**COMMISSIONER’S COMMENDATION OF NOTABLE ACTION**

**Nomination Form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **This recognition is for an officer who performs a significant act as a result of being placed in a potentially hazardous situation beyond that of normal requirement.** | | | | | | |
| **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) | | | | | | |
|  | | | | | | |
| **What was the perceived danger at the time?** | | | | | | |
|  | | | | | | |
| **What other courses of action were available to the officer at the time?** | | | | | | |
|  | | | | | | |
| **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 Notable Action gives QFES the flexibility and opportunity to recognise significant actions or injuries that occur when an Officer is placed in a potentially dangerous situation.

An Officer who performs a significant act as a result of being placed in a potentially hazardous situation beyond that of normal requirement may be awarded a Commissioner’s Commendation of Notable Action.

Applicable circumstances may include, but are not restricted to:

* Being placed in a dangerous situation
* Rescues under hazardous, but not life-threatening circumstances

Note: This award also allows for officer injured in circumstances where other members may have had the opportunity to display a level of bravery to be recognised irrespective of their not taking any further part in the incident.

**Eligibility Criteria**

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

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

You cannot self-nominate for this award.

**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.