**COMMISSIONER’S AWARDS FOR EXCELLENCE**

**Nomination Form**

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| **The Commissioner’s Awards for Excellence recognises high performance and outstanding achievement across QFD.** |
| **PART ONE - CATEGORY** |
| [ ]  **Safety Champion** | **Operational Excellence** [ ]  Everyday Response [ ]  Deployment (intra-region, interstate or international) [ ]  Major Exercise Delivery |
| [ ]  **Outstanding Team or Unit** | [ ]  **Interoperable** |
| [ ]  **Values** | [ ]  **Everyday Respect** |
| [ ]  **Partnerships with Purpose** | [ ]  **Innovation and Adaption** |
| **PART TWO – NOMINEE/S \*Provide attachment of additional team member names and details (as below) in full** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **ID** **No**:       | **Position/Rank**:       | **DOB**:       |
| **Phone**:       | **Unit**:       | **Region**:       |
| **Email**:       |  |
| **PART THREE –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.
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| **PART FOUR – EVIDENCE TO MEET CRITERIA** (See page 5-6 for Criteria) |
| **Part A: OUTSTANDING DELIVERY** (Maximum 500 words) |
|       |
| **PART B: OUTCOMES AND IMPACT** (Maximum 500 words) |
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| **PART C: ABOVE AND BEYOND** (Maximum 500 words) |
|       |
| **PART FIVE - ATTACHMENTS** |
| * Additional supporting material may be submitted as an attachment
* 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 SIX – REFEREES** |
| **REFEREE 1** |
| **Name:**       | **Position:**       |
| **Email:**       | **Phone:**       |
| **REFEREE 2** |
| **Name:**       | **Position:**       |
| **Email:**       | **Phone:**       |

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| **PART SEVEN - NOMINATOR** |
| **Given Name**:       | **Surname**:       | **Position**:       |
| **Region**:       | **Phone**:       | **Email**:       |
| **Signature**:       | **Date**:       |  |
| **PART EIGHT – SIGHTED BY MANAGER** (e.g. Area/Zone Commander, Area/Regional Manager, Assistant Chief Officer, Executive Manager, Director) |
| **Given Name:**       | **Surname:**       | **Position:** |
| **Region**:       | **Phone**:       | **Email**:       |
| **Signature**:       | **Date**:       |  |
| **Do you support this nomination?** [ ]  Yes [ ]  No (Please comment) |
| **Comments:**      **Note: this nomination must be progressed to the AC/DCO/ED/CFO/CHRO’s Office** |
| **PART TEN – ENDORSEMENT BY ASSISTANT COMMISSIONER / DEPUTY CHIEF OFFICER /** **EXECUTIVE DIRECTOR / CHIEF FINANCE OFFICER / CHIEF HUMAN RESOURCE OFFICER /** **CHIEF INFORMATION OFFICER** |
| **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 Commissioner’s Awards for Excellence recognises high performance and outstanding achievement across QFD.

Nominations will be accepted across the following categories:

* **Safety champion**

*Advocating for a safe work environment so we can all return home safely.*

For developing and implementing sustainable safety solutions, or other safe work practices, that have improved risk management, injury prevention and safety culture.

* **Operational Excellence**
* **Everyday Response**
* **Deployment (intra-region, interstate, international)**
* **Major Exercise Delivery**

*Showcasing the strong operational partnerships and knowledge within the department.*

*For outstanding service delivery during a major incident, deployment, or major exercise, and contributing to the success of our response during disasters and emergencies. Our improved capabilities positively influence the community, our partners and our people to foster disaster resilience.*

* **Outstanding Team or Unit**

*A collective contribution that is focused on enhancing the department.*

*For a Team or Unit who have distinguished themselves by contributing to the betterment of the department by delivering on business objectives, operational response and programs/initiatives.*

* **Interoperable**

*Our people work together in a seamless way.*

*We work together effectively in a coordinated way across all services, sharing our systems, knowledge and equipment to strengthen our capabilities across the department and maximise public safety.*

* **Values**

*Respect, integrity, courage, loyalty and trust.*

*Our values are our guiding principles. When we embody our values, we create a positive and healthy workplace, which directly influences our satisfaction, wellbeing and engagement at work.*

* **Everyday Respect**

*Building a workplace where everyone is valued and accepted.*

*We are committed to creating an inclusive and diverse workforce where people are welcomed and accepted, and where staff and volunteers are free to be themselves.*

* **Partnerships with Purpose**

*Local solutions with local partners to achieve sustainable outcomes.*

*Through strong partnerships and cross-sector collaboration, we design and implement robust, impactful programs that create change and transform communities.*

* **Innovation and Adaption**

*A department where research and innovation are encouraged, supported, and enabled.*

*Enhancements in technology and innovative practices continue to influence, inform, and advance QFD operations so we can collectively meet the needs of the community now and into the future.*

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**

* What initiative was shown by the team or individual in identifying the potential for improvement to systems or delivery of service?
* What obstacles were encountered and how were these overcome?
* Was the project delivered on time and within budget?
* How did the team or individual inspire innovation through the delivery of this work?
* How did the team or individual display a comprehensive understanding of stakeholders and their priorities, needs and expectations?

**Part B – Outcomes and impact**

* How has this initiative, team or individual delivered outstanding service for QFD and the Queensland community?
* How has this initiative, team or individual contributed to the nominated award category or guiding principle?

**Part C – Above and beyond**

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

**Nomination Process**

1. Review the Award Categories and determine which one you will nominate in. You may wish to review the [QFD Strategic Plan](https://www.fire.qld.gov.au/sites/default/files/2024-07/QFD-Strategic-Plan.pdf) to assist you in determining which guiding principle aligns best to your nomination.
2. Prepare your nomination **based on the award criteria**.
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)/Deputy Chief Officer (DCO)/Executive Director (ED), Chief Finance Officer (CFO), Chief Human Resource Officer (CHRO), Chief Information Officer (CIO) for approval.
6. AC/DCO/ED/CFO/CHRO/CIO approved nominations are submitted to QFD 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 relevant Division Head/Decision Maker for consideration.
8. All nominations meeting the eligibility criteria and are clear of integrity checks are progressed to the Judging Panel consisting of the Executive Leadership Team for recommendation to the Commissioner.
9. Once the Commissioner has approved, the HRR Team will finalise the nomination.