**QUEENSLAND RECONCILIATION AWARDS**

**Nomination Form**

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| **The Queensland Reconciliation Awards recognises initiatives undertaken by businesses, community organisations and groups, educational institutions and government going above and beyond their core business to foster reconciliation and pave the way for a better future for our state.** |
| **PART ONE - CATEGORY** |
| [ ]  Business | [ ]  Community | [ ]  Education | [ ]  Health & Wellbeing | [ ]  Partnership |
| **PART TWO – NOMINATION NAME** |
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| **PART THREE – HAS THE INDIVIDUAL/ORGANISATION PREVIOUSLY BEEN NOMINATED FOR A QUEENSLAND RECONCILIATION AWARD?** |
| [ ]  Yes – what year:  | [ ]  No | [ ]  Unsure |
| **PART FOUR – NOMINEE** |
| **Title**:  | **Given** **Name**:  | **Surname**:  |
| **ID No**:  | **Position**:  | **Rank**:  |
| **Unit**:  | **Region**:  | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Phone**:  | **Mobile**:  |  [ ]  DM [ ]  State |
| **Email**:  | **DOB**:  |
| **Street/Postal Address**:  |
| **Post Nominals**: (If any)  |  |
| **PART FIVE – INITIATIVE OVERVIEW**  |
| Provide an initiative overview (max 300 words) including highlights, facts and evidence. Be clear and concise. You should consider the following for each category:* What is the background of the initiative?
* What is the nominee’s role?
* Why did the nominee introduce the initiative, and how long has it been in practice?
* What are the outcomes of the initiative?
* How does this initiative go beyond the nominee’s core business?
* Who are the nominee’s customers, clients and/or key stakeholders?
* How many staff are involved in the initiative? What percentage of the nominee’s staff are of Aboriginal and/or Torres Strait Islander background?
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| **PART FIVE A – WHAT IS THE INITIATIVE’S IMPACT ON RECONCILIATION IN THE NOMINEE’S LOCAL AREA, REGION AND/OR QUEENSLAND WIDE** |
| * Detail how the initiative’s impact revolves around reconciliation?
* Provide examples of clear outcomes or include data demonstrating results achieved by the initiative.
* Detail the most significant change or achievement as a result of implementing the initiative.
* Consider using a case study to outline an example of the impact resulting from the initiative.
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| **PART FIVE B – DESCRIBE THE KEY ELEMENTS OF THE INITIATIVE THAT CURRENTLY FOSTER RECONCILIATION THROUGH THE FIVE DIMENSIONS OF RECONCILIATION, DEVELOPED BY RECONCILIATION AUSTRALIA** |
| See Guidelines* Race Relations
* Equality and equity
* Institutional integrity
* Unity
* Historical acceptance
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| **PART FIVE C – HOW DOES THE NOMINEE PLAN TO EVALUATE THE INITIATIVE’S IMPACT ON RECONCILIATION?** |
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| **PART FIVE D – HOW DOES THE NOMINEE PLAN TO IMPROVE OR FURTHER DEVELOP THE INITIATIVE?** |
| * Address timeframes and funding sources.
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| **PART SIX - ATTACHMENTS** |
| * You may submit up to five relevant supporting materials to support your nomination
* Videos accepted
* Photos accepted
* Website URLs accepted
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| **Website URL:** https:// |
| **Video link:** |
| **Photos:** please include as an attachment to this nomination. Ensure they are JPEG or PDF files with a minimum file size of 5MB |
| **PART SEVEN – REFEREES** |
| * 2 reference are required. Reference must be provided by an individual external and independent to the nominee who has direct knowledge of the initiative and is able to detail the initiative’s impact and success.
* The nominator cannot be a referee. The nominee’s authorised officer cannot be a referee.
* Include the reference letter as an attachment.
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| **REFEREE 1** |
| **Title**:  | **Given Name**:  | **Surname**:  |
| **Organisation:** | **Position**:  |
| **Email**:  |
| **REFEREE 2** |
| **Title**:  | **Given Name**:  | **Surname**:  |
| **Organisation:** | **Position**:  |
| **Email**:  |
| **PART EIGHT – SUMMARY OF THE INITIATIVE** |
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| **PART NINE - NOMINATOR** |
| **Title**:  | **Given Name**:  | **Surname**:  |
| **ID No:** | **Position**:  | **Rank**:  |
| **Phone:** | **Mobile**:  | **Post Nominals**:  |
| **Unit:** | **Region**:  | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Email:** |  [ ]  DM [ ]  State |
| **Relationship to Nominee:**  |
| **Is the nominee aware of this nomination?**  [ ]  Yes [ ]  No |
| **Signature:** | **Date**:  |
| **PART TEN – SIGHTED BY MANAGER** (e.g. Area/Zone Commander, Area/Regional Manager, Assistant Chief Officer, Executive Manager, Director)  |
| **Title:** | **Given Name:** | **Surname:** |
| **Position:** |
| **Signature:** | **Date:** |
| **Do you support this nomination?** [ ]  Yes [ ]  No (Please comment) |
| **Comments:****Note: this nomination must be progressed to the AC/DCO/ED/CFO/CIO/CHRO’s Office** |

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| **PART ELEVEN – ENDORSEMENT BY ASSISTANT COMMISSIONER / DEPUTY CHIEF OFFICER / EXECUTIVE DIRECTOR / CHIEF FINANCE OFFICER / CHIEF INFORMATION OFFICER / CHIEF HUMAN RESOURCE OFFICER** |
| **Title**:  | **Given Name**:  | **Surname**:  |
| **Signature**:  | **Date**:  |
| **Comments:**  |
| The Queensland Fire Department is collecting personal information for the purpose of processing nominations subject to the requirements of the Information Privacy Act 2009 (The IPA Act) which are defined in the eleven (11) Information Privacy Principles (IPPs). For information on the eleven IPPs, refer to Schedule 3 of the IPA Act. |

Guidelines

**General Information**

The Queensland Reconciliation Awards is an initiative of the Queensland Government through the Department of the Premier and Cabinet, and the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships.

The Queensland Reconciliation Awards continue to recognise businesses, community organisations, educational institutions and government agencies going above and beyond their core business to foster reconciliation and pave the way for a better future for our state.

The Awards recipients will be announced during National Reconciliation Week.

**Eligibility Criteria**

Members of the QFD workforce, paid and volunteer, are eligible for nomination for this award.

You cannot self-nominate for this award.

The nominees must have at least two referees, however, only one needs to be in written format.

You may submit up to five relevant supporting materials, such as portfolios, newspaper articles, videos, website address, relevant to your nomination.

[**THE FIVE DIMENSIONS OF RECONCILIATION**](https://www.qld.gov.au/__data/assets/pdf_file/0029/215696/2022-qra-guidelines.pdf?v2)

* **Race Relations -** All Australians understand and value Aboriginal and Torres Strait Islander and non-Indigenous cultures, rights and experiences, which results in stronger relationships based on trust and respect and that are free of racism.
* **Equality and equity** - Aboriginal peoples and Torres Strait Islander peoples participate equally in a range of life opportunities and the unique rights of Aboriginal peoples and Torres Strait Islander peoples are recognised and upheld.
* **Institutional integrity** - The active support of reconciliation by the nation’s political, business and community structures.
* **Unity** - An Australian society that values and recognises Aboriginal and Torres Strait Islander cultures and heritage as a proud part of a shared national identity.
* **Historical Acceptance** - All Australians understand and accept the wrongs of the past and their impact on Aboriginal peoples and Torres Strait Islander peoples. Australia makes amends for past policies and practices ensures these wrongs are never repeated.

**Nomination Process**

1. Nominations are made via a nominator within QFD.
2. Complete this form, provide supporting attachments, and submit to appropriate Manager for sighting. It is the responsibility of the nomination officer to ensure that the individual’s details are correct and to ensure that, to the best of their knowledge, the individual being nominated meets the eligibility criteria.
3. Managers are responsible for considering nominations regarding the eligibility criteria and ensuring the nomination is progressed.
4. Assistant Commissioner (AC)/Deputy Chief Officer (DCO)/Executive Director (ED), Chief Finance Officer (CFO), Chief Information Officer (CIO), Chief Human Resource Officer (CHRO) for approval.
5. The AC/DCO/ED/CFO/CIO/CHRO Office submits approved nominations to the QFD Honours, Reward and Recognition (HRR) Team.
6. The HRR Team conduct various credential checks and submit integrity checks to the Workforce Liaison Unit. Any adverse integrity checks are sent directly to the Division Head/Decision Maker for consideration.
7. All nominations meeting the eligibility criteria and are clear of integrity checks are progressed to the HRR Advisory Panel for recommendation to the Commissioner.
8. Once the Commissioner has approved, the HRR Team will finalise the nomination.