**WOMEN IN FIRE AND EMERGENCY SERVICES AWARD**

**Nomination Form**

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| **The Women in Fire and Emergency Services Award recognises and celebrates both paid and volunteer members of QFES who have made an outstanding contribution to embracing gender equality and promoting the rights, interests, and wellbeing of women in QFES.** |
| **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 – AWARD CATEGORY** |
| **Outstanding Female Leader:** [ ]  Fire and Rescue Service[ ]  Rural Fire Service[ ]  State Emergency Service[ ]  Disaster Management[ ]  Corporate Support/Administration |
| **[ ]  Mentor of the Year** |
| **[ ]  Champion of Change** |

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| **PART FOUR – NOMINATION STATEMENT** |
| Detail how the nominee has met the eligibility criteria and include direct links to the QFES Strategic Plan |
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| **PART FIVE – REFEREE** |
| **Title**:  | **Given Name**:  | **Surname**:  |
| **ID No**:  | **Position**:  | **Rank**:  |
| **Region:** | **Unit:**  | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Phone**:  | **Mobile**:  |  [ ]  DM [ ]  State |
| **Email:**  |  |
| **PART SIX – REFEREE STATEMENT** |
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| **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**

The Women in Fire and Emergency Services Award recognises and celebrates both paid and volunteer members of the QFES workforce who have made an outstanding contribution to embracing gender equality and promoting the rights, interests and wellbeing of women in QFES.

The Queensland Women’s Strategy 2016-21 provides a framework for government, business and the community to work together to achieve gender equality across Queensland. The Strategy recognises and celebrates the valuable contribution that women make to the Queensland community.

QFES is committed to addressing barriers to the inclusion of women in Fire and Emergency Services.

The awards coincide with International Women’s Day where we globally celebrate the social, economic, cultural and political achievements of women.

**Award Categories**

The award categories are:

* Outstanding Female Leader (5 awards)
	+ Fire and Rescue Service
	+ Rural Fire Service
	+ State Emergency Service
	+ Disaster Management
	+ Corporate Support/Administration
* Mentor of the Year
* Champion of Change

**Eligibility Criteria**

The award is open to all QFES paid staff and volunteers, of any gender.

* **Outstanding Female Leader** – One award will be presented for each service stream. This award is open to all QFES paid staff and volunteer women.
* Nominees must have demonstrated dynamic leadership where they have supported, promoted or improved the interests and wellbeing of women in QFES.
* **Mentor of the Year** – This award is open to all QFES paid staff and volunteers, of any gender.
* Nominees must have mentored, coached or provided encouragement and support to women to pursue career pathways and experiences and growth opportunities.
* **Champion of Change** – This award is open to all QFES paid staff and volunteers, of any gender.
* Nominees must have consistently advocated for fairness to promote and/or provide a work environment that supports the inclusion of women in QFES or have developed and implemented an initiative, project or activity which has tangible outcomes towards gender equality and the inclusion of women in QFES.

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.