



Recognising
Excellence



The 2018 Spirit of CFA Awards

The inaugural Spirit of CFA Awards will recognise the excellence achieved in voluntary and employee service and will highlight the very best of CFA. The Awards are proudly supported by BankVic and the Victorian Government Valuing Volunteers Program.

Local communities, organisations, government agencies, brigades, districts and regions are welcome and encouraged to nominate individuals or teams for an award. We're especially interested to hear about the quiet achievers in CFA who go about their daily work without any thought of being recognised.

The Award Ceremony will be held on Sunday 20 May in Ballarat.

Award Categories

- Excellence in Community Engagement Award
- Youth Award
- Seniors Award
- Living the Values Award
- Inclusion & Fairness Champion Award
- Excellence in Partnership Development Award
- Excellence in Interagency or Group Cooperation Award
- Excellence in Sustainability Planning Award
- Excellence in Innovation Award

The Youth, Seniors and Living the Values Awards are only available to individuals. All other Awards are available to individuals and teams.

Nomination process

The nomination process is very easy. No self-nominations are allowed.

Nominations are submitted via the CFA website – Spirit of CFA Awards Page – Awards Force Platform

- Create log in
- Pick category
- Answer 5 questions
- You can save the nomination after starting and complete at a later stage (before midnight 8 April)

Key Milestones

Nominations open	Now
Nominations close	Midnight 8 April
Due diligence process	9 April – 10 April
Regional Approval	11 April – 15 April
Online judging starts	16 April
Online judging finishes	24 April
ANZAC DAY	25 April
Steering committee endorsement	27 April
Finalists announced	2 May
Awards ceremony	20 May

Judging

Each category will have three judges.

Judging will be online via the Awards Force platform.

CFA representatives (ACO, OM, VST RM) will be invited next week and will be sent clear guidelines once confirmed.

Communications schedule

We will be communicating broadly with all CFA members across the state via a variety of channels over the coming weeks to promote the Awards and drive nominations.

Date	Communication
March	Firewise ad
1-Mar	Intranet/brigades online banners
1-Mar	Website banner on CFA public website with link to Spirit of CFA Awards page
9-Mar	Email to ACO/OM – initial briefing

9-Mar	Posters around HQ Burwood
10-Mar	Posters/flyers at State Championships Bendigo
13-Mar	Email to MCS/CEC/BASO – initial briefing
14-Mar	From the Chief Officer -to all members
15-Mar to 18 March	Email banner for internal and external emails
20-Mar	Email to external stakeholders
20-Mar	Brief VST communications team
20 March – 31 April	Posters and flyers with the MEU visiting various events across Victoria
20-Mar to 20 May	digital ad on screen at CFA reception
21 March	Social post
21 March	Info pack to all internal stakeholders
21-Mar	Facebook post on public and CO pages
27 -Mar	CEO message on social media
27-Mar	Follow up email to un-opened
3-Apr	“One week left” to nominate social post
3-Apr	“One week left” emails to CFA departments
5 April	Brigade magazine ad
2 May – 20 May	Profiling of finalists
20 May	Announcement of winners on social media
20 May – 20 June	Digital screen at HQ reception - Announcement of winners

*Please note this schedule should be used as a guide and dates can slightly change

Resources

We have attached some resources which you can use to promote the Awards in your area.

Flyer/ A4 Poster

- Share with your brigades and encourage them to promote

- Print and place around district offices and local businesses



Social media posts and cover photo

- Share on your social media pages (Facebook, Instagram, Twitter)
- Use #SpiritofCFA
- Copy and past one of these example post:
 - Nominations closing 8 April!!!
The Awards recognise and highlight the very best of CFA staff and volunteers. We need your help, let us know about the quiet achievers
Nominate a CFA member or team now via www.cfa.vic.gov.au/spiritofcfaawards
 - Only one week left!!
Don't miss out on your chance to recognise one of our outstanding members or teams. We want to hear from you
Nominate a CFA member or team now
www.cfa.vic.gov.au/spiritofcfaawards



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Radio script example

Nominations are open for the first ever Spirit of CFA Awards. We know Victorians always chip in where they can but we are looking for those who go even further; the ones who stand out. Do you know a CFA member or team who always goes the extra mile? Nominate them now for the Spirit of CFA Awards. Nominations close at midnight 8 April. Don't miss out. Go to the CFA website and click on Spirit of CFA Awards or contact your local district.

Frequently asked questions (FAQ'S)

Who is eligible for nomination? Can I nominate myself or my group?

- Each category has its own eligibility criteria. Please check each category eligibility criteria, which can be found under each category description online.
- Unfortunately self-nominations are not available.

I work for an organisation that is sponsoring the Award. Can I still nominate for this Award?

- Most definitely. Every nomination is judged on its merit, not on the organisation the nominee volunteers or works for.

How do I nominate someone for an Award?

- To make a nomination click the 'nominate now' link on cfa.vic.gov.au/spiritofcfaawards and select the category you wish to enter.

How many nominations can I make?

- There is no limit; however each nomination must be made on a separate form.

When do nominations open and close?

- Open Friday 16 February 2018
- Close 11.59pm on Sunday 8 April 2018

How do I know if you have received my nomination?

- All nominations will be acknowledged by email on submission. If you do not receive an automated email, please email spiritofcfaawards@cfa.vic.gov.au

Will nominations be returned?

- As nominations are made online they cannot be returned.

Can I nominate someone but not give my name?

- No. We need your name and contact details in case your nomination gets to the finalist round.

Do I have to tell the nominee I am nominating them?

- Yes. It is a condition of entry that you have informed the nominee. Please do not nominate someone if they have asked you not to.
- Please note that you will also be required to provide contact details for the nominee, this includes the correct spelling of their legal name as part of your nomination.
- You do not have to have the nominee look over your nomination before completing it, however we suggest talking about the questions with them – they may be able to offer some extra information.

How are the nominations judged and the finalist chosen?

- All nominations will be reviewed and approved by the local District/Region to ensure due diligence prior to judging.
- Nominations will be assessed by an independent Judging Panel. Nominations will be scored against the criteria set out in the Nomination Category.
- Each category has its own Judging Panel, consisting of three judges with a demonstrated breadth of experience working in the fire and emergency services sector.
- In order to maintain an impartial judging process, a sponsoring organisation is not permitted to judge their sponsored Award category.

When are the winners announced?

- The winners will be announced at a Spirit of CFA Awards presentation ceremony in Ballarat on Sunday 20 May 2018.

Who were the previous winners?

- 2018 is the first year of the Spirit of CFA Awards.

I don't know the last name of the volunteer/employee or team name I want to nominate?

- You need to tell the volunteer/employee or team that you are nominating them as a condition of entry. We require the correct spelling of their legal full name as well as their email address (preferable) and contact mobile number.
- You do not need to tell the volunteer/employee or team what details you are putting in the nomination form, but you may find they can provide further more information about their work that will make a stronger application for an award.
- CFA will not share the details of your entry with your nominee unless they progress to the finalist round.

I don't have access to a computer or I don't have access to the internet, how can I nominate?

- CFA district staff will be able to assist you to make a nomination. Please contact your closest District/Regional Office.

Can I find out if I or the program that I am involved in has been nominated yet?

- Yes, only until 5pm on 6 April prior to nominations closing. CFA can view the nominations and confirm if you, or your volunteer / employee/ team, have been nominated, and in which category. We cannot provide any further information, (e.g. what it says).

Whoops! I just found out more about my nominee, can I redo my nomination?

- Yes, as long as it is done by the closing date and time.

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- Please re-do your nomination, and then send us an email to tell us that you wish to replace your original submitted nomination with an updated one. In your email please give us your contact details and the category you had nominated under so we can find your submitted nomination easily.
 - Our email is: spiritofcfaawards@cfa.vic.gov.au

Can I nominate someone who has deceased?

- No, unfortunately not.

Contact

For more information: spiritofcfaawards@cfa.vic.gov.au