scored out of 20.**
* Q2: How does the nominee make a difference to community wellbeing through their service to social, cultural, or civic life? Demonstrate how the nominee is held in good standing in their community. (300 words) **Scored out of 10.**

### Q1 Score out of 20

* 1-4: Not demonstrated
  + Poor examples if any of how the nominee met the category criteria
* 5-8: Satisfactory but needs more explanation
* 9-12: Good
* 13-16: Very clearly demonstrated
* 17-20: Outstandingly demonstrated
  + Eg. More than three (3) clear examples of how the nominee met the criteria, showed outstanding activities and achievements that have made an exceptional contribution.

### Q2 Score out of 10

* 1-2: Not demonstrated
  + Poor examples, if any of how the nominee has made a significant contribution to community wellbeing
* 3-4: Satisfactory but needs more explanation
* 5-6: Good
* 7-8: Very clearly demonstrated
* 9-10: Outstandingly demonstrated
  + Eg. More than three (3) clear examples of how the nominee showed that their activities/achievements directly contributed to making a positive difference to community wellbeing through their service to social, cultural, or civic life.

# Frequently asked questions (FAQs)

## General questions

### When are nominations due?

Nominations must be submitted by 11.59pm on Sunday 11 August 2024.

### Can I submit a paper-based application?

Yes, please reach out to the Seniors Festival Team and we will be more than happy to send one through:

Phone: (03) 8850 6164

Email: [seniorsfestival@dffh.vic.gov.au](mailto:seniorsfestival@dffh.vic.gov.au)

### Is there an entry fee?

No.

### Where can I get help with Award Force?

Please reach out to the Seniors Festival Team on:

Phone: (03) 8850 6164

Email: [seniorsfestival@dffh.vic.gov.au](mailto:seniorsfestival@dffh.vic.gov.au)

### Can I nominate myself?

Self-nominations are **not accepted.**

### Can I nominate a person outside of Victoria?

No, nominees must reside in Victoria.

### Can I nominate a relative?

Yes, you can nominate someone you are related to.

### Can I nominate an organisation, business or community group?

No, only individual nominations are accepted across all categories.

### Can a business make a nomination?

Yes. A business can submit a nomination, but for an individual nominee only.

### Can I nominate someone for more than one category?

Yes. A person can be nominated for up to two (2) award categories.

### Do I have to tell the person that I am nominating them?

Yes, it is your responsibility as the nominator to inform the nominee that you have nominated them. You must also gain consent to share their details.

## Referees

### What is a referee?

A referee is a person who knows the nominee well and can confirm their achievements and information about the project or activity for which they are being nominated. They should know about this nomination and may be called by Seniors Festival staff throughout the process.

### Can I be a referee for a relative being nominated?

Yes, you can be a referee for someone you are related to.

### Can I put myself down as a referee for someone I am nominating?

No. The process is designed so that there are three people who support the nomination – one person who makes the nomination (you), and two other people who support the nomination by acting as referees.

### Do I have to submit a letter from the two referees?

No. You do not need to submit letters from referees. However, if the referees cannot be easily contacted by Seniors Festival Staff it is recommended to include a letter (for example, if they are overseas).

### Do I have to provide two referees or can I just provide one?

Two (2) referees are required for each nomination.

## About nominations

### Do I have to answer all questions in the nomination form?

Yes. You must answer all three (3) questions to complete the nomination. The answers provide important information about the nominee and their achievements which enables the assessment panel to consider them for the award.

### How many recipients will win awards in each category?

There will be one (1) recipient for the:

* **Premier’s Award for Victorian Senior of the Year** for an outstanding contribution by an individual to their local community and Victoria.
* **Promotion of Multiculturalism Award** to an individual for a significant contribution to promoting the benefits of cultural diversity in their local community or in the broader community.
* **Healthy and Active Living Award** to an individual for helping to create active and healthy communities through community involvement and as a role model.
* **Veteran Community Award** to an individual for an exceptional contribution to the veteran community. The recipient of the award does not need to be a veteran.
* **Ageing Well Award** to an individual who has worked to combat ageism, promote social justice and engaged with their community to support ageing well initiatives.

There will be up to 10 recipients for the:

* **COTA (Council on the Ageing) Victoria Senior Achiever Awards** for significant contributions to local communities and Victoria.

## After you’ve submitted your nomination

### Who assesses the nominations?

Nominations are assessed by a panel consisting of representatives from the:

* Council on the Ageing Victoria
* The University of the Third Age
* Veterans Council - Office for Veterans
* Ethnic Communities Council of Victoria
* The Senior Newspaper
* Senior Victorians Advisory Committee (if timing aligns with their appointment)
* The Seniors, Carers and Elder Abuse Reform Unit of the department (non-voting).

### How are nominations assessed and award recipients selected?

* Each nomination is reviewed by the Seniors Festival Team staff to confirm it is eligible. The nominations are then shortlisted in line with the category criteria.
* The judging panel then review a list of shortlisted, eligible nominations and score them against the scoring matrix noted.
* They consider all information submitted by the nominator and give each nomination a score based on the nominator’s answers to the questions and any supporting information they’ve attached.
* Nominations are then ranked by score and compiled for the judging panel's deliberation meeting.
* The judging panel then come together to discuss the nominations and determine the recommended awardees to present to the Minister for Ageing and the Premier of Victoria.
* As part of this process, referees may be contacted to verify or clarify information about the nominees.

### When will I be notified of the outcome?

October 2024. All nominators and nominees will receive notification of the outcome following the winner announcement.

### When will the awards be presented?

Awards will be presented at an official ceremony in October 2024 in Melbourne. Shortlisted recipients will be advised they are in consideration for an award in September 2024.

### I have been nominated for/won an award, but I am unable to attend the ceremony. Can I still receive the award?

Yes. If you cannot attend the awards ceremony, your award can either be accepted by a representative on your behalf or sent to you by mail.

### Will awardees be required to support post event media opportunities?

Following the announcement of results in October, awardees may be asked to engage in media opportunities. This is an optional process and would be arranged in conjunction with the Seniors Festival Team.

# Terms and conditions

Please note the terms and conditions include a screening process. Please read and ensure that you understand the awards terms and conditions before completing a nomination.

* A person who nominates (nominator) or a person who is nominated as an individual or as part of an organisation (nominee) for the 2024 Victorian Senior of the Year Awards (awards) and submits or accepts a nomination is deemed to have accepted these terms.
* The State of Victoria acting through the Department of Families, Fairness and Housing (the department) is the promoter of the awards.

## Eligibility

* Senior of the Year Awards nominees must be:
* an Australian citizen,
* a resident of Victoria and
* aged 60 years or over,
* Aboriginal and Torres Strait Islander Victorians aged 50 years or over.
* Nominees cannot have been a previous awardee of the Victorian Senior of the Year Awards, at any point.
* Members of the judging panel, employees and contractors of the department who are directly involved in conducting the awards as well as their immediate families, are ineligible to be a nominator or a nominee.
* Self-nominations are **not** accepted.

## Nominator's consent

By submitting a nomination, including personal information (as defined in the *Privacy and Data Protection Act 2014* (Vic) or where applicable any health information (as defined in the *Health Records Act 2001* (Vic)) provided as part of that nomination, each Nominator confirms that they consent, and has the consent of any person whose personal information is contained in a nomination, including but not limited to:

* the Nominee(s) and
* referees,
* to provide that information to the Department of Families, Fairness and Housing (the Department), and for the Department to disclose that personal information to other parties for the purposed of conducting the Awards including, but not limited to, the Award judges, the Minister for Ageing, Premier of Victoria and their offices and Award partners.

If the Nominator does not agree or have the requisite consent, the Nominator must not provide their personal information or the personal information of anyone else and may be unable to submit a nomination for the Awards.

Each Nominator consents to the Department using the Nominator’s nomination description, statements, name, likeness, image, voice and/or participation in the Awards (including photograph, film and/or recording of the same) in any media for an unlimited period of time without further notification, remuneration or compensation for the purpose of promoting, publicising or marketing the Awards (including any outcome). If the Nominator does not agree, the Nominator must not provide their personal information or the personal information of anyone else and may be unable to submit a nomination for the Awards.

## Nominee's consent

By accepting the nomination, all Nominees agree to the following Terms and Conditions:

* Nominee consents to the Department using their nomination description, statements, name, likeness, image, voice and/or participation in the Awards (including photograph, film and/or recording of the same) in any media for an unlimited period of time without further notification, remuneration or compensation for the purpose of promoting, publicising or marketing the Awards (including any outcome).
* Nominee consents to the Department using their personal information, and for the Department to disclose their personal information to other parties for the purposes of conducting the Awards including, but not limited to, the Award judges, the Minister for Ageing and Award partners.
* Nominee consents to taking part in the screening process including, but not limited to, National Police Check and review of social media and other public online profiles.

If the Nominee does not agree, the Nominee must not accept their nomination and will be ineligible for the Awards.

## Privacy statement

Consistent with Victorian Government policy and legislation, the Department endorses fair information handling practices which are laid out in the [Department’s privacy statement](https://www.dffh.vic.gov.au/privacy-statement) <https://www.dffh.vic.gov.au/privacy-statement>.

Information supplied as a part of the nomination will be used by the Department, the judging panel, the office of the Minister for Ageing and the Award ceremony venue for the purposes of considering nominations, safety screening, selecting Award recipients and providing the Award 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.

The Nominators or Nominees can seek to correct their personal information or complain about a breach of their privacy by emailing [seniorsfestival@dffh.vic.gov.au](mailto:seniorsfestival@dffh.vic.gov.au)

## Liability

It is intended and agreed that the conduct of the Awards shall not give rise to any legal obligations, liabilities, or duties, valid or enforceable in any way against the Department, the Minister for Ageing or the State of Victoria.

## Nomination process

1. Nominations received after 11.59pm, Sunday 11 August 2024, may not be considered for the awards and no responsibility will be accepted by the department for lost, late, incomplete or incorrectly submitted nominations. If you need assistance with submitting your nomination by the deadline please do reach out to the Seniors Festival Team on (03) 8850 6164 or seniorsfestival@dffh.vic.gov.au
2. A separate online nomination form must be completed in Award Force for each nominee.
3. Online nominations will be acknowledged with a confirmation email once your nomination form is received. Offline nominations will be acknowledged within 3 business days of the nomination closing date.
4. When nominating an individual for an award, please ensure they agree to be nominated.
5. Nominations must include the names and contact details of two referees who can confirm the accuracy of the submission and verify the nominee’s eligibility for an award. Referees must not be the nominator.
6. All nominations and materials submitted to the department in connection with the awards will become the property of the department and will not be returned.
7. Nominators can confirm the eligibility of a nominee by contacting the Seniors Festival Team by telephone on (03) 8850 6164 or via [email](mailto:seniorsfestival@dffh.vic.gov.au) <seniorsfestival@dffh.vic.gov.au> prior to submitting a nomination.

**Nominators cannot:**

* Be a member of the judging panel, employees and contractors of the Department who are directly involved in conducting the awards as well as their immediate families.
* nominate the same nominee in multiple categories, you can only submit one nomination for a person
  + if multiple nominations are received from different nominees, and the content differs, they will be accepted but do not necessarily increase the likelihood of an award result.

## Screening

All nominees will be required to:

* confirm their acceptance of these terms and conditions by following the instructions set out in Award Force; and
* submit a completed National Police Check Consent Form with associated proof of identity documents to the department if they are shortlisted.
  + If a nominee does not accept the terms and conditions, the nominee will be ineligible to be considered for the awards.
* All shortlisted nominations will be subject to a thorough vetting and screening process conducted by the Department of Families, Fairness and Housing.

## Judging and selection

* The Department reserves the right to verify the validity of nominations, allocate nominations into an alternative category and disqualify any nomination which, in the opinion of the department, can be considered objectionable, potentially insulting or inflammatory or generally damaging to the goodwill or reputation of the awards, the department and/or the Minister for Ageing, or any nomination that is not compliant with these terms and conditions.
* The Department may request further information or clarification from the nominator, nominee(s) or referees regarding any nomination.
* A judging panel will consider all eligible nominations and rate each against the criteria for the selected award category. Nominations with the highest combined scores will be shortlisted for the judges deliberation and endorsement.
* Award recipients will be selected from shortlisted nominees. The judges will review the shortlisted nominations and may select an awardee for each category or up to 10 for the COTA category. Announcement of Award recipients will be at the Victorian Senior of the Year Awards ceremony.
* The Department reserves the right to disqualify a nominee in the event that the results of their police check are deemed unsatisfactory by the department, with no right of review.
* The Minister for Ageing (or the Minister’s representative) and the department’s decisions on all matters pertaining to the awards are final and no correspondence or discussion will be entered into.

## Awards and recognition

* Each Award finalist will be invited to attend the awards ceremony in October 2024 where the Award recipients will be announced and presented with their award.
* All travel costs associated with an award finalist, their nominator and parent or legal guardian (if applicable) attending the awards ceremony and other ancillary costs are the responsibility of the award finalist and their nominator.

## Privacy statement

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 judging panel, the office of the Minister for Ageing and the award ceremony venue for the purposes of considering nominations, selecting award recipients and providing the award 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.

## Privacy policy

The [*Department of Families, Fairness and Housing Privacy Policy*](https://www.dffh.vic.gov.au/privacy-statement) < https://www.dffh.vic.gov.au/privacy-statement> sets out information about how the nominator or nominee(s) may access and seek correction of their personal information or complain about a breach of their privacy, and how the department will deal with that complaint.

## Liability

It is intended and agreed that the conduct of the awards shall not give rise to any legal obligations, liabilities or duties, valid or enforceable in any way against the department, the Minister for Ageing or the State of Victoria.

To receive this document in another format, phone (03) 8850 6164, using the National Relay Service 13 36 77 if required, or email seniorsfestival@dffh.vic.gov.au

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In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people. ‘Indigenous’ or ‘Koori/Koorie’ is retained when part of the title of a report, program or quotation.