**NATIONAL MEDAL**

**Nomination Form**

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| **The National Medal recognises long and diligent service with government and voluntary organisations whose members risk their lives or safety to protect or assist the community in enforcement of the law or in time of emergency or natural disaster.**  |
| **PART ONE – NOMINEE** |
| **Title**:       | **Given Names**:       | **Surname**:       |
| **ID** **No**:       | **Position/Rank**:       | **DOB**:       |
| **Phone**:       | **Unit**:       | **Region**:       |
| **Email**:       |  |  |
| **Former name/s**: (including maiden names, aliases)  |  |
| **Nominating for:** | [ ]  National Medal (15 Years) | [ ]  First Clasp (25 Years) |
| [ ]  Second Clasp (35 Years) | [ ]  Third Clasp (45 Years) | [ ]  Fourth Clasp (55 Years) |
| **PART TWO – ELIGIBLE SERVICE DATES**Exact dates are required. Statements are required from any other Organisation if service with that Organisation is being used towards a National Medal and/or Clasp nomination.A ‘Statement of Eligible Service for the National Medal’ is required to be submitted for any Defence service – see example provided. |
| **Organisation** | **Start Date** | **Finish Date** (or current) |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **Date of resignation/retirement:** (if applicable)  |
| **Total Service** | **Years:** | **Months:** | **Days:** |
| **Previous Awards Received**: |
| **1.** | **2.** |
| **3.** | **4.** |
| **Remarks**: (include any periods of leave without pay which does not constitute a break in service or extended periods of leave) |

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| **PART THREE – PRIVACY DECLARATION, CONSENT and ACKNOWLEDGEMENT** |
| **Declaration**Information provided in your recommendation for the National Medal or Clasp will be disclosed to the Honours Secretariat at Government House, Canberra as part of the approval process. If approved, details of the award will be provided to the Department of the Prime Minister and Cabinet and your name, award and date of award may be made available through the searchable database on the Australian Honours website <https://honours.pmc.gov.au/honours/search>I declare:* I have been advised how my personal information will be used to recommend me for the award of the National Medal or Clasp
* I understand that QFD 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).
* I agree to the publication of my information on the Australian Honours database
 |
| I acknowledge that I am aware this medal is not solely based on years of service and to be eligible I must meet the criteria outlined in the National Medal Regulations 2011. |
| **Signature**:  | **Date**:  |
| **PART FOUR – NOMINATOR** |
| **Given Name**:       | **Surname**:       | **Position**:       |
| **Region**:       | **Phone**:       | **Email**:       |
| **Signature**:       | **Date**:       |  |
| **PART FIVE – SIGHTED BY MANAGER** (e.g. Area/Zone Commander, Area/Regional Manager, Assistant Chief Officer, Executive Manager, Director) |
| **Given Name**:       | **Surname**:       | **Position**:       |
| **Region**:       | **Phone**:       | **Email**:       |
| **Signature**:       | **Date**:       |  |
| [ ]  All relevant details are attached |  |
| **Do you support this nomination?** [ ]  Yes [ ]  No (Please comment) |
| **Comments:****Note: this nomination must be progressed to the AC/DCO/ED/CFO/CIO/CHRO’s Office** |
| **PART SIX – ENDORSEMENT BY ASSISTANT COMMISSIONER / DEPUTY CHIEF OFFICER / EXECUTIVE DIRECTOR / CHIEF FINANCE OFFICER / CHIEF INFORMATION OFFICER / CHIEF HUMAN RESOURCE OFFICER** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **Signature**:       | **Date**:       |  |
| **Comments:**  |
| The Queensland Fire Department 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. |
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Guidelines

**General Information**

The National Medal recognises long and diligent service by members of recognised government and voluntary organisations that risk their lives or safety to protect or assist the community in enforcement of the law or in times of emergency or natural disaster. Fifteen years’ service is required to qualify. Clasps are available for each additional ten years’ service.

The Governor-General awards the National Medal. Nominations are made by the Chief Officer of the nominee’s organisation.

**Eligibility Criteria**

Members of the QFD operational workforce, paid and volunteer may be nominated for this award.

Public Servants and non-operational personnel are not eligible for this award.

You can self-nominate for this award.

**Nomination Process**

1. The Honours Reward and Recognition (HRR) Team opens nominations for these awards.
2. Nominations will only be processed by HRR when the award process is opened.
3. Nominations are made via a nominator within QFD.
4. 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.
5. Information provided in the nomination for the National Medal or Clasp will be disclosed to the Honours Secretariat at Government House, Canberra as part of the approval process. If approved, details of the award will be provided to the Department of the Prime Minister and Cabinet and your name, award and date of award may be made available through the searchable database on the Australian Honours website <https://honours.pmc.gov.au/honours/search>
6. Managers are responsible for considering nominations regarding the eligibility criteria and ensuring the nomination is progressed.
7. Manager sighted nominations are to be submitted to the relevant Assistant Commissioner (AC)/Deputy Chief Officer (DCO)/Executive Director (ED), Chief Finance Officer (CFO), Chief Information Officer, Chief Human Resource Officer (CHRO) for approval.
8. AC/DCO/ED/CFO/CIO/CHRO approved nominations are submitted to QFD Honours, Reward and Recognition (HRR) Team.
9. 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 Division Head/Decision Maker for consideration.
10. All nominations meeting the eligibility criteria and are clear of integrity checks are progressed to the Commissioner.
11. Once the Commissioner has approved, the HRR Team will submit to the Governor-General’s Office in Canberra.