**SES Week - Regional SES Trainer of the Year FBMA 3.0.6**

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| **Part One – Nominee Details** | | |
| **Surname:** | **First Name/s:** | **Volunteer ID:** |
| **Rank/Position:** | **Group:** | **Region:** |

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| **Part Two – Nomination Details** |
| **Eligibility for Award:**  *(A maximum of 1000 words may be used and should include what the distinguished service was, what was achieved 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 contribution was and what was achieved)* |
| *For distinguished service to the SES through* |

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| **Part Three – Group Leader Recommendation** |
| *To the best of my knowledge, the nominee meets all aspects of the eligibility criteria as outlined in the guidelines.*  Name:       Position:  Signed: Date: |

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

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

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| **Part Six – 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 nominee’s conduct. | |
| *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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**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 Trainer of the Year award is given for overall distinguished levels of service in the role of volunteer trainer by an individual to the SES.

All winners of the Regional SES Trainer of the Year award are automatically nominated for the associated state level award – Joyce Scorey Shield for SES Trainer 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 Trainer of the Year award is given for overall distinguished levels of service in the role of volunteer trainer by an individual to the SES.

All SES volunteers who participated as a volunteer trainer during the nomination period are eligible for nomination. 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:

* **Overall Distinguished Levels of Service**
* Performs industriously to the best of their abilities and to a standard which meets or surpasses the expectations of the community for a volunteer trainer within the SES.
* Fosters effective teamwork through conscientious training and peer mentorship.
* **Specific Contribution**
* Provides specific contribution to their SES Group, SES Unit, QFES and/or to their community at large, through the coordination, planning, design and delivery of training.
* **Outstanding Initiatives**
* Innovation and implementation of training initiatives to increase and support
  + operational capability and readiness;
  + SES Group/Unit effectiveness; and/or
  + positive SES Group/Unit culture.

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**Nomination Process**

* Nominations are to be recommended by the nominee’s Group Leader. Self-nominations are not eligible. In the case of nominees holding an executive position, the nominee’s superior executive should provide recommendation.
* 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. A maximum of 1000 words may be used to provide evidence of a nominee’s eligibility, which should include details of the noted distinguished service and what was achieved. 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 Trainer 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 Trainer of the Year awards are nominated for the associated state level award – Joyce Scorey Shield for SES Trainer of the Year. The winners of all state-level SES Week awards are determined by the SES Week Awards Panel.
* Members nominated for Regional SES Trainer of the Year who are not successful will be automatically eligible for a Regional SES Week Award (refer FBMA 3.0.7).

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