**PUBLIC SERVICE MEDAL (PSM)**

**Nomination Form**

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| **The Public Service Medal recognises public service employees, including those of Australian Government, state, territory, and local governments, who have given outstanding public service.** |
| **PART ONE - NOMINATOR** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **ID** **No**:       | **Position**:       | **Rank**:       |
| **Phone**:       | **Mobile**:       | **Post Nominals** (if any):       |
| **Region**:       | **Unit**:       | **Service:** **[ ]** FRS [ ]  RFS [ ]  SES  |
| **Email**:       |  [ ]  DM [ ]  State |
| **Signature**:       | **Date**:       |
| **PART TWO – NOMINEE** |
| **Title**:       | **Given** **Name**:       | **Surname**:       |
| **ID No**:       | **Position**:       | **Rank**:       |
| **Phone**:       | **Mobile**:       | **DOB**:       |
| **Region**:       | **Unit**:       | **Service**:[ ]  FRS [ ]  RFS [ ]  SES  |
| **Email**:       |  [ ]  DM [ ]  State |
| **Residential Address**:       |
| **Is the nominee born outside of Australia?**  | [ ]  No (Please proceed to next question) | [ ]  Yes (Provide **either** of the below) |
| Naturalisation Certificate Details:       |
| Country of Citizenship:       |
| **Previous Awards Received** (include award name and year awarded): |
| 1. |       |
| 2. |       |
| 3. |       |
| 4. |       |
| **Degrees or Higher Education** (include, if possible, year graduated): |
| 1. |       |
| 2. |       |
| 3. |       |
| **PART THREE – NOMINATION STATEMENT** |
| **Please provide details of the nominee’s service which are considered particularly worthy of recognition** |
|       |
| **PART THREE (A) – SERVICE** |
| **In what role(s) has the nominee excelled?**You should give positive details and describe comprehensively the nature of the occupations (i.e. policy, customer service, administration), and the length of service. |
|       |
| **PART THREE (B) – ACHIEVEMENT** |
| **How has the nominee demonstrated ‘outstanding service’?** Has the individual provided service excellence; shown innovation in program, project or policy development; excelled in leadership; or achieved more efficient processes, improved productivity or better service delivery?You should give key achievements that have resulted from the nominee’s involvement. |
|       |
| **PART THREE (C) - IMPACT** |
| **How has the nominee’s contribution impacted upon their organisation and its clients?** **What are the broader outcomes of the nominee’s work?**This is an opportunity to describe in terms of the ‘big picture’ the significance of the nominee’s efforts. |
|       |
| **PART FOUR (A) - REFEREES** |
| [ ]  I have attached a minimum of **two referee statements**, including one statement from an external referee to support this nomination |
| **PART FOUR (B) – 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 Public Service Medal recognises outstanding service by employees of the Australian Government and state, territory and local government employees. ‘Outstanding service’ could be shown through:

* Service excellence to the, public, or to external or internal clients;
* Innovation in program, project or policy development;
* Leadership, including as a member of a team; or
* The achievement of more efficient processes, improved productivity or better service delivery.

There is an annual quota for each government public service, with a total of 100 medals awarded every year.

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 public servants, may be nominated for this award.

You cannot self-nominate for this award.

**Nomination Process**

1. Nominations are 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.