**COMMISSIONER’S UNIT CITATION**

**Nomination Form**

|  |
| --- |
| **The Commissioner’s Unit Citation is a high-level award for recognising outstanding professionalism and/or remarkable proficiency by a Brigade/Group/Unit.** |
| **PART ONE – NOMINEE/S** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **ID** **No**:       | **Position**:       | **Rank**:       |
| **Region:**       | **Unit:**       | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Phone**:       | **Mobile**:       |  [ ]  DM [ ]  State |
| **Email**:       | **DOB:**       |
| **List additional nominees from this Brigade/Group/Unit** (If you require more room, please add as an attachment) |
| **Unit Name:**       |
| **Nominee Name** | **Position** | **ID No** |
| **1.**       |       |       |
| **2.**       |       |       |
| **3.**       |       |       |
| **4.**       |       |       |
| **5.**       |       |       |
| **6.**       |       |       |
| **7.**       |       |       |
| **8.**       |       |       |
| **9.**       |       |       |
| **10.**       |       |       |
| **11.**       |       |       |
| **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 OUTSTANDING PERFORMANCE/REMARKABLE PROFICIENCY** |
| * Outstanding professionalism and/or remarkable proficiency by a Unit or Group.
* Actions that may be recognised will include delivering high quality services on behalf of QFES at significant events and providing high levels of specialised skill.
* Explain in detail: the situation, action taken, evidence, result, hazards, conclusions.
 |
|       |
| **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 Unit Citation is a high-level award for recognising outstanding professionalism and/or remarkable proficiency by a Unit or Group.

Actions that may be recognised will include delivering high quality services on behalf of QFES at significant events and providing high levels of specialised skill.

**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.