Australasian Fire and Emergency Service Authorities Council (AFAC)

**KNOWLEDGE INNOVATION AWARD**

**Nomination Form**

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| **The Knowledge Innovation Award seeks to recognise individual and agency knowledge management and research utilisation initiatives that contribute to an industry culture that supports knowledge creation and evidence-based decision making.**  |
| **PART ONE - NOMINATOR** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **ID** **No**:       | **Position**:       | **Rank**:       |
| **Phone**:       | **Mobile**:       | **Post Nominals** (if any):       |
| **Unit**:       | **Region**:       | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Email**:       |  [ ]  DM [ ]  State |
| **Signature**:       | **Date**:       |
| **PART TWO – NOMINEE/S** |
| **Title**:       | **Given** **Name**:       | **Surname**:       |
| **ID No**:       | **Position**:       | **Rank**:       |
| **Phone**:       | **Mobile**:       | **Post Nominals** (if any):       |
| **Unit**:       | **Region**:       | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **DOB**:       |  [ ]  DM [ ]  State |
| **Email**:       |
| **PART THREE – RESPONSIBILITY** (What is the nominee responsible for?) |
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| **PART FOUR - CATEGORY** |
| [ ]  Individual [ ]  Agency (Please name service):       |
| **PART FIVE – OUTLINE THE INNOVATION IN THE AREA OF KNOWLEDGE MANAGEMENT OR RESEARCH UTILISATION** |
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| **PART SIX – DESCRIBE THE LEVEL OF EXECUTIVE SUPPORT AND HOW THIS WAS OBTAINED** |
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| **PART SEVEN – DESCRIBE THE BENEFIT FOR THE AGENCY OF THE INNOVATION** |
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| **PART EIGHT – DESCRIBE THE IMPACT OR POTENTIAL IMPACT FOR THE SECTOR, INCLUDING WHETHER CHANGE IS SUSTAINABLE** |
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| **PART NINE – SUPPORTING COMMENTS BY THE NOMINATING OFFICER** |
|       |
| **PART TEN – SIGHTED BY MANAGER** (e.g. Area/Zone Commander, Regional Manager, Executive Manager, Director) |
| **Title:**       | **Given Name:**       | **Surname:**       |
| **Signature:**       | **Date:** |
| **Do you support this nomination?** [ ]  Yes [ ]  No (Please comment) |
| **Comments:**       |
| **PART ELEVEN – 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 AFAC Thinking Requires Knowledge: An Approach to Knowledge Creation outlines an approach to the creation and evolution of knowledge. The Strategy identifies four focus areas – people, content, process, and technology – and implementation actions for each area.

The Award seeks to recognise individual and agency knowledge management and research utilisation initiatives that contribute to an industry culture that supports knowledge creation and evidence-based decision making.

**Eligibility Criteria**

**Individual**

Individuals being nominated for this award must be able to demonstrate significant leadership and commitment to the enhancement of knowledge management and/or research utilisation during the previous 12 months. Areas of endeavour may include:

* Innovation in the way the individual works more effectively with knowledge and research
* Demonstrated leadership and personal motivation in knowledge management and/or research utilisation practices
* Sharing information, knowledge and research within and across agencies
* Demonstrating research utilisation to inform agency practice

**Agency**

An agency nominating for this award must be able to demonstrate significant leadership and commitment to the enhancement of knowledge management and/or research utilisation during the previous 12 months. Areas of endeavour may include:

* Development of processes to effectively capture research outcomes and embed in agency practice
* Development of documented business processes to facilitate research utilisation
* Development of knowledge management policy and/or practice
* Development of documented business processes to facilitate knowledge acquisition and transfer
* Sharing and collaboration within agency and/or across sector
* Development of technology solutions to enhance knowledge management
* Development of initiatives that bring people together to share knowledge and thinking

Nominations for both award categories must be accompanied by a description of:

* The innovation in the area of knowledge management or research utilisation
* The level of executive support and how this was obtained
* The benefit for the agency of the innovation
* The impact or potential impact for the sector, including whether the change is sustainable

The nominating officer must also provide supporting comments addressing the individual or agency’s work towards establishing knowledge innovation.

**Nomination Process**

1. Nominations are made via a nominator within QFES.
2. Complete this form 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. Manager sighted nominations are to be submitted to the relevant Assistant Commissioner (AC)/Executive Director (ED) for approval.
5. AC/ED approved nominations are submitted to QFES 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 Chair, HRR Advisory Panel 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.