**THE ORDER OF AUSTRALIA
Nomination Form**

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| **The Order of Australia Recognises Australians who have demonstrated outstanding service or exceptional achievement.** |
| **PART ONE - NOMINATOR** |
| **Title:**  | **Given Name:**  | **Surname:**  |
| **ID No:**  | **Position:**  | **Rank:**  |
| **Phone:**  | **Mobile:**  | **Post-nominals** (if any):       |
| **Unit:**  | **Region:**  | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Email:** |  [ ]  DM [ ]  State |
| **Residential address:**  |
| **Signature:**  | **Date:**  |
| **PART TWO - NOMINEE** |
| **Title:** | **Given Name:** | **Surname:** |
| **ID No:** | **Position:** | **Rank:** |
| **Phone:** | **Mobile:** | **Post-nominals** (if any):  |
| **Unit:** | **Region:** | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **DOB:**  |  [ ]  DM [ ]  State |
| **Email:**  |
| **Residential address:** |
| **Is this person an Australian Citizen or Permanent Resident?** |
| **PART THREE – PREVIOUS HONOURS AND AWARDS**If you know that the nominee holds any Australian or International Honours or Awards or any qualifications from a professional body or tertiary institution, please provide details: (1000 characters max): |
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| **PART FOUR – ACTIVITIES UNDERTAKEN BY THE NOMINEE**Please set out what the nominee has done and why you think they should be recognised, i.e.* Example of how they have demonstrated outstanding qualities
* What they have done to make things better for others
* The role(s) or area(s) in which they have excelled
* The period of time, or dates of service (if known)
* Evidence of other awards or recognition received by the nominee
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| **In a couple of sentences please explain why your nominee should be recognised with an award (1000 characters max):** |
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| **Please outline your nominee’s service. What roles have they undertaken, paid or unpaid that contribute to their achievements, and when did they undertake this service (if known), (8000 characters max)** |
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| **If available, you can attach supporting documentation.** Supporting documentation may include photos and video footage relating to the incident, maps of where the incident took place, media articles (25MB max) |
| **Please provide any additional comments on your nominee’s suitability for an award (8000 characters max):** |
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| **PART FIVE – WHO ARE YOUR REFEREES (PERSONS/EYEWITNESSES) ON THE INCIDENT? UP TO 4 NAMES** (attach separate if required)**:** |
| **REFEREE 1** |
| **Is this an individual person or organisation** | [ ]  Individual | [ ]  Organisation |
| **Title:**  | **Given Name:**  | **Surname:**  |
| **ID No:**  | **Position:**  | **Rank:**  |
| **Phone:**  | **Mobile:**  | **DOB:**  |
| **Region:**  | **Unit:**  | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
|  [ ]  DM [ ]  State |
| **Email:**  |
| **Connection to Nominee:**  |
| **REFEREE 2** |
| **Is this an individual person or organisation** | [ ]  Individual | [ ]  Organisation |
| **Title:**  | **Given Name:**  | **Surname:**  |
| **ID No:**  | **Position:**  | **Rank:**  |
| **Phone:**  | **Mobile:**  | **DOB:**  |
| **Region:**  | **Unit:**  | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
|  [ ]  DM [ ]  State |
| **Email:**  |
| **Connection to Nominee:**  |
| **PART SIX – SIGHTED BY MANAGER** (e.g. Area/Zone Commander, Regional Manager, Executive Manager, Director)**:** |
| **Do you support this nomination?** **[ ]  Yes** **[ ]  No** (please comment) |
| **Comments:** **Note: this nomination must be progressed to the AC/ED’s Office.** |
| **Title:**  | **Given Name:**  | **Surname:**  |
| **Signature:**  | **Date:**  |
| **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 Order of Australia appointment is the highest recognition for outstanding achievement and service within the Australian Honours and Awards System. The Order of Australia operates on the principles of independence and freedom from political patronage.

QFES members fall under the ‘general division’, which has four levels:

* Individuals are appointed a **Companion of the Order of Australia (AC)** for eminent achievement and merit of the highest degree in service to Australia or to humanity at large.
* Individuals are appointed an **Officer of the Order of Australia (AO)** for distinguished service of a high degree to Australia or to humanity at large.
* Individuals are appointed a **Member of the Order of Australia (AM)** for service in a particular locality or field of activity or to a particular group.
* The **Medal of the Order of Australia (OAM)** is awarded for service worthy of particular recognition.

Nominations are considered by the Council for the Order of Australia, which is a body established under the Constitution of the Order and is representative of the Australian community. The Council meets twice yearly and considers all nominations before making recommendations for awards to the Governor-General as Chancellor. Awards in the Order of Australia are publicly announced on Australia Day (26 January) and The Queen’s Birthday public holiday (June).

**Eligibility Criteria**

Any Australian citizen may be nominated for an Order of Australia appointment.

You cannot self-nominate for this award.

**Nomination Process**

1. Nominations are via a nominator within QFES.
2. Complete this form and submit to appropriate Manager for sighting. It is the responsibility of the nominating 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 submit to the Governor-General’s Office in Canberra.