Australasian Fire and Emergency Service Authorities Council (AFAC)

**LEADING PRACTICE IN MENTAL HEALTH AWARD**

**Nomination Form**

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| **The Leading Practice in Mental Health Award seeks to recognise efforts to support an industry culture that adopts leading practice and spreads the benefits of innovative and creative mental health initiatives across all first responders in Australasia.** |
| **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?) |
|       |
| **PART FOUR - CATEGORY** |
| [ ]  Individual [ ]  Agency (Please name service):       |
| **PART FIVE – OUTLINE THE INNOVATION IN THE AREA OF MENTAL HEALTH AND WELLBEING** |
|       |
| **PART SIX – DESCRIBE THE LEVEL OF EXECUTIVE SUPPORT AND HOW THIS WAS OBTAINED** |
|       |
| **PART SEVEN – DESCRIBE THE BENEFIT FOR THE AGENCY OR SECTOR OF THE INITIATIVE**  |
|       |
| **PART EIGHT – DESCRIBE THE IMPACT OR POTENTIAL IMPACT FOR THE WIDER SECTOR, INCLUDING WHETHER CHANGE IS SUSTAINABLE** |
|       |
| **PART NINE – SUPPORTING COMMENTS TO BE PROVIDED 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:**      **Note: this nomination must be progressed to the AC/ED’s Office** |
| **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**

AFAC with member agencies has recognised the continued need to address mental health and wellbeing issues facing fire and emergency service personnel across Australasia. The AFAC Mental Health and Wellbeing Network addresses issues relating to mental health and wellbeing policy and practice, strategies and research.

Stewart & Heaton partnered with AFAC in April 2018 to recognise agencies that are at the forefront of leading practice in this space. Stewart & Heaton aim to support an industry culture that adopts leading practice and spreads the benefits of innovative and creative mental health initiatives, across all first responders in Australasia.

**Eligibility Criteria**

An agency nominating for this award must be able to demonstrate significant leadership and commitment to leading practice in mental health and wellbeing during the previous 12 months. Areas of endeavour may include:

* Development of processes to effectively capture mental health and wellbeing research outcomes and embed in agency practice
* Development of new documented business processes to facilitate mental health and wellbeing initiatives within the agency
* Case studies of projects, programs or initiatives using contemporary media and approaches
* Sharing and collaborating within agency and/or across sector of mental health and wellbeing initiatives
* Development of technology solutions to mental health and wellbeing
* Demonstration of positive practical benefit for emergency services personnel in the field

Nominations must be accompanied by a description of:

* The innovation in the area of mental health and wellbeing
* The level of executive support and how this was obtained
* The benefit for the agency or sector of the initiative
* The impact or potential impact for the wider sector, including whether the change is sustainable
* Supporting comments to be provided by the nominating officer

The nominating officer must also provide supporting comments addressing the nominee’s 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.