



Australia Day

Australia Day Achievement Awards Nomination Form

Achievement Award

Year

Nominee's first name

Nominee's surname

Nominations close

Please note

- Australia Day Achievement Awards are presented to Queensland Fire and Emergency Services (QFES) staff and volunteers who, within the last 12 months **have performed exceptional work, above and beyond the normal course of duty**, to provide significant contribution to the delivery of fire and emergency services in Queensland – **specific example/s of their achievement must be included in the nomination information.**
- Nominations **should not be submitted** for:
 - › **long service** (other awards exist for this purpose);
 - › **staff undertaking their normal role** – the service must have exceeded the expectations required of their normal role/duties.
- Nomination forms not fully completed, or not providing the required level of detail, or not received by the closing date, will not be considered by the QFES Honours and Awards Advisory Panel.

Submitting this nomination

- Please ensure you have completed **all** areas, including the **nominee's details**, **description of their achievement** and preferred **ceremony location**, and the **signed names and contact information of two QFES people supporting the nomination** together with the **relevant signed endorsement.**
- If completing this form electronically, ensure you 'Save As' a copy of the completed PDF for your records *before* forwarding to your relevant Assistant Commissioner / Executive Director for endorsement.



Eligibility check – Within the previous 12 months, has the nominee made an outstanding contribution which demonstrates that they have performed exceptional work, **above and beyond the duties required for their role?**

Nominee details

Eligibility

☐ No – The nominee is not eligible; do not continue.

☐ Yes – the nominee meets the criteria noted in the above eligibility check within the last 12 months.

Title ☐ Miss ☐ Mrs ☐ Ms ☐ Mr Gender _____

First Name _____

Surname _____

Date of Birth / / Mobile Phone

Email _____

Role _____ Rank _____

Volunteer / Employee ID

Work Location _____

Unit / Branch / Brigade / Group _____

Private Postal Address _____

Postcode

Nomination Region _____

Nomination

1. Description of the achievement* – for

Please provide one sentence only. This will be used for the citation on the certificate.*

2. Statement

(not more than 600 characters)

Why you believe the individual should be recognised with a QFES Australia Day Achievement Award

(*The citation must reflect specific achievements in the past 12 months.)

You can include the role/s or area/s in which the nominee excelled; how the nominee demonstrated an achievement or service worthy of recognition; how the contribution impacted on a particular situation, locality, group, community or Queensland as a whole; or recognition of another achievement – e.g. media coverage or other awards.

Location

If the nominee is successful, to which ceremony should the nominee be invited?

☐ Cairns

☐ Townsville

☐ Rockhampton

☐ Gympie

☐ Toowoomba

☐ Beenleigh

☐ Brisbane (Kedron)

Note: nominations may be made by anyone at any level of QFES; however TWO people must support the nomination and the nomination must also be endorsed.

Supported by

First person

Name _____

Position _____

Rank _____

Email _____

Phone Work Mobile

Signature _____ Date / /

Second person

Name _____

Position _____

Rank _____

Email _____

Phone Work Mobile

Signature _____ Date / /

Endorsed by

Each nomination must be endorsed by the respective Assistant Commissioner or Executive Director.

Name _____

Position _____

Signature _____ Date / /

Submit nomination

Please check and ensure that all form fields have been fully completed.

Note: If you are completing this form onscreen and click the 'clear form' button then the content of ALL form fields will be deleted and you will have to start over.

- Please ensure you have completed **all** areas, including the **nominee's details**, **description of their achievement** and preferred **ceremony location**, and the **signed names and contact information** of two QFES people supporting the nomination together with the relevant signed endorsement.
- If completing this form electronically, ensure you **first** 'Save As' a copy of the completed PDF for your records.
- **All nominations to be forwarded to your relevant Assistant Commissioner / Executive Director.**