



Australasian Fire and Emergency Service
Authorities Council (AFAC)

Lessons Management Award 2018

Proudly sponsored by
ISW Development Pty Ltd (ISW)



PROTOCOL AND NOMINATION FORM

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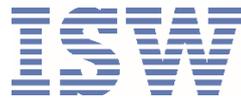
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Australasian Fire and Emergency Service Authorities Council (AFAC)

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PROTOCOL

BACKGROUND

AFAC with member agencies has recognised the continued need to develop lessons management capability across the fire and emergency services in Australia. The AFAC Knowledge, Innovation and Research Utilisation Network develops and advocates approaches that support the development and sharing of good practice in knowledge management, lessons management, innovation and cultural practices that support our business at all levels.

ISW Development Pty Ltd have partnered with AFAC to recognise agencies that are at the forefront of leading practice in this space. ISW aim to support an industry culture that adopts leading practice in lessons management capability and development across the fire and emergency services sector.

VALUE OF THE AWARD

In recognition of their efforts to develop lessons management capability within their agency and across the sector, the winning agency will receive:

- recognition of their project through the presentation of an award at the Lessons Management Forum 2018 being held in Melbourne in August 2018
- a certificate to all team members involved in the development of the winning project
- an opportunity to present on their winning lessons management capability project at the Lessons Management Forum 2018
- two free passes to the Lessons Management Forum 2018 to the value of \$770.

AFAC will profile award winners on the AFAC website and through AFAC News. Winners will also be able to display details of the award through their own communication channels.

CONDITIONS OF ENTRY

1. Only AFAC member agencies are eligible for this award.
2. The agency must be willing to allow members of the award selection panel to have contact with all person(s) who have been involved in the initiative nominated for the award, or who are in leadership positions within the agency. A contact person should be specified.
3. The nomination forms are to be endorsed by the CEO/Commissioner/Chief Officer/Senior Manager of the agency.
4. There are no limits to the number of nominations submitted per agency.

SELECTION CRITERIA

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

- development of processes to effectively capture lessons management outcomes and embed in agency practice
- development of new documented business processes to facilitate lessons management initiatives within the agency
- case studies of projects, programs or initiatives using contemporary approaches
- sharing and collaboration within agency and/or across sector lessons management initiatives
- development of technology solutions to lessons management
- demonstration of positive practical benefit for the sector.

Nominations must be accompanied by a description of:

- the innovation in the area of lessons management
- 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 (optional).

The nominating officer must also provide supporting comments addressing the nominee's or agency's work towards establishing lessons management.

NOMINATION PROCESS

Nominations should be endorsed by the agency's Commissioner, Chief Officer or s Senior Manager and forwarded to lessons@afac.com.au by **COB Friday 3 August 2018**. The attached nomination form is to be used.

SELECTION PANEL

The successful candidate will be selected by the AFAC Knowledge, Innovation and Research Utilisation Network (KIRUN) members. The successful nomination will be advised by Wednesday 8 August 2018.

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Knowledge Management Award 2018

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Nomination form

Date: _____

Agency: _____

Contact person: _____

Details of initiative

In the defined area provided, please outline the nominees' achievement against each of the selection criteria. Applications with attached evidence will be viewed favourably.

(I) Outline the innovation in the area of knowledge management.

(II) Describe the benefit for the agency or sector of the initiative.

(III) Describe how it contributes to the development of lessons management capability.

(IV) Describe the impact or potential impact for the wider sector, including whether change is sustainable.

(V) Supporting comments to be provided by the nominating officer (optional).

Declaration

Nominating Officer: _____ Date: _____

CEO Endorsement: _____ Date: _____

Nominations to be submitted to AFAC at lessons@afac.com.au by Friday 3 August 2018.