**NAMING OF QFES APPLIANCES**

**Nomination Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Distinguished service by members of QFES may be recognised by having new or existing appliances named after them.** | | | | |
| **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 NOMINEE AND THEIR DISTINGUISHED SERVICE**   * Has the nominee received any distinguished awards or medals? * How has the nominee demonstrated the integrity, diligence and ethical standards of the Queensland Public Service? * What key contributions or actions inspire this honour? | | | | |
|  | | | | |
| **PART FOUR – ASSET TO BE NAMED** | | | | |
| **Type of asset**: | | **Location**: | | |
| **Asset number/Registration number**: | | **Is this asset**:  New  Existing | | |
| **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**

Distinguished service by members of QFES may be recognised by having new or existing appliances named after them. This honour may occur in conjunction with the QFES member receiving other honours or awards from within the QFES Suite.

This applies to Fire and Rescue Service, Rural Fire Service and State Emergency Service appliances.

While each submission will be considered on a case-by-case basis, the following offers some examples of situations where this honour may be appropriate:

* As a mark of respect to those who have died in the line of duty
* Recognition of extreme courage or brave conduct
* Recognition of distinguished service, for example through demonstration of a superior degree of resource and devotion to duty in a particular situation, or in the exemplary discharge of special duties above and beyond normal duties

**Eligibility Criteria**

The naming of a QFES appliance may be awarded to any member of the QFES workforce, paid or volunteer.

An 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.
9. The HRR Team will advise the relevant AC of the template plaque to use.