

Nomination instructions for Meritorious Service Medal (MSM)

Meritorious Awards recognise outstanding and distinguished service by members of an Australian police force, fire, ambulance, corrections, intelligence or emergency service, or in support of outstanding work with an Australian Antarctic expedition.

Eligibility

The awards were created to recognise those occupations that provide services for the community, particularly in times of emergency or disaster. Historically, most nominees are people whose current service is inherently more hazardous than most other occupations. These awards recognise individuals who have performed service at a level above that which would be expected of someone in their position, or have made significant achievements.

Consistent with the intent of the various meritorious award regulations, people who recently 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, may be eligible for a meritorious award.

Application process

Your submission must include:

- a letter from the recommending Minister to the Premier endorsing the nominees
- information to confirm service eligibility populated in the Service Eligibility Template
- the completed Nomination Template.

Application template:

- Please note **all fields are mandatory** and must be populated except for the Citation field – this can be left blank. The employee number should be added if known. This helps the Secretariat check for any previous awards the nominee may have received.
- **Media notes**
 - Are required for all nominations and **must be limited to 300 words**. For note media notes under 100 words are deemed insufficient for the purpose of promoting the awards.
 - The summary needs to encapsulate how the nominee meets the criteria specified above, specifically, it must include details of hazardous experience.
 - Please refer to the media notes guide, or to search previous award recipients, you can also search Australian Honours [database](#).

Citizenship

Please indicate in the **Service Eligibility Template** if your nominated member is not an Australian citizen. Non-Australian citizens are eligible for the award, however approval must be sought from some countries, to accept and wear the award. It can take a considerable amount of time for the process to be completed with the conferral of the award often deferred until approval is received.

More information

The following link provides more information about awards and you can also refer to the Meritorious Services Awards Booklet: [Meritorious Awards | Governor-General of the Commonwealth of Australia \(gg.gov.au\)](#)

Meritorious Service Medal Nomination Checklist

Before submitting the nomination, please ensure all required paperwork is included.

- ☐ Completed Service Eligibility form (in either Word or PDF format)
- ☐ Completed Nomination template
- ☐ Media Notes (max 300 words with spelling, grammar and word count checked)
- ☐ Letter of Endorsement from relevant Minister

Contact us: email honours@premiers.qld.gov.au or call 07 3003 9200.