**SES Week - Regional SES Operational Response of the Year FBMA 3.0.5**

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| **Part One – Nominee Details** | | | |
| **Group/Unit/Team:** | | **Region:** | |
| **Group Leader/Local Controller** | | | |
| **Name:** | **Email:** | | **Phone:** |

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| **Part Two – Nomination Details** |
| **Eligibility for Award:**  *(A maximum of 1000 words may be used and should include a summary of the event, what makes the response exceptional and the evidence to support the award. Please refer to the Eligibility Criteria)* |
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| **Citation:**  *(A maximum of 30 words may be used, commencing with “for” and a brief outline of what the nature of the response was and what was achieved)* |
| *For* |

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| **Part Three – Local Controller Recommendation** |
| *I endorse this nomination and declare, to the best of my knowledge, the nominated response meets all aspects of the eligibility criteria as outlined in the guidelines.*  Name:       Position:  Signed: Date: |

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| **Part Four – Endorsement by Area Controller** |
| *I endorse this nomination and declare, to the best of my knowledge, the nominated response meets all aspects of the eligibility criteria as outlined in the guidelines.*  Name:       Position:  Signed: Date: |

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| **Part Five – Endorsement by Regional SES Awards Panel** | |
| *Awarded  Not Awarded* | Notes: |
| **Panel Chair:**  Name:       Position:  Signed: Date:  \*Eligibility criteria is outlined in the guideline, please consider contacting your regional Workplace Liaison Consultant to verify the conduct of the members of the nominated SES Group/Unit/Team. | |
| *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 IP Act) which are defined in the eleven (11) Information Privacy Principles (IPPs). For information on the eleven (11) IPPs, refer to Schedule 3 of the IP Act.* | |

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|  | **PUBLIC** | **Page 1 of 3** |
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**Guidelines**

**General Information**

SES Week is an annual celebration of the dedication and achievements of SES volunteers. During this week, several awards are presented on both regional and state levels. All SES Week awards recognise SES volunteers, both as individuals and collectives, who have given a special contribution to the service.

The Regional SES Operational Response of the Year award is given for a specific effective and efficient operation during a major disaster event or emergency incident.

All winners of the Regional SES Operational Response of the Year award are automatically nominated for the associated state level award – Assistant Commissioner’s Shield for SES Operational Response of the Year.

The rigor of the endorsement process is intended to ensure that only those nominees whose performance and conduct is compatible with the standards prescribed in the Code of Conduct for the Queensland Public Services are recognised.

**Eligibility Criteria**

The Regional SES Operational Response of the Year award is given for a specific effective and efficient operation during a major disaster event or emergency incident.

All SES Groups and Units who were active during the nomination period are eligible for nomination. Teams built for response to a specific disaster event within the nomination period are also eligible.

The nomination period for this award is the previous financial year (i.e. awards presented during SES Week in October 2019, are awarded for service performed between 1 July 2018 and 30 June 2019).

Qualifying service and nominees are evaluated on the following criteria:

* **Specific Contribution**
* Group/Unit/Team provided a specific effective and efficient operational response during a major disaster event or emergency incident, which is deemed an extraordinary contribution to their community, including through;
  + Complexity of operations;
  + Operational circumstance; and
  + Community benefit.
* **Extraordinary Levels of Service**
* Group/Unit/Team operated exceptionally well, surpassing expectations, during a major disaster event or emergency incident, including in;
  + Operational management;
  + Inter-service relationships;
  + Resource management; and
  + Operational reporting.

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**Nomination Process**

* Nominations are to be recommended by the SES Group/Unit/Team’s Local Controller.
* It is the responsibility of the nominating officer to ensure that the nominated Group/Unit/Team’s details are correct and to ensure that, to the best of their knowledge, the Group/Unit/Team being nominated meets the eligibility criteria. A maximum of 1000 words may be used to provide evidence of a nominee’s eligibility, which should include what was achieved and the evidence to support the award. Photos and other digital material should not be provided.
* Area Controllers are responsible for considering nominations regarding the eligibility criteria, and either ensuring eligible nominations are progressed, or providing notification that a nomination will not be endorsed.
* Endorsed nominations are to be submitted to the relevant Regional SES Awards Panel. Each Regional SES Awards Panel is to consist of the SES Regional Manager/Director, other relevant QFES regional staff, SES volunteer(s) and an independent community member. This panel will determine the winners of the various SES Week Regional awards, including Regional SES Operational Response of the Year.
* The Regional SES Awards Panel Chair (usually the SES Regional Manager/Director) provides the final endorsement of the successful nominee. The successful nominee’s application is then to be forwarded to SES State Coordination for processing, along with a completed FBMH 3.0.8 Regional SES Awards Panel Recommendations form.
* Winners of the seven Regional SES Operational Response of the Year awards are nominated for the associated state level award – Assistant Commissioner’s Shield for SES Operational Response of the Year. The winners of all state-level SES Week awards are determined by the SES Week Awards Panel.

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|  | **PUBLIC** | **Page 3 of 3** |
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