**QUEENSLAND FIRE DEPARTMENT**

**INTERNATIONAL WOMEN’S DAY AWARDS**

**Nomination Form**

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| **The Queensland Fire Department International Women’s Day Awards recognise and celebrate both paid and volunteer members of QFD who have made an outstanding contribution to embracing gender equality and promoting the rights, interests, and wellbeing of women in QFD.** |
| **PART ONE – NOMINEE** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **ID** **No**:       | **Position/Rank**:       | **DOB**:       |
| **Phone**:       | **Unit**:       | **Region**:       |
| **Email**:       |  |  |
| **PART TWO – AWARD CATEGORY** |
| **Outstanding Female Leader:** [ ]  Queensland Fire and Rescue[ ]  Rural Fire Service Queensland[ ]  Queensland Fire Department (includes corporate support, administration, state operations) |
| **[ ]  Mentor of the Year** |
| **[ ]  Champion of Change** |
| **PART THREE – NOMINATION STATEMENT** |
| Detail how the nominee has met the eligibility criteria and include direct links to the QFD Strategic Plan |
|       |
| **PART FOUR – REFEREE** |
| **Name:**       | **Position:**       |
| **Email:**       | **Phone:**       |
| **PART FIVE – REFEREE STATEMENT** |
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|  |
| **PART SIX - NOMINATOR** |
| **Given Name**:       | **Surname**:       | **Position**:       |
| **Region**:       | **Phone**:       | **Email**:       |
| **Signature**:       | **Date**:       |  |
| **PART SEVEN – 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**:       |  |
| **Do you support this nomination?** [ ]  Yes [ ]  No (Please comment) |
| **Comments:** **Note: this nomination must be progressed to the AC/DCO/ED/CFO/CHRO’s Office** |
| **PART EIGHT – ENDORSEMENT BY ASSISTANT COMMISSIONER / DEPUTY CHIEF OFFICER /** **EXECUTIVE DIRECTOR / CHIEF FINANCE OFFICER / CHIEF HUMAN RESOURCE OFFICER / CHIEF INFORMATION 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. |

Guidelines

**General Information**

The QFD International Women’s Day Awards recognise and celebrate both paid and volunteer members of the QFD workforce who have made an outstanding contribution to embracing gender equality and promoting the rights, interests, and wellbeing of women in QFD.

The [Queensland Women’s Strategy 2022-27](https://www.publications.qld.gov.au/ckan-publications-attachments-prod/resources/95357068-d24b-4565-a991-7b8be088ced9/queensland-womens-strategy-2022-27.pdf?ETag=c655247f0b2cb9f9295b45147ce05295) 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.

QFD 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 (3 awards)
	+ Queensland Fire and Rescue
	+ Rural Fire Service Queensland
	+ Queensland Fire Department (includes corporate support, administration, state operations)
* Mentor of the Year
* Champion of Change

**Eligibility Criteria**

The award is open to all QFD 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 QFD 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 QFD.
* **Mentor of the Year** – This award is open to all QFD 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 QFD 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 QFD or have developed and implemented an initiative, project or activity which has tangible outcomes towards gender equality and the inclusion of women in QFD.

You cannot self-nominate for this award.

**Nomination Process**

1. Nominations are made via a nominator within QFD.
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)/Deputy Chief Officer (DCO)/Executive Director (ED), Chief Information Officer (CIO), Chief Finance Officer (CFO), Chief Human Resource Officer (CHRO) for approval.
5. AC/DCO/ED/CIO/CFO/CHRO approved nominations are submitted to QFD 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 Division Head/Decision Maker 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.