**AUSTRALIAN FIRE SERVICE MEDAL (AFSM)**

**Nomination Form**

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| **The Australian Fire Service Medal was created for those occupations that are primarily directed to providing services for the community, particularly in times of emergency or disaster.  These people have occupations which are inherently more hazardous than most other occupations and these awards were established to recognise their meritorious service.** |
| **PART ONE - NOMINATOR** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **ID** **No**:       | **Position**:       | **Rank**:       |
| **Phone**:       | **Mobile**:       | **Post Nominals** (if any):       |
| **Unit**:       | **Region**:       | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Email**:       |  [ ]  DM [ ]  State |
| **Signature**:       | **Date**:       |
| **PART TWO – NOMINEE** |
| **Title**:       | **Given** **Name**:       | **Surname**:       |
| **ID No**:       | **Position**:       | **Rank**:       |
| **Phone**:       | **Mobile**:       | **Post Nominals** (if any):       |
| **Unit**:       | **Region**:       | **Service**: [ ]  FRS [ ]  RFS |
| **DOB:**       |  |
| **Email**:       |
| **Postal Address:**       |

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| **PART THREE – NOMINATION STATEMENT** |
| **Detail how the nominee has provided distinguished service.** Service can be distinguished if it were seen to demonstrate a high degree of resource and devotion to duty in a particular situation, or in the exemplary discharge of special duties above and beyond normal work duties. Examples of a service which might form the basis of a citation relating to a nomination include especially distinguished record of fire service and/or service of a conspicuous merit, for example:* Critical expertise in enhancement of front-line service delivery techniques
* Exemplary leadership and contribution towards operational capability and/or community resilience
* Outstanding innovation and leadership to achieve significant organisational change
* Operational excellence in front-line service delivery under special difficulties
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| **PART FOUR – LIST PREVIOUS OPERATIONAL/FRONTLINE ROLES THE NOMINEE HAS HELD IN THE ORGANISATION. INCLUDE DESCRIPTION, DATES AND LENGTH OF SERVICE** |
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| **PART FIVE – DESCRIBE THE OPERATIONAL/FRONTLINE SERVICE THAT THE NOMINEE IS CURRENTLY UNDERTAKING/OR HAS RECENTLY UNDERTAKEN, WHICH MAKES THE NOMINEE ELIGIBLE FOR THIS AWARD** |
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| **PART SIX – DETAILS OF ANY SIGNIFICANT OR OUTSTANDING CONTRIBUTION THE NOMINEE HAS MADE TO YOUR ORGANISATION** |
| This may include, but is not limited to:* Specific details of prolonged exposure to hazard or demonstration of exceptional skills in one or more emergency incidents
* Significant deployments in emergency situations
* Implementation and facilitation of programs or innovations that directly supports and provides enduring benefit for frontline personnel.
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| **PART SEVEN - REFEREES** |
| [ ]  I have attached a minimum of **three referee statements**, including one statement from an external referee to support this nomination |
| **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**

This award was created for those occupations that are primarily directed to providing services for the community, particularly in times of emergency or disaster.  These people have occupations which are inherently more hazardous than most other occupations and these awards were established to recognise their meritorious service.  These medals are not intended for people whose normal duties do not require such exposure to hazards.

The number of Medals awarded in respect to each State in each calendar year shall be:

1. One award for each 1,000 or part of 1,000 full-time permanent members of the fire service.
2. One award for each 5,000 or part of 5,000 part-time, volunteer or auxiliary members of the fire service.
3. One additional award may be made in respect of the fire service of an External Territory as determine by the responsible Minister.

Nominations will be called twice a year (approx. April and September) to coincide with Australia Day and the King’s Birthday.

Nominations are considered by the Governor-General on the recommendation of the responsible Commonwealth, state and territory ministers. The awards are announced on Australia Day (January 26) and the King’s Birthday (June) of each year.

**Eligibility Criteria**

Operational members of the QFES workforce, paid and volunteer, from the Fire and Rescue Service and the Rural Fire Service may be nominated.

Eligible members should meet the following criteria:

* Be serving /sworn members within the associated primary service (ambulance, fire, police, emergency, public service, corrections, intelligence), and no more than 12 months since retirement.
* Be in occupations that primarily provide services to the community, particularly in times of emergency or disaster I.e. ‘frontline’.
* Have recent frontline service – within the last couple of years.
* Be eligible members who formerly worked on the frontline with prolonged exposure to hazard in the service of the community, and who are now using their frontline experience to support others on the frontline.

Management or administrative personnel who have not had exposure to hazards during their career are not eligible. You cannot self-nominate for this award.

**Nomination Process**

1. Nominations are via a nominator within QFES.
2. Complete this form and submit to the relevant Executive Leadership Team member for approval.
3. ELT approved nominations are submitted to QFES Honours, Reward and Recognition (HRR) Team.
4. 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 relevant Division Head/Decision Maker for consideration.
5. All nominations meeting the eligibility criteria and are clear of integrity checks are progressed to the Judging Panel for recommendation to the Commissioner.
6. Once the Commissioner has approved, the HRR Team will escalate to the Minister and the Premier of Queensland prior to submission to the Governor-General’s Office in Canberra.