**NATIONAL EMERGENCY MEDAL**

**Nomination Form**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **The National Emergency Medal is awarded to persons who rendered sustained or significant service during nationally significant emergencies in Australia.** | | | | | | | | | | | |
| **PART ONE – NOMINEE** | | | | | | | | | | | |
| **Title**: | | | **Given Name**: | | | | | **Surname**: | | | |
| **ID** **No**: | | | **Position**: | | | | | **Rank**: | | | |
| **Region:** | | | **Unit:** | | | | | **Service**:  FRS  RFS  SES | | | |
| **Phone**: | | | **Mobile**: | | | | | DM  State | | | |
| **Email**: | | | | | | | | **DOB:** | | | |
| **Is the nominee deceased?**  Yes  No | | | | | | | | |  | | |
| **PART TWO – HAS THE NOMINEE PREVIOUSLY RECEIVED A NATIONAL EMERGENCY MEDAL?** | | | | | | | | | | | |
| **Yes** – Please name for which event: | | | | | | | | | | | |
| **No** – If successful, you will receive a Medal and Clasp | | | | | | | | | | | |
| **PART THREE – WHICH EVENT ARE YOU APPLYING FOR?** | | | | | | | | | | | |
| Bushfires 2019-20 | | | | | | North Queensland Floods 2019 | | | | | |
| Tropical Cyclone Debbie 2017 | | | | | | Queensland Floods 2010-11 and Cyclone Yasi | | | | | |
| Victorian Bushfires 2009 | | | | | |  | | | | | |
| **PART FOUR – TYPE OF SERVICE** | | | | | | | | | | | |
| Sustained | | | | | | Significant | | | | | |
| **PART FIVE – DATES OF SERVICE (**Can include two travel days) | | | | | | | | | | | |
| Period 1 |  | | | to |  | | Days: | | | Paid | Unpaid |
| Period 2 |  | | | to |  | | Days: | | | Paid | Unpaid |
| Period 3 |  | | | to |  | | Days: | | | Paid | Unpaid |
| Period 4 |  | | | to |  | | Days: | | | Paid | Unpaid |
| Period 5 |  | | | to |  | | Days: | | | Paid | Unpaid |
| Period 6 |  | | | to |  | | Days: | | | Paid | Unpaid |
| Period 7 |  | | | to |  | | Days: | | | Paid | Unpaid |
| Period 8 |  | | | to |  | | Days: | | | Paid | Unpaid |
| Period 9 |  | | | to |  | | Days: | | | Paid | Unpaid |
| Period 10 |  | | | to |  | | Days: | | | Paid | Unpaid |
|  | | | | | | | **Total Days:** | | | | |
| **PART SIX – DETAILS OF SERVICE RENDERED BY THE APPLICANT** | | | | | | | | | | | |
| **Detail the service undertaken by the applicant in direct response and relate this to the periods of service identified in part three. Please include:**   * Location of service * Which organisation/s the applicant rendered service for * Roles and responsibilities undertaken in the emergency response i.e. do not include recovery activities * How the service was in direct response * How the service protected lives and property, or in the service of interests, that were not their own * How the service minimised the effects of the emergency and/or provided immediate relief and support to people affected by the emergency | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **PART SEVEN – NOMINATOR** | | | | | | | | | | | |
| **Title**: | | | | **Given** **Name**: | | | | | **Surname**: | | |
| **ID No**: | | | | **Position**: | | | | | **Rank**: | | |
| **Region:** | | | | **Unit:** | | | | | **Service**:  FRS  RFS  SES | | |
| **Phone**: | | | | **Mobile**: | | | | | DM  State | | |
| **Email**: | | | | | | | | | | | |
| **Relationship to nominee:** | | | | | | | | | | | |
| **Signature:** | | | | | | | | | **Date:** | | |
| **PART EIGHT – 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 NINE – 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 National Emergency Medal was established by Her Majesty, The Queen, for the purpose of according recognition for the unique contribution and significant commitment of those persons who have provided service in response to a nationally significant emergency.

Per the National Emergency Medal Regulations 2011, the following emergencies have been declared nationally significant emergencies for the purpose of the National Emergency Medal.

* Bushfires 2019-20
* North Queensland Floods 2019
* Tropical Cyclone Debbie 2017
* Queensland Floods 2010-11 and Cyclone Yasi
* Victorian Bushfires 2009

The National Emergency Medal shall be awarded to persons who rendered sustained service during specified dates in specified places in response to nationally significant emergencies within Australia; or to other persons who rendered significant service in response to such emergencies.

**Eligibility Criteria**

Members of the QFES workforce, paid and volunteer, who:

1. rendered a minimum duration of service during specified dates in specified places in response to specified nationally significant emergencies within Australia (sustained service)

**OR**

1. rendered extraordinary service in response to such emergencies (significant service), that did not satisfy the minimum duration of service required to constitute sustained service.

You can 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 prior to sending to Australian Honours for processing.