**EMERGENCY SERVICES MEDAL (ESM)**

**Nomination Form**

|  |  |  |
| --- | --- | --- |
| **The Emergency Services 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:**  SES |
| **DOB:** | | DM |
| **Email**: | | |

|  |  |  |
| --- | --- | --- |
| **PART THREE – NOMINATION STATEMENT** | | |
| **Detail how the nominee has provided distinguished service.**  Service is distinguished if it was seen to demonstrate a high degree of resourcefulness and devotion to duty in a particular situation, or in the exemplary discharge of special duties, above and beyond normal work. | | |
|  | | |
| **PART FOUR – LIST PREVIOUS OPERATIONAL/FRONTLINE ROLES THE NOMINEE HAS HELD IN THE ORGANISATION. INCUDE DESCRIPTION, DATES AND LENGTH OF SERVICE** | | |
|  | | |
| **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** | | |
|  | | |
| **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 deployment in emergency situations * Implementation and facilitation of programs or innovations that directly supports and provides enduring benefit for frontline personnel. | | |
|  | | |
| **PART SEVEN - REFEREES** | | |
| I have attached **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**

The Emergency Services Medal was instituted in 1999 to recognise those who have rendered distinguished service as a member of an Australian emergency service. It is awarded to both those in state services and voluntary organisations. The Emergency Services Medal also recognises people who are involved in emergency management, training or education.

The number of medals of each State in each calendar year shall be:

1. One medal for each 1,000 full-time members, or part of 1,000 full-time members
2. One medal for each 5,000 or part of 5,000 part-time, volunteer or auxiliary members

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 Queen’s Birthday (June) of each year.

**Eligibility Criteria**

Members of the QFES workforce, paid and volunteer, from the State Emergency Service and Disaster Management may be nominated for this award.

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 made via a nominator within QFES.
2. Complete this form and submit to the relevant Assistant Commissioner (AC)/Executive Director (ED) for approval.
3. AC/ED 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 Chair, HRR Advisory Panel 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.