**CLOSE THE GAP AWARDS**

**Nomination Form**

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| **Closing the Gap is a federal government initiative that aims to reduce Indigenous disadvantage with respect to health, education, employment, and social justice. The Close the Gap Awards recognises the significant work and outcomes that have contributed to Closing the Gap.** |
| **PART ONE – NOMINEE** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **ID** **No**:       | **Position**:       | **Rank**:       |
| **Region:**       | **Unit:**       | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Phone**:       | **Mobile**:       |  [ ]  DM [ ]  State |
| **Email**:       | **DOB:**       |
| **PART TWO – NOMINATOR** |
| **Title**:       | **Given** **Name**:       | **Surname**:       |
| **ID No**:       | **Position**:       | **Rank**:       |
| **Region:**       | **Unit:**       | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Phone**:       | **Mobile**:       |  [ ]  DM [ ]  State |
| **Email**:       |
| **Signature:**       | **Date:**       |
| **PART THREE – CATEGORY**  |
| [ ]  Individual | [ ]  Team | [ ]  Partnership |
| **PART FOUR – INDICATE WHICH GUIDING PRINCIPLE THIS NOMINATION LINKS TO:** |
| [ ]  Valuing Culture | [ ]  Leadership and accountability | [ ]  Building cultural capability to improve economic participation |
| [ ]  Engagement with Aboriginal and Torres Strait Island people and businesses | [ ]  Culturally responsive systems and services |

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| **PART FIVE – NOMINATION STATEMENT*** Provide a brief overview (no more than 300 words) of the project/initiative/body of work, including key outcomes &, achievements.
* Ensure that the nomination demonstrates contributions to one or more of the Aboriginal and Torres Strait Islander Cultural Capability Action Plan five principles.
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| **PART SIX - ATTACHMENTS** |
| * Attach any supporting evidence e.g. newspaper articles, letters of appreciation, publicity photos or videos of the achievements of the project/initiative/body of work relevant to key aspects of this nomination.
* Further written material will not be accepted
* Videos accepted
* Photos accepted
* Website URLs accepted
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| **Website URL:** https://       |
| **Video link:**       |
| **Photos:** please include as an attachment to this nomination. Ensure they are JPEG or PDF files with a minimum file size of 5MB |
| **PART SEVEN – 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 EIGHT – 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**

Closing the GAP is a federal government initiative that aims to reduce Indigenous disadvantage with respect to health, education, employment and social justice. Closing the Gap also acknowledges the ongoing strength and resilience of Aboriginal and Torres Strait Islander people in sustaining the world’s oldest living cultures.

QFES supports and endorses this innovative program and recognises the significant work and outcomes within the department that have contributed to ‘Closing the Gap’ in Queensland communities.

Achievements are celebrated in conjunction with National Close the Gap Day.

**Eligibility Criteria**

All members of the QFES workforce, paid and volunteer, are eligible to nominate for this award.

Ensure all nominations:

* Provide a brief overview (no more than 300 words) of the project/initiative/body of work, including key outcomes, achievements.
* Ensure that the nomination demonstrates contributions to one or more of the Aboriginal and Torres Strait Islander Cultural Capability Action Plan five principles of:
1. Valuing culture
2. Leadership and accountability
3. Building cultural capability to improve economic participation
4. Engagement with Aboriginal and Torres Strait Islander people and businesses
5. Culturally responsive systems and services

You cannot 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 finalise the nomination.