**QUEENSLAND GREATS**

**Nomination Form**

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| **The Queensland Greats Awards recognises extraordinary Queenslanders who have made a long-term contribution to, or whose achievements have significantly impacted, the history and development of Queensland.** |
| **PART ONE - CATEGORY** |
| [ ]  Individual | [ ]  Institution | [ ]  Posthumous |
| **PART TWO – NOMINATION NAME** |
|  |
| **PART THREE – HAS THE INDIVIDUAL/ORGANISATION PREVIOUSLY BEEN NOMINATED FOR A QUEENSLAND GREATS AWARD?** |
| [ ]  Yes | [ ]  No | [ ]  Unsure |
| **PART FOUR – NOMINEE** |
| **Title**:  | **Given** **Name**:  | **Surname**:  |
| **ID No**:  | **Position**:  | **Rank**:  |
| **Unit**:  | **Region**:  | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Phone**:  | **Mobile**:  |  [ ]  DM [ ]  State |
| **Email**:  | **DOB**:  |
| **Street/Postal Address**:  |
| **Post Nominals**: (If any)  |  |
| **PART FIVE – NOMINEE’S ACHIEVEMENTS AND IMPACT**  |
| * Summarise the top three to five achievements the individual or institution has made to the history, development and/or service to Queensland or Queenslanders (max 50-100 words)
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| **PART SIX – ABOUT THE NOMINEE** (300-500 words) |
| * What is the nominee’s long-term contribution to, or achievements which have significantly impacted, the history and development of Queensland?
* What are the exemplary and inspiration qualities demonstrated by the nominee?
* Outline how the nominee has gone above and beyond what could reasonably be expected of someone in a similar position
* Provide demonstrated evidence, including qualitative or quantitative information that is accurate, factual and specific.
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| **PART SEVEN - ATTACHMENTS** |
| * You may submit up to five relevant supporting materials to support your 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 EIGHT – REFEREES** |
| * A minimum of 2 references is required, however only one needs to be a written letter.
* References for nominees in the ‘Institution’ category must be from persons external to the nominated organisation
* Include the reference letter as an attachment
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| **REFEREE 1** |
| **Title**:  | **Given Name**:  | **Surname**:  |
| **Organisation:** | **Position**:  |
| **Email**:  |
| **REFEREE 2** |
| **Title**:  | **Given Name**:  | **Surname**:  |
| **Organisation:** | **Position**:  |
| **Email**:  |
| **PART NINE - NOMINATOR** |
| **Title**:  | **Given Name**:  | **Surname**:  |
| **ID No:** | **Position**:  | **Rank**:  |
| **Phone:** | **Mobile**:  | **Post Nominals**:  |
| **Unit:** | **Region**:  | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Email:** |  [ ]  DM [ ]  State |
| **Relationship to Nominee:**  |
| **Is the nominee aware of this nomination?**  [ ]  Yes [ ]  No |
| **Signature:** | **Date**:  |
| **PART TEN - CITATION** |
| * Include a description line (2 to 5 words) of your nominee that would be featured on the recipient’s plaque if the nomination is successful e.g. Equality Advocate.
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| **Citation:**  |
| **PART ELEVEN – SIGHTED BY MANAGER** (e.g. Area Director, Regional Manager, Executive Manager, Director) RFS Volunteers must have forms noted by both Area Director and Regional Manager |
| **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 TWELVE – 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**

The Queensland Greats Awards recognises extraordinary Queenslanders who have made a long-term contribution to, or whole achievements have significantly impacted, the history and development of Queensland.

Recipients will be announced as part of Queensland Day celebrations in June annually, with all Queensland Greats honoured with a commemorative plaque, proudly displayed at Roma Street Parkland, Brisbane.

**Eligibility Criteria**

Members of the QFES workforce, paid and volunteer, are eligible for nomination for this award.

You cannot self-nominate for this award.

The nominees must have at least two referees, however, only one needs to be in written format. Letters of reference must be written in reference to the nomination and are to provide further information about the nominee. As a guide, letters should include the following information

* Relationship to the nominee
* Interpretation of how the nominee has contributed to the development of Queensland, including their exemplary and inspiration qualities
* If able, provide qualitative and/or quantitative results on the nominee’s successes.
* Letters must include a signature block from the sender incorporating email address and telephone number.

You may submit up to five relevant supporting materials, such as portfolios, newspaper articles, videos, website address, relevant to your nomination.

**Nomination Process**

1. Nominations are made via a nominator within QFES.
2. Complete this form, provide supporting attachments, 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.