**ROYAL HUMANE SOCIETY OF AUSTRALASIA**

**Nomination Form**

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| **This award recognises acts of bravery by bestowing awards on those who risk their own lives in saving or attempting to save the lives of others** |
| **PART ONE – NOMINEE/S**  |
| **NOMINEE 1** |
| **Title**:  | **Given Name**:  | **Surname**:  |
| **ID** **No**:  | **Position**:  | **Rank**:  |
| **Region:** | **Unit:** | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Phone**:  | **Mobile**:  |  [ ]  DM [ ]  State |
| **Email**:  | **DOB:** |
| **NOMINEE 2** |
| **Title**:  | **Given** **Name**:  | **Surname**:  |
| **ID No**:  | **Position**:  | **Rank**:  |
| **Region:** | **Unit:** | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Phone**:  | **Mobile**:  |  [ ]  DM [ ]  State |
| **Email**:  | **DOB:** |
| If there are more than two nominees, please include other nominee details as an attachment. |
| **PART TWO – PERSON(S) RESCUED OR ATTEMPTED TO BE RESCUED** |
| **Title:** | **Given Name:** | **Surname:** |
| **Phone:** | **Mobile:** | **ID No:** (If applicable)  |
| **Email:** | **DOB:** |
| **Residential Address:** |
| **Title:** | **Given Name:** | **Surname:** |
| **Phone:** | **Mobile:** | **ID No:** (If applicable)  |
| **Email:** | **DOB:** |
| **Residential Address:** |
| If there are more than two rescued person(s), please include other names as an attachment. |

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| **PART THREE – DETAILS OF INCIDENT**  |
| **Date:** | **Time:** |  |
| **Location:** |
| **Summary of rescue including risk incurred:** |
|  |
| **Result of rescue attempt:** |
|  |
| **PART FOUR – NOMINATOR** |
| **Title**:  | **Given Name**:  | **Surname**:  |
| **ID No**:  | **Position**:  | **Rank**:  |
| **Region**:  | **Unit**:  | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Phone**:  | **Mobile**:  |  [ ]  DM [ ]  State |
| **Email**:  |
| **Signature**:  | **Date**:  |
| **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 Royal Humane Society has two objectives:

1. Give public recognition to acts of bravery by bestowing awards on those who risk their own lives in saving or attempting to save the lives of others.
2. Provide assistance by a relief fund to award recipients who are disadvantaged or physically handicapped by their gallant actions.

The Court of Directors of the Royal Humane Society of Australasia takes into account the expertise of the relevant advisory committees and relationship, if any, between the rescuer and rescued. Where applications on behalf of members of emergency services (police, fire etc) are received, awards will be made only if the circumstances of the incident are judged to be over and above the call of duty.

**Categories**

* The Gold Medal
* The Silver Medal
* The Bronze Medal
* The Posthumous Award – except for rescues of outstanding merit where the Gold Medal may be awarded posthumously, the actions of those who lose their lives in going to the rescue of others are recognised by the award of the Posthumous Medal.
* The Certificate of Merit

**Eligibility Criteria**

Members of the QFES workforce, paid and volunteer, are eligible for nomination for this award.

For a case to be deemed worthy of an award the rescuer must risk his/her life to save or attempt to save the lives of others. To substantiate the facts of an accident, statements from eyewitnesses, duly attested, are required.

Applications should be made within 12 months of the date of the rescue, unless there are extenuating circumstances such as awaiting on evidence and judicial matters.

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 submit to the Royal Humane Society of Australasia Awards.