

14th July 2010



INAUGURAL AFAC MOTOROLA “KNOWLEDGE INNOVATION” AWARD - 2010

Nominations are now being received for the **Inaugural AFAC/Motorola “Knowledge Innovation Award”**. This is a new award comprising two categories:

Individual Award

In recognition of the innovation, creativity and contribution an individual staff member or volunteer has made to the advancement of knowledge management in their agency or jurisdiction.

Agency Award

In recognition of an AFAC member agency for its demonstrated commitment to ensuring knowledge management is an accepted and valued management practice.

We are extremely grateful that **Motorola** have agreed to fund this Award. The value of each Award is as follows:

Individual Award

The Award winner will be sponsored by Motorola to attend a Conference of their choice to the value of \$2500. This may include conference registration fees, travel, accommodation and sundry expenses.

Agency Award

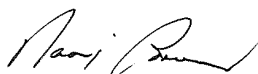
In recognition of their efforts to assist with growing a knowledge management culture, the winning Agency will have their name placed on a perpetual trophy that will be displayed in the AFAC office, and also receive a plaque in recognition of their efforts.

AFAC will profile Award winners on the AFAC Knowledge Web and Corporate website and through the AFAC newsletter. Winners will also be able to display details of the Award through their own communication channels.

This Award will be presented at the Opening Ceremony of the 2010 Conference to be held on Wednesday 8th September 2010 at the Darwin Convention Centre.

*To facilitate your agency’s nomination, I have enclosed a copy of the program protocol and nomination form. It would be greatly appreciated if you could forward your agencies nomination no later than **Friday 6th August 2010**. If you have any enquiries or concerns, please contact Lynette White on (03) 9418 5206 or email on lynette.white@afac.com.au.*

Yours sincerely,



NAOMI BROWN
CHIEF EXECUTIVE OFFICER Enc



AUSTRALASIAN FIRE AND EMERGENCY SERVICE AUTHORITIES COUNCIL

“KNOWLEDGE INNOVATION” AWARD – 2010



**PROTOCOL &
NOMINATION FORM**

AUSTRALASIAN FIRE AND EMERGENCY SERVICE AUTHORITIES COUNCIL

“Knowledge Innovation Award” – 2010

PROTOCOL

Award Categories

Individual Award

In recognition of the innovation, creativity and contribution an individual staff member or volunteer has made to the advancement of knowledge management in their agency or jurisdiction.

Agency Award

In recognition of an AFAC member agency for its demonstrated commitment to ensuring knowledge management is an accepted and valued management practice.

Value of the Award

Individual Award

In recognition of their effort over and above their normal role, the Award winner will be sponsored by Motorola to attend a Conference of their choice to the value of \$2500. This may include conference registration fees, travel, accommodation and sundry expenses.

Agency Award

In recognition of their efforts to assist with growing a knowledge management culture, the winning Agency will have their name placed on a perpetual trophy that will be displayed in the AFAC office, and will also receive a plaque in recognition of their efforts.

AFAC will profile Award winners on the AFAC Knowledge Web and Corporate website and through the AFAC newsletter. Winners will also be able to display details of the Award through their own communication channels.

Conditions of Entry

1. Only AFAC member agencies and their staff or volunteers are eligible for this Award.
2. The agency of the nominee must be willing to allow members of the Award selection panel to have contact with all person(s) who have nominated for the Award, or who are in leadership positions within the

- Agency. In the case of the agency award, a contact person should be specified.
3. The nomination forms are to be endorsed by the CEO or Executive Director of the agency.
 4. Only one nomination per category (individual or agency) is permitted from each member agency in any given year.
 5. A person or agency nominated in the previous year may be re-nominated in the following year. To ensure the Award is shared among the members of AFAC, Award winners who have won for the past two consecutive years cannot enter in a subsequent year.

Selection Criteria

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

- Innovation in the way an agency works more effectively with knowledge
- Development of processes to effectively capture research outcomes and embed in agency practice
- 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

Nominations must be accompanied by a description of:

- The innovation in the area of knowledge management
- The level of executive support for the innovation 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 nominee's or agency's work towards establishing knowledge innovation.

Nomination process

Nominations should be endorsed by the agency's CEO and forwarded to Lynette White in the AFAC office by **Friday 6th August 2010**. The attached nomination form is to be used (please email lynette.white@afac.com.au if you would like an electronic version of the form).

Selection Panel

The successful candidate will be selected by the AFAC Committee of Management.



**AUSTRALASIAN FIRE AND EMERGENCY SERVICE
AUTHORITIES COUNCIL**

“Knowledge Innovation Award” – 2010

Nomination Form

Date: _____

For Individual Award

Name of nominee: _____

Position: _____

Agency: _____

For Agency Award

Agency: _____

Contact person: _____


In the defined area provided, please outline the nominees' achievement against each of the selection criteria.

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

(II) Describe the level of executive support for the innovation and how this was obtained.

(III) Describe the benefit for the agency of the innovation.

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



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

For Individual Award:

Signature of Nominee: _____ Date: _____

Nominating Officer: _____ Date: _____

CEO Endorsement: _____ Date: _____

For Agency Award

Nominating Officer: _____ Date: _____

CEO Endorsement: _____ Date: _____

