**AUSTRALIAN BRAVERY DECORATIONS**

**Nomination Form**

|  |
| --- |
| **The Australian Bravery Decorations are the Australian Honours prestigious awards for recognition of acts of bravery.** |
| **PART ONE – NOMINEE** |
| **Title**:  | **Given Name**:  | **Surname**:  |
| **ID** **No**:  | **Position**:  | **Rank**:  |
| **Region:** | **Unit:** | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Phone**:  | **Mobile**:  |  [ ]  DM [ ]  State |
| **Email**:  | **DOB:** |
| **Residential Address**:  |
| **PART TWO – NOMINATOR** |
| **Title**:  | **Given** **Name**:  | **Surname**:  |
| **ID No**:  | **Position**:  | **Rank**:  |
| **Region:** | **Unit:** | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Phone**:  | **Mobile**:  |  [ ]  DM [ ]  State |
| **Email**:  |
| **Signature:** | **Date:** |
| **PART THREE – DETAILS OF INCIDENT**  |
| **Date:** | **Time:** | **Location:** |
| **Describe the conditions:** (Particularly if unusual or dangerous – maximum 500 characters) |
|  |
| **Brief summary of the actions undertaken by the nominee/s during the incident:** (maximum 200 characters)e.g. Rescue from flood waters, pulled from burning vehicle, intervened during animal attack |
|       |
| **Detailed summary of the actions undertaken by the nominee/s during the incident:** (10,000 characters max)Please provide details regarding the actions in which the nominee/s you are nominating were involved in, and the reasons why you consider the nominee/s should receive special recognition by the award of an Australian Bravery Decoration. |
|  |
| **PART FOUR - ATTACHMENTS** |
| * You may submit up to five relevant supporting materials to support your nomination
* Further written material will not be accepted
* Videos accepted
* Photos accepted
* Website URLs accepted
 |
| **Website URL:** https://  |
| **Video link:** |
| **Photos:** please include as an attachment to this nomination. Ensure they are JPEG or PDF files with a minimum file size of 5MB |
| **PART FIVE – REFEREES (Eyewitnesses of the incident – up to four names)** |
| **REFEREE 1** | **REFEREE 2** |
| **Name:****Phone:****Position:** | **Name:****Phone:****Position:** |
| **REFEREE 3** | **REFEREE 4** |
| **Name:****Phone:****Position:** | **Name:****Phone:****Position:** |
| **PART SIX – SIGHTED BY MANAGER** (e.g. Area/Zone Commander, Regional Manager, Executive Manager, Director) |
| **Title:** | **Given Name:** | **Surname:** |
| **Position:** |
| **Signature:** | **Date:** |
| **Do you support this nomination?** [ ]  Yes [ ]  No (Please comment) |
| **Comments:****Note: this nomination must be progressed to the AC/ED’s Office** |
| **PART SEVEN – ENDORSEMENT BY ASSISTANT COMMISSIONER / EXECUTIVE DIRECTOR** |
| **Title**:  | **Given Name**:  | **Surname**:  |
| **Signature**:  | **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**

There are four levels of bravery awards to recognise the actions of individuals, as well as an award (established in 1990) to recognise acts of bravery by a group of people involved in a single incident.

* **The Cross of Valour (CV)** is the non-combat equivalent of the Victoria Cross and is awarded only for acts of the most conspicuous courage in circumstances of extreme peril.
* **The Start of Courage (SC)** is awarded only for acts of conspicuous courage in circumstances of great peril.
* **The Bravery Medal (BM)** is awarded only for acts of bravery in hazardous circumstances.
* Commendation for Brave Conduct may be awarded for other acts of bravery which are considered worthy of recognition.
* **Group Bravery Citation** shall be awarded for a collective act of bravery, by a group of persons in extraordinary circumstances that is considered worthy of recognition.

Nominations are considered by the Australian Bravery Decorations Council which is an independent advisory body that meets twice a year to consider nominations and make recommendations to the Governor-General for awards. The Council also recommends the level of awards. The outcome of the nomination will be advised in due course, as this process is comprehensive and may take considerable time.

**Eligibility Criteria**

Anyone may be nominated for an Australian Bravery Decoration, provided that the act occurred after 14 February 1975, the inception date of the Australian Honours and Awards System.

You cannot self-nominate for this award.

All decorations may be awarded posthumously.

**Nomination Process**

1. Nominations are made via a nominator within QFES.
2. Complete this form and submit to appropriate Manager for sighting. 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.
3. Managers are responsible for considering nominations regarding the eligibility criteria and ensuring the nomination is progressed.
4. Manager sighted nominations are to be submitted to the relevant Assistant Commissioner (AC)/Executive Director (ED) for approval.
5. AC/ED approved nominations are submitted to QFES Honours, Reward and Recognition (HRR) Team.
6. 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.
7. All nominations meeting the eligibility criteria and are clear of integrity checks are progressed to the HRR Advisory Panel for recommendation to the Commissioner.
8. Once the Commissioner has approved, the HRR Team will finalise the nomination prior to sending to the Australian Honours for processing.