**COMMISSIONER’S DISTINGUISHED SERVICE MEDAL**

**Nomination Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The Commissioner’s Distinguished Service Medal recognises distinguished service or outstanding actions in relation to fire service duties, administrative leadership, or distinguished performance of a specific or difficult project or task, not involving bravery.** | | | | |
| **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 – DESCRIBE THE DISTINGUISHED SERVICE** | | | | |
| 1. Exceptionally meritorious performance of a duty of great responsibility.  2. Summary of their career. | | | | |
|  | | | | |
| **PART FOUR – DESCRIBE THE OUTSTANDING ACTINS AND ACHIEVEMENTS THROUGHOUT THEIR CAREER** | | | | |
| 1. Service of an outstanding nature over an extended period of time – include conclusions, evidence, and explanation. | | | | |
|  | | | | |
| **PART FIVE – REFEREES** | | | | |
| **REFEREE 1** | | | | |
| **Title**: | **Given Name**: | | **Surname**: | |
| **Email:** | | | **Phone**: | |
| **REFEREE 2** | | | | |
| **Title**: | **Given Name**: | | **Surname**: | |
| **Email:** | | | **Phone**: | |
| **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**

The Commissioner’s Distinguished Service Medal is the premier award for recognition of notable and outstanding service (not including bravery) from the Commissioner.

The Commissioner’s Distinguished Service Medal recognises distinguished service or outstanding actions in relation to fire service duties, administrative leadership or distinguished performance of a specific or difficult project or task, not involving bravery.

The general criteria for the award may include service of an outstanding nature over an extended period of time or individual acts not otherwise recognised.

This Commissioner’s Distinguished Service Medal may be awarded at the Commissioner’s discretion in lieu of, or as well as, an award from the Australian Honours System.

**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.