**COMMISSIONER’S AWARDS FOR EXCELLENCE**

**Nomination Form**

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| **The Commissioner’s Awards for Excellence recognises high performance and outstanding achievement across QFES.** | | | | |
| **PART ONE - CATEGORY** | | | | |
| Capable Communities | | Interoperable | | Intelligence |
| Sustainable | | Adaptive | | Values |
| Equity, Diversity, and Inclusion | | Employer Recognition Award | | |
| **PART TWO – NOMINEE/S** | | | | |
| **Title**: | **Given Name**: | | | **Surname**: |
| **ID** **No**: | **Position**: | | | **Rank**: |
| **Phone**: | **Mobile**: | | |  |
| **Email**: | | | |  |
| **PART THREE – WORK UNIT** | | | | |
|  | | | | |
| **PART FOUR – NOMINATOR** | | | | |
| **Title**: | **Given** **Name**: | | | **Surname**: |
| **ID No**: | **Position**: | | | **Rank**: |
| **Phone**: | **Mobile**: | | |  |
| **Email**: | | | | |
| **Relation to nominated individual/team/initiative**: | | | | |
| **Signature:** | | | | |
| **PART FIVE –PROJECT DESCRIPTION** | | | | |
| * Provide a brief overview (maximum 150 words) of the initiative, team or individual, including the purpose and outcomes. * Include the project type (pilot, proof of concept or full implementation) as well as the project status (e.g. in planning, in progress, pilot complete, initiative under valuation/review, initiative complete, initiative expanding). * Do not include confidential information. | | | | |
|  | | | | |
| **PART SIX – EVIDENCE TO MEET CRITERIA** (See page 6-7 for Criteria) | | | | |
| **Part A: OUTSTANDING DELIVERY** (Maximum 500 words) | | | | |
|  | | | | |
| **PART B: OUTCOMES AND IMPACT** (Maximum 500 words) | | | | |
|  | | | | |
| **PART C: ABOVE AND BEYOND** (Maximum 500 words) | | | | |
|  | | | | |
| **PART SEVEN - ATTACHMENTS** | | | | |
| * You may submit up to five relevant supporting materials to support your nomination * Further written material will not be accepted * Videos accepted * Photos accepted * Website URLs accepted | | | | |
| **Website URL:** https:// | | | | |
| **Video link:** | | | | |
| **Photos:** please include as an attachment to this nomination. Ensure they are JPEG or PDF files with a maximum file size of 5MB | | | | |
| **PART EIGHT – REFEREES** | | | | |
| **REFEREE 1** | | | | |
| **Title**: | **Given Name**: | | **Surname**: | |
| **Organisation:** | | | **Position**: | |
| **Email**: | | | | |
| **REFEREE 2** | | | | |
| **Title**: | **Given Name**: | | **Surname**: | |
| **Organisation:** | | | **Position**: | |
| **Email**: | | | | |
| **PART NINE – SIGHTED BY MANAGER** (e.g. Area/Zone Commander, Regional Manager, 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/ED’s Office** | | | | |
| **PART TEN – ENDORSEMENT BY ASSISTANT COMMISSIONER / EXECUTIVE DIRECTOR** | | | | |
| **Title**: | **Given Name**: | | **Surname**: | |
| **Signature**: | | | **Date**: | |
| **Comments:** | | | | |
| The Queensland Fire and Emergency Services 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 Commissioner’s Awards for Excellence recognises high performance and outstanding achievement across QFES.

Nominations will be accepted across the following categories:

* **Capable Communities:**

Local solutions to local problems achieve sustainable outcomes.

We focus on working with communities to develop knowledge and practical skills to maximise our capability to prevent or reduce the impact of emergency events and to speed recovery.

* **Interoperable:**

Our people and our partners work together in a seamless way.

We work together effectively in a coordinated way, we have an integrated system of people, knowledge and equipment to strengthen our capabilities across our organisation.

* **Intelligence:**

We have a culture that values evidence and intelligence-informed decision-making.

The community, our partners, and our people are empowered to make decisions with greater confidence because we collect, analyse and interpret a range of information. This becomes an integral part of better decision-making during emergencies in Queensland.

* **Sustainable:**

Economic, environmental and social sustainability go hand in hand to contribute to a capable and adaptive Queensland.

Sustainability means balancing the costs and benefits to the community, environment and economy. We deliver services informed by local risk, vulnerability and relevance.

* **Adaptive:**

We commit to building an adaptive capacity with the community and the emergency and disaster management sector to enhance our collective ability to manage the unexpected.

We proactively use our knowledge to continually challenge the way we work. We share our knowledge with the community, our partners and our own people. Adaptivity contributes to QFES helping communities become resilient.

* **Values**

*Trust, Integrity, Courage, Loyalty and Respect*

We all have the ability to strengthen our work experiences and improve our work environments. When we share common values, we create connections and a shared sense of belonging and purpose.  It is this experience that directly influences our satisfaction, wellbeing, and engagement at work.

* **Equity, Diversity and Inclusion**

We are committed to creating an inclusive and diverse workforce where people of diverse genders, sexes, and sexualities feel safe, are welcomed and accepted and staff and volunteers are free to be themselves.

* **QFES Employer Recognition Award:**

Volunteers and Auxiliary officers may nominate their primary employer where they have supported their role with QFES. This could include providing leave to attend emergencies, provide community education and/or undertake training.

In addition to the above categories, a Commissioner’s Outstanding Award for Excellence will be awarded to an initiative, team or individual that has demonstrated achievements that exceed core expectations.

**Eligibility Criteria**

Nominations must address the following criteria in the relevant section of the nomination form, not in the supporting documentation or project description.

**Part A – Outstanding delivery**

* Please demonstrate the project or initiative’s commitment to outstanding service delivery when addressing this criterion. Some guiding principles include:
* initiative shown by the team or individual in identifying the potential for improvement to systems or service provision to the public.
* evidence of innovation in responding to a challenge, opportunity or new policy, and in the delivery of the project, service or process.
* commitment to public sector values: customers first, ideas into action, unleash potential, be courageous and empower people.
* diversity and inclusion—devised, implemented or expanded initiative to foster greater inclusion in the workplace.
* responsiveness through customer service and service delivery.
* evidence the team or individual went above and beyond their normal duties.

**Part B – Outcomes and impact**

Please provide quantitative evidence in addressing project outcomes and impact when responding to this criterion.

* How did the work improve systems, services or outcomes for the people of Queensland?
* How did the project or initiative contribute to the Queensland Government’s objectives for the community?
* Where relevant, how did the project or initiative advance the opportunities for rural and regional Queenslanders?
* Detail the impact that the project has had for the benefit of Queenslanders.
* Provide evidence of any obstacles encountered and overcome.
* Provide evaluation and evidence of tangible results, showing your benchmarks and improvements (percentages, numbers, metrics and case studies).
* Did the work succeed where others have failed?
* Has the work been extended or is it being applied in other areas of, or outside of your organisation?
* In summary, what are the top three outcomes and impacts for Queensland or Queenslanders delivered by this project or initiative?

**Part C – Above and beyond**

Please provide qualitative evidence in addressing the actions above and beyond when responding to this criterion.

* How did the team or individual go above and beyond their normal duties?
* Has the work been applied in other areas of QFES or outside of QFES?

**Nomination Process**

1. Review the Award Categories and determine which one you will nominate in. You may wish to review the [QFES Strategic Plan](https://qfes.sharepoint.com/sites/gateway/strategy/planning/Documents/Forms/AllItems.aspx?id=/sites/gateway/strategy/planning/Documents/QFES_Strategic%20Plan_2022-26%20V1.1%20-%20new%20QG%20objectives.pdf&parent=/sites/gateway/strategy/planning/Documents&p=true&ga=1) to assist you in determining which guiding principle aligns best to your nomination.
2. Nominations are made via a nominator within QFES.
3. 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.
4. Managers are responsible for considering nominations regarding the eligibility criteria and ensuring the nomination is progressed.
5. Manager sighted nominations are to be submitted to the relevant Assistant Commissioner (AC)/Executive Director (ED) for approval.
6. AC/ED approved nominations are submitted to QFES Honours, Reward and Recognition (HRR) Team.
7. 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 Chair, HRR Advisory Panel for consideration.
8. All nominations meeting the eligibility criteria and are clear of integrity checks are progressed to a panel consisting of the Deputy Commissioners for recommendation to the Commissioner.
9. Once the Commissioner has approved, the HRR Team will finalise the nomination.