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Innovation application

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important information

This application form is due by **6:00pm Friday 26 May 2017.**

To submit your application please email it along with your supporting documents to: [riskservices@suncorp.com.au](mailto:riskservices@suncorp.com.au)

A submission summary is required to promote your submission in the App.

Innovation in the NSW public sector is about creating the right environment for ideas and actions, and adopting new behaviours and ways of thinking. It can mean generating and implementing new ideas; changing or creating more effective processes or ways of doing things; or adapting to changes. It can be incremental, substantial or radical. It can be achieved through technology or by following a targeted strategic process.

**Innovative Process** is open for organisations that can demonstrate the application of an existing process in a new way creating positive changes and more effective processes.

**Innovative Design** will judge the development by agencies of a new or unique application, product or tool that is successful in implementing new ideas and more effective ways of doing things to reduce risk.

**Reporting and Risk Intelligence** is available for agencies that can show innovative ways to gather intelligence and disseminate successfully through their organisation to drive positive outcomes.

# Judging Criteria

*Your application must clearly state how each criterion is met and be accompanied by supporting documentation.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Innovation**  **40%** | **Implementation**  **20%** | **Integration**  **20%** | **Success**  **10%** | **Effectiveness**  **10%** |
| **Nominations for Innovation Award** | | | | |
| Innovative Process  Application of an existing process in a new way  OR  Innovative Design  The development of a new or unique application, product or tool  OR  Reporting & Risk Intelligence  The ability of the agency to gather appropriate information and disseminate successfully to identify uncertainties influencing the way risk is managed | Executive buy-in  Implementation planning and execution  Understanding the impact on stakeholders  Consultation framework  Above criteria and consider:  How the intelligence is analysed and presented to its intended audience | Consistent uptake and application of the process across the agency/ department  Above criteria and consider:  How does it assist the agency meet its corporate goals and objectives | Clear and demonstrated indicators of success  Above criteria and consider:  How do you measure its success in regards to engagement; use and stakeholder feedback | Recorded or anticipated (justified) improvements in organisational risk management performance resulting from this innovation  Above criteria and consider:  What are examples or impacts of this intelligence and reporting been used effectively by the recipients |

For this category the term innovation is interpreted from the NSW Public Service Commission document “ideas at work”

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# Instructions

For your submission to be considered, the case study and submission summary must be completed in full.

Information to support your Award submission (e.g. organisation chart, reports, statistics, promotional material, references) may be submitted separately via email to [riskservices@suncorp.com.au](mailto:riskservices@suncorp.com.au) no later than **6:00pm Friday, 26 May 2017.**

applicant details

|  |  |
| --- | --- |
| Candidate’s name: | Click here to enter text. |
| TMF Agency: | Click here to enter text. |
| Position title/team business unit: | Click here to enter text. |
| Email address: | Click here to enter text. |
| Contact number: | Click here to enter text. |

***If more than one organisation has been involved in the project, please complete the following:***

|  |  |
| --- | --- |
| Partnering organisation: | Click here to enter text. |
| Relationship to lead: | Click here to enter text. |
| Partner contact person: | Click here to enter text. |
| Partner position title: | Click here to enter text. |
| Partner email address: | Click here to enter text. |
| Partner contact number: | Click here to enter text. |
| Brief description of the role played in the project: *(100 word max)* | |
| Click here to enter text. | |

# Executive sign off (due 9 June 2017)

|  |  |
| --- | --- |
| Signature of CEO (or approved delegate): |  |
| Date signed: | Click here to enter text. |
| Name: | Click here to enter text. |
| Position title: | Click here to enter text. |
| Email address: | Click here to enter text. |
| Contact number: | Click here to enter text. |

|  |  |
| --- | --- |
| Yes | No |
| *Please highlight* | |

I agree to **icare self insurance** publishing details from my completed application form on its website and using the materials from my application to produce case studies and agency learning.

application form

Please indicate which sub-category you are applying for:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub-category** | **Large agency**  (more than 5000 FTE) | **Medium agency**  (between 200 - 5000 FTE) | **Small agency**  (under 200 FTE) |
| Innovative process |  |  |  |
| Innovative design |  |  |  |
| Reporting and Risk Intelligence |  |  |  |

Submission summary (200 word max)

*This will be used to promote your submission in the App.*

|  |
| --- |
| Click here to enter text. |

Case Study: Title

Insert a striking quote or figure here

**This should be two to three paragraphs in short sharp sentence format. Outline the issue/ incident/ findings and any significant parts of the case. Provide high level summary of events. The name of the agency or department should be in this section unless confidential material is being shared.**

Overview

Introduction to the agency - describe what your agency/ department does. A few paragraphs and or dot points about who, what, when, where, and why facts.

Background

Introduction to the issue being addressed

Start this section with an introductory line, e.g. 'The following processes and measures were implemented to address XXX issue:'...

What actions were initiated to address the issue outlined under 'Background' above? i.e. Describe the approach:

* Scope of project
* Planning process
* Needs assessment and evaluation methodology

Describe any investigations, audits or inquiries made and the measurements taken.

The journey to change

What actions were initiated to address the issue outlined under 'Background' above? i.e.

Start this section with an introductory line, e.g. 'The following processes and measures were implemented to address XXX issue:'...

Describe the implementation:

* Executive buy-in
* Implementation of the project
* Impact on stakeholders
* Consultation framework

Describe the integration with:

* Other business systems
* Strategic, business and/or project planning
* Other agency programs

Describe any investigations, audits or inquiries made and the measurements taken.

Insert helpful graphs or images. Use Smart Art and colour using guide on the next page.

Try not to use too many acronyms or excessive capitalisation.

Include Client or Agency logo in the body of the text if appropriate

Results

Describe the performance

* How did the project improve organisational performance?
* Did staff engagement improve and was it measurable via survey?

Describe the performance measurement

* KPIs
* Benchmarking
* Guidelines
* How many staff undertook/will undertake the new training?
* Are there follow-up quality assessments made?

Challenges

Future strategies

***This is the end of the application.***