**QFES HONOURS, REWARD AND RECOGNITION**

**EMERGENCY SERVICES MEDAL
NOMINATION FORM**

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| **The ESM recognises distinguished service by members of emergency services across Australia, and people who are involved in emergency management, training or education.** |
| **PART ONE - NOMINATOR DETAILS** |
| **Title:** | **Given Name:** | **Surname:** |
| **Gender:** | **Contact details:** | **Post-nominals (if any):** |
| **Service:** | **Region:** | **Unit:** |
| **Email address:** |
| **Residential address:**  |
| **Position/occupation:**  |
| **PART TWO - NOMINEE DETAILS** |
| **Title:** | **Given Name:** | **Surname:** |
| **Gender:** | **DOB:** | **ID No:** |
| **Service:** | **Region:** | **Unit:** |
| **Contact details:** |
| **Email address:** |
| **Residential address:** |
| **Position/occupation:** |
| **PART THREE – NOMINATION STATEMENT****Detail how the nominee has provided distinguished service.** Service is distinguished if it was seen to demonstrate a high degree of resourcefulness and devotion to duty in a particular situation, or in the exemplary discharge of special duties, above and beyond normal work. |
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| **PART FOUR – NOMINATING OFFICER DECLARATION** |
| **Name:** | **Position:** |
| **Signed:** | **Date:** |
| **Email:** | **Service/Region:** |
| **□** I have attached three reference statements to support this nomination |
| **PART FIVE – ENDORSEMENT BY MANAGER** (e.g. Area/Zone Commander, Regional Manager, Executive Manager, Director)**:** |
| **Name:** | **Position:** |
| **Signed:** | **Date:** |
| **PART SIX – ENDORSEMENT BY ASSISTANT COMMISSIONER/EXECUTIVE DIRECTOR** |
| **Name:** | **Position:** |
| **Signed:** | **Date:** |
| **Comments:** |
| The Queensland Fire and Emergency Services 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 Emergency Services Medal was instituted in 1999 to recognise those who have rendered distinguished service as a member of an Australian emergency service. It is awarded to both those in state services and voluntary organisations. The Emergency Services Medal also recognises people who are involved in emergency management, training or education.

The number of medals of each State in each calendar year shall be:

1. One medal for each 1,000 full-time members, or part of 1,000 full-time members
2. One medal for each 5,000 or part of 5,000 part-time, volunteer or auxiliary members

Nominations are considered by the Governor-General on the recommendation of the responsible Commonwealth, state and territory ministers. The awards are announced on Australia Day (January 26) and the Queen’s Birthday (June) of each year.

**Eligibility Criteria**

Members of the QFES workforce, paid and volunteer, may be nominated for this award

You cannot self-nominate for this award.

**Nomination Process ‘How do I do it’**

1. Nominations will be called twice a year (approx. April and September) to coincide with Australia Day and the Queen’s Birthday.
2. Nominations are via a nominator within QFES.
3. Complete this form and submit to appropriate Manager for endorsement. 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 either ensuring the nomination is progressed or providing notification that the nomination will not be endorsed.
5. Manager endorsed nominations are to be submitted to the relevant Assistant Commissioner (AC)/Executive Director (ED) for approval. The AC/ED is to ensure the nominee meets the eligibility criteria.
6. AC/ED approved nominations are submitted to QFES Honours, Reward and Recognition (HRR) Team via the AC/ED’s Office.
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 Chair, HRR Advisory Panel for consideration.
8. All nominations meeting the eligibility criteria and are clear of integrity checks are progressed to the HRR Advisory Panel for recommendation to the Commissioner.
9. Once the Commissioner has approved, the HRR Team will escalate to the Minister and the Premier of Queensland prior to submission to the Governor-Generals Office in Canberra.