

Media notes guide for Meritorious Service Medal (MSM)

Nominee media notes accompany the honours list announcement and are provided to media outlets around Australia for stories and articles in digital, print, radio and television.

Media notes also appear on the Australian Honours Lists and can be accessed via a link on [the Governor-General of the Commonwealth of Australia](#) website. Permission is obtained from the recipient prior to the release of any information.

Media notes need to promote and summarise (**in no more than 300 words**) why your nominee is eligible for the award. They should provide a clear chronological overview of the nominee's meritorious service.

As meritorious awards are not long service awards, while this can be mentioned (see tips for last paragraph), the notes should focus on recognising overall service performed, in an occupation that is inherently more hazardous than others. Detailing more than one example of meritorious service and prolonged exposure to hazard helps to provide a fuller history of distinguished service over your nominee's career. The media notes may also include details of up-to-date, relevant training demonstrating the nominee's ability to respond to frontline duties when required.

There is no need to include the nominee's formal qualifications, commendations or long service awards.

How to write the media notes

First paragraph:

- Please provide the proposed nominee's full name and title (Mr/Mrs/Ms/Dr or official title)*, name of organisation, length of service, brief history of where they have served, the duration of their service, and title of those roles.
- Clearly identify those roles that were in hazardous/frontline positions. For example:
 - *Ms Jane Doe commenced service with (organisation) in (year). Since that time, she has served in a range of frontline roles including at (insert location, brigade, squad, station), where she held the position of (insert position/title). She is currently serving as (position) at (location).*

* The nominee's rank is only used for the Australian Police Medal and not for other Meritorious awards unless the nominee is of high rank. The [Australian Government Style Manual](#) provides a guide for use of titles.

Middle paragraphs:

- Provide information on the significant service that makes the nominee eligible for the award. Include particular examples of prolonged exposure to hazard, outstanding service, outcomes and/or achievements.
- Use the nominee's title and surname when referring to them outside of the first paragraph. Do not refer to the nominee by their first name. For example:
 - *During the bushfires of 2018, Ms Doe (not Jane) was instrumental in....*

Last paragraph:

- Summarise the attributes, hazardous service and achievements that made the nominee eligible for the award. For example:
 - *Ms Doe has served the (organisation) and made a significant contribution to the safety and wellbeing of the community of (x) throughout her more than xx-year career, particularly during the challenges of (incident).*

Please ensure you do a spelling, grammar and word count check on all media notes before submitting.

Examples

You can find examples of media notes for the MSM (ACM, AFSM, APM, ASM and ESM) by searching recipient information from the [2023 King's Birthday Honours List](#).

Contact Us

Please contact honours@premiers.qld.gov.au or call 07 3003 9200 if you have any questions or concerns.