Australasian Fire and Emergency Service Authorities Council (AFAC)

**LAURIE LAVELLE AWARD**

**Nomination Form**

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| **The Laurie Lavelle Award recognises staff and volunteers who have undertaken a role to significantly enhance knowledge, skills, operations, performance, or public profile in the emergency services sector in Australasia.** |
| **PART ONE - NOMINATOR** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **ID** **No**:       | **Position**:       | **Rank**:       |
| **Phone**:       | **Mobile**:       | **Post Nominals** (if any):       |
| **Region**:       | **Unit**:       | **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):       |
| **Region**:       | **Unit**:       | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **DOB**:       |  [ ]  DM [ ]  State |
| **Email**:       |
| **PART THREE – NOMINATION CATEGORY** |
| **[ ]** Education and Training | **[ ]** Research and Development | **[ ]** New Technology |
| **[ ]** Finance and Administration | **[ ]** Human Resource Management |  |
| **[ ]** Fire Suppression, Safety or Prevention | **[ ]** Community Education or Community Engagement |
| **PART FOUR – RESPONSIBILITY** (What is the nominee responsible for?) |
|  |
| **PART FIVE – OUTLINE THE ACHIEVEMENT OR INNOVATION AND SPECIFY THE AREA OF DEVELOPMENT** |
|       |
| **PART SIX – DESCRIBE THE BENEFIT OF THE NOMINEE’S ACHIEVEMENT OR INNOVATION FOR THE AGENCY** |
|       |
| **PART SEVEN – DESCRIBE THE IMPACT OR POTENTIAL IMPACTS OF THE NOMINEE’S ACHIEVEMENT OR INNOVATION ON OTHER AGENCIES** |
|       |
| **PART EIGHT – SUPPORTING COMMENTS BY THE NOMINATING OFFICER** |
|       |
| **PART NINE – 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:**      **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**

Any staff member or volunteer who has undertaken a role within an AFAC member agency, who has contributed significantly to enhancing knowledge, skills, operations, performance or public profile in the emergency services sector in Australasia is eligible to be nominated.

The award winner will be sponsored by AFAC to attend the annual conference.

AFAC will promote award winners on the AFAC website, in its monthly e-newsletter AFAC-news and via the AFAC social media channels. Winners will also be able to display details of the award through their own communication channels.

**Eligibility Criteria**

The nominees must be acknowledged by their organisation as demonstrating a significant commitment to the enhancement of the knowledge or skills, operations, performance or public profile in the emergency services sector; including fire, emergency services and land management, during the previous twelve months, in the areas of:

* education and training
* research and development
* fire suppression, safety, or prevention
* human resource management
* finance and administration
* new technology
* community education or community engagement

Nominations must be accompanied by a description of:

* the achievement or innovation in the specified area of development
* the benefit for the agency of the achievement or innovation, and
* the impact, or potential impact, of their achievement or innovation for other agencies

The nominating officer must also provide supporting comments indicating the nominee’s level of achievement in the specified area of development.

**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.