**COMMISSIONER’S COMMENDATION FOR BRAVERY**

**Nomination Form**

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| **The CQFES Commendation for Bravery Award gives QFES the opportunity to recognise acts of bravery in hazardous circumstances.** |
| **PART ONE – NOMINEE** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **ID** **No**:       | **Position**:       | **Rank**:       |
| **Region:**       | **Unit:**       | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Phone**:       | **Mobile**:       |  [ ]  DM [ ]  State |
| **Email**:       | **DOB:**       |
| **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:** |
| **Details of the Incident:** (Explain in detail the situation, action taken, evidence, result, hazards, risks, conclusion) |
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| **What was the perceived danger at the time?** |
|  |
| **What other courses of action were available to the officer at the time?** |
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| **PART FOUR – REFEREES** |
| **REFEREE 1** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **Email:**       | **Phone**:       |
| **REFEREE 2** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **Email:**       | **Phone**:       |
| **PART FIVE – 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 SIX – 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**

The Commissioner’s Commendation for Bravery Award gives QFES the opportunity to recognise bravery that may not be to the same extraordinary degree as recognised by the Commissioner’s Medal for Valour but is a display of bravery beyond that which would be adequately recognised by a Commissioner’s Commendation of Notable Action. An Officer who performs an act of bravery in hazardous circumstances may be awarded the Commissioner’s Commendation for Bravery.

Applicable circumstances may include, but are not restricted to:

* Advanced fire situations
* Cyclonic and/or flood conditions
* Extrication of passengers from vehicles
* Rescues undertaken by trained personnel which require an extension to normal procedures

**Eligibility Criteria**

Members of the QFES workforce, paid and volunteer, are eligible for nomination for this award.

You cannot self-nominate for this award.

This award may be made posthumously or to a person who has resigned or retired from QFES.

**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.