**SES Week – Suncorp Spirit of SES Award**

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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 details relevant to the award criteria. Please refer to the Guidelines)* |
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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 achievements and leadership demonstrating the Spirit of SES through* |

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| **Part Five – Endorsement by Area Controller / Regional Manager** |
| *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. Supportive commentary can be provided below if relevant. If the nomination is not endorsed leave this box blank and include commentary below.*  *Commentary can be provided if appropriate*       *(maximum 1000 words)*  Name:       Position:  Signed: Date: |

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| **Part Six – Endorsement by Awards Panel (Send all nominations to** [**Partnerships@qfes.qld.gov.au**](mailto:Partnerships@qfes.qld.gov.au) **)** | |
| *Awarded  Not Awarded* | Notes: |
| **Panel Chair:**  Name:       Position:  Signed: Date: | |
| *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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| **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. Supportive commentary can be provided below if relevant. If the nomination is not endorsed leave this box blank and include commentary below.*  *Commentary can be provided if appropriate*       *(maximum 1000 words)*  Name:       Position:  Signed: Date: |

**Guidelines**

**Suncorp Spirit of SES Award**

The Suncorp Spirit of SES Award is for demonstrated achievements in the following areas:

* Assisting SES, SES Members and/or community members to achieve outcomes
* Being a strong role model, inspiring and motivating others
* Demonstrating leadership skills in community engagement, training or activation

Examples of activities that might be awarded include:

* Enabling or empowering SES Members and/or members of community to achieve results. Demonstrating selfless behaviour to assist SES, SES Members and/or community members.
* Overall high-quality service, inspiring and motivating other SES Members.
* Demonstrating leadership through decisiveness, integrity, collaboration, problem-solving, dependability, innovation or the ability to teach and mentor.

**Nomination and Award Process**

* Nominations are to be recommended by the nominee’s Group Leader. Self-nominations are 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 / Regional Managers are responsible for considering nominations regarding the eligibility criteria, and ensuring all nominations are progressed.
* Nominations are to be submitted to the Suncorp Spirit of SES Awards Panel through the secretariat at [Partnerships@qfes.qld.gov.au](mailto:Partnerships@qfes.qld.gov.au). The Panel consists of:
  + Deputy Commissioner, Capability and State Services
  + Assistant Commissioner, SES
  + A representative of Suncorp
* This panel will determine the winner of the award for the year.
* The successful nominee’s application is then to be forwarded to SES State Coordination for processing.
* The annual winner will be invited to the SES Week State Awards Ceremony, with relevant family member/s and will receive a certificate acknowledging the award and will hold the perpetual trophy for the year. The perpetual trophy is to be returned to SES State Coordinating prior to the following year SES Week with sufficient lead time for ceremony needs.

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