

Procedure

SES TBA

Effective Date 22/11/18

SES Life Member Award

The Queensland State Emergency Service (SES) Life Member Award (LMA) recognise SES volunteer members who have given a strong, outstanding individual commitment and special contribution to the service.

The SES LMA would be announced and presented at the annual SES Week State Awards Ceremony (SWSAC), held in October.

Expected Outcomes

- That length of service and commitment given to the SES will be recognised and acknowledged by way of a formal process.
- That a clear process will exist to determine Life Members.
- That by presenting LMAs, the Queensland SES will build a culture, legacy and history of its own.
- That Life Members will become mentors for other members within the service.

Eligibility

- All SES **active and reserve** members who meet the criteria below will be eligible for nomination for the LMA.
 - Former SES volunteers, **inactive** members, who wish to be nominated for the LMA may be considered for assessment in exceptional circumstances.
 - Bestowed Life Members who wish to retire from being an **active** member will remain as an ongoing **reserve** member.
- To be eligible for nomination, nominees need to have been an **active** member of the SES for minimum of twenty-five (25) years.
 - Nominations will be accepted on behalf of members who have given exceptional service over a lesser time and who cannot continue their active involvement in the SES due to illness or other unavoidable reasons.
 - Under special circumstances, nominations will be considered for members who have given exceptional service for a minimum of twenty (20) years' service. (Determination of special circumstances will be based largely on the information and documentation provided with the nomination.)
- The number of Life Members presented annually shall be limited to a maximum of seven (7), however the Assistant Commissioner SES (AC SES) reserves the right to increase or decrease the number of awards presented in any one year where exceptional circumstances prevail.
 - In the inaugural year of the LMA the AC SES will increase the number of awards presented dependant on nominations received and assessed.

Criteria

Nominations would be assessed using the following criteria and guidance by the relevant Regional Director/Manager:

- Length and continuity of service in the SES, if applicable interstate SES service can be included
 - i.e. minimum of 25 years' service with minimal breaks in that service period
- High level of contribution demonstrated to training and operations, including hours and quality of operational activity
 - i.e. how involved has the nominee been within the SES
- Significant achievements within SES and externally
 - i.e. has the nominee received any awards
- General demeanour, attitude and behavioural history
 - i.e. how has the nominee affected other members
- Participating actively in community engagement and commitment to the community
 - i.e. how involved has the nominee been within the community
- Involvement in the wider body, e.g. Queensland Fire and Emergency Services (QFES), Queensland Police Service, relevant Local Government/s
 - i.e. how involved has the nominee been overall
- Overall distinguished levels of services



- i.e. overall has the nominee performed their duties with distinction
- Outstanding initiatives by a SES member to increase Member recruitment, public awareness of the SES, and/or Group/Unit effectiveness
 - i.e. has the nominee been actively involved in strategies and/or actions for the betterment/advancement of SES

Nominations

- Any member of the SES may complete a LMA Nomination Form for another member, in accordance with the nominee having met the above eligibility and below criteria. (Forms are available on the QFES Gateway, Honours and Awards page, https://qfes.psba.qld.gov.au/our_org/scs/hcm/hcos/honoursawards/Pages/default.aspx.)
- Nominations may be received at any time throughout the year, however would close three (3) months before the date set for the SWSAC of that year. Nominations received after this date would automatically be considered with the following year's nominations.
- Individuals may not nominate themselves.
- Nominations are to be supported by the relevant Local Controller.
- Nominations are to be initially received and processed by the Area Controller, then recommended to the Regional Director/Manager or their delegate for a 'due diligence' check and endorsement prior to progressing to SES State Office.
- SES State Office will perform the necessary 'performance and integrity' checks on all nominations received.

Selection Procedure

- As a peer group, the Volunteer Consultative Committee (VCC) will be the appropriate judging panel for the SES LMA to review and make recommendation to the AC SES, for consideration and final approval.
- The decisions reached by the AC SES, would be final and would be kept confidential until the successful recipients have been advised and invited to the SWSAC.
- VCC members may be required to ascertain relevant information in order to make a fully informed decision. This may include speaking with Group Leaders, Local Controllers, Area Controller and Regional Managers.
- On approval of nominations, successful nominees will be invited to the annual SWSAC.
- Feedback on unsuccessful nominations will be provided to the nominator upon request.

Award

Life members shall be afforded the following conditions:

- A framed certificate
- A special Life Member badge will be presented to each recipient
- Invitations to attend SES events

Presentation

- The SES LMAs will be presented by the AC SES during the annual SWSAC, typically held in October.
- The AC SES will write to each recipient advising of their successful nomination and to invite them to attend the SWSAC.
- SES will coordinate the recipient/s' attendance at the SWSAC.
- If any SES LMA recipient is unable to attend the SWSAC, their LMA can be presented either to a nominated proxy or regionally, by an Assistant Commissioner level QFES Officer, after the SWSAC. (Under exceptional circumstances the LMA can be presented regionally by the respective SES Regional Director/Manager.)

Appeals

- Appeals can be submitted to, and will be determined by, the Deputy Commissioner, Emergency Management, Volunteerism & Community Resilience, QFES.

Withdrawal of LMA

- The LMA can be withdrawn by the AC SES due to transgressions against the Public Service Commission's Conduct and Performance Excellence (CaPE) reporting service or relevant criminal convictions.

Acronyms and Definitions

AC SES	Assistant Commissioner State Emergency Service
CaPE	Conduct and Performance Excellence
LMA	Life Member Award
QFES	Queensland Fire and Emergency Services
SES	State Emergency Service
SWSAC	SES Week State Awards Ceremony
VCC	Volunteer Consultative Committee
Due diligence check	Nominee screening of the required LMA criteria: Length of service period (breaks/reserve periods), Activity level both operational and non-operational, Awards received, Behavioural history and demeanour, etc
Performance and integrity check	Nominee screening with QFES public officers and other persons managing or investigating misconduct allegations.

Procedural Steps

Step	Action	Detail	Responsibility
1	Nominations	<p>1.1 Nominations can be completed and submitted any time throughout the year.</p> <ul style="list-style-type: none"> Nominations will close three (3) months before the date set for the SWSAC of that year. Nominations received after this date would automatically be considered with the following year's nominations. 	SES State Office, Mgmt Support Services (MSS),
2	Submissions	<p>2.1 When submitting nominations:</p> <ul style="list-style-type: none"> Complete a separate LMA nomination form for each nominee Supply any appropriate supporting documentation or evidence, if needed Seek relevant Local Controller support and signature Mark the nomination as 'Confidential' and submit to the relevant SES Area Controller 	Nominator
3	Administrations	<p>3.1 Nominations are to be initially received and processed by the Area Controller in the nominee's respective SES regional area prior to being recommended to the Regional Director/Manager</p> <ul style="list-style-type: none"> Prepares documentation for 'due diligence' check 	Area Controller
		<p>3.2 Regional Director/Manager or their delegate will process and perform 'due diligence' checks on the nominee prior to progressing to SES State Office. Nomination forms to be sent to SES CHC Awards generic account.</p>	Regional Director/Manager
		<p>3.3 SES State Office will process nominations received by:</p> <ul style="list-style-type: none"> Performing the necessary nominee 'performance and integrity' checks with Ethical Standards Unit, Employee Relations Unit and SES Director Preparing and collating all nominee documentation for VCC meeting 	SES State Office, MSS (ESU, ERU & SES Director)
		<p>3.4 The VCC will review and consider each recommendation made by Area Controllers prior to their recommendation to the AC SES</p>	VCC
		<p>3.5 AC SES will review and consider the VCC recommendations for final approval.</p> <ul style="list-style-type: none"> Decision reached by AC SES will be final 	AC SES
		<p>3.6 MSS will prepare the following for the LMA presentation at the SWSAC:</p> <ul style="list-style-type: none"> Organise and post the AC SES advice letters to all successful nominees, includes invitation to attend the SWSAC Record LMA against the volunteer's VIMS record in two (2) places: <ol style="list-style-type: none"> Awards tab; and Comments tab stating "<i>LMA: Do Not Make Inactive</i>" Coordinate the recipients' attendance at the SWAC Produce Life Member framed certificates Organise recipients' Life Member badges and flip wallets 	SES State Office, MSS
4	Presentation	<p>4.1 LMA certificates and badges will be presented by the AC SES during the annual SWSAC, typically held in October</p> <ul style="list-style-type: none"> If LMA recipient cannot attend SWSAC, the respective Regional Office will organise presentation of their certificate and badge Advise SES State Office of regional presentation details and date (after SWSAC) 	AC SES SES Regional Office
5	VIMS record	<p>5.1 After a LMA has been awarded, an awardee's volunteers status will always remain on VIMS as either:</p> <ul style="list-style-type: none"> Active Member; or Reserve Member 	SES Regional Office (VIMS access staff)



actual size



MOCKUP - NOT ACTUAL SIZE