**Important information**

**Meritorious Awards Nomination Form**

**Instructions**

* One form is to be used for a nominee
* Fill in each section and note that there is additional information the Office of the Governor General are seeking information on, these are marked with an asterisk.
* When using acronyms, spell out in the first instance and then the acronym can be used thereafter
* Ensure consistency of terms, places etc throughout the form
* Once endorsed, provide the following: -
* word version of the nomination form; and
* Signed PDF version including signed referee statements

**Reminder**

The Australian Fire Service Medal (AFSM) and Emergency Service Medal (ESM) were created to recognise those people in occupations that are inherently more hazardous than most others.

Nomination forms need to include the following:

* + frontline service / exposure to hazard
  + dates and detail as to when they were involved and performed their operational role with the most recent being within two years and/or are still currently active and can attend a future event as training qualifications are current
  + achievements the nominee has made should be framed within their frontline service
  + Media citation – summary of achievements and be no more than 300 words

Refer to the attached Meritorious Awards and Media Guidelines for further guidance.

* Note – advice on the updated guidelines is still pending and we understand the limitations that this gives, however we strongly encourage a diverse range of nominees to be put forward where possible.

***Information contained in this document will be held in confidence and handled in***

***accordance with the Privacy and Data Protection Act 2014 (Vic) and applicable laws***

Please include the following information about the nominee that will enable us to confirm service eligibility.

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of person being recommended for an award** | | | |
| Title |  | | |
| Rank\* |  | | |
| Full name\*  (inc middle name if applicable) |  | | |
| Post nominals\*  (if applicable) |  | | |
| Date of birth |  | Gender |  |
| Deceased\* | Yes  No | | |
| Australian citizen | Yes  No | | |
|  | | | |
| Organisation |  | | |
| Service ID/Number\* |  | | |
| Service | Employee  Volunteer | | |
| Date commenced |  | | |
| Length of service |  | | |
| Current position |  | | |

\*additional information required for Office of the Governor General

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Additional details for nominee** | | | | | |
| Home address |  | | | | |
| Suburb |  | | | |
| State |  | Postcode |  | |
| Postal address  (if different from above) |  | | | | |
| Suburb |  | | | |
| State |  | Postcode |  | |
| Contact phone |  | | Mobile number | |  |
| Email |  | | | | |

1. **List previous operational/frontline roles the nominee has held in the organisation. Include description, dates and length of service:**

|  |  |  |
| --- | --- | --- |
| **Date** | **Length of service** | **Description** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Describe the operational/frontline service that the nominee is currently undertaking / or has recently undertaken, which makes the nominee eligible for this award:**
2. **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 deployments in emergency situations; and/or
* Implementation and facilitation of programs or innovations that directly supports and provides enduring benefit for frontline personnel.

1. **Additional criteria/evidence for distinguished service**

*Information below this point does not form part of official eligibility requirement from the Office of the Governor-General. It is required by the Office to be provided separately as supporting information alongside the official nomination.*

1. **Media Notes/Citation (no more than 300 words)**

***Important –***

* *when preparing the media notes, consider the audience and that the information will be publicly available.*
* *ensure that the media notes are relevant to the award; refer attached ‘media notes guidelines’ for more information*

[Add content here]

**For internal EM Group office use only**

**Details of person submitting nomination**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title |  | | | | | |
| Full name |  | | | | | |
| Occupation |  | | | | | |
| Relationship to nominee |  | | | | | |
| Address |  | | | | | |
| Suburb |  | | | | |
| State |  | Postcode | | |  |
| Postal address  (if different from above) |  | | | | | |
| Suburb |  | | | | |
| State |  | Postcode | | |  |
| Contact phone |  | | Mobile number | | |  |
| Email |  | |  | | |  |
|  | | | | | | |
| **Declaration -** *I have read and adhered to the relevant guidelines before submitting this nomination and have considered my organisation’s commitment to diversity and inclusion.* | | | | | | |
| **Signature** |  | | | **Date** |  | |

**Endorsement by the Chief Executive Officer, Chair, or President**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | (this section will be completed after consideration by the CFA Board Committee) | | |
| Rank  (if applicable) |  | | |
| Full name |  | | |
| Position |  | | |
|  | | | |
| ***Declaration*** *- I have read and adhered to the relevant guidelines before submitting this nomination and have considered my organisation’s commitment to diversity and inclusion.* | | | |
| **Signature** |  | **Date** |  |

**References**

* *Only* ***two (2)*** *referees are required to support each nomination*
* *Referees should refer to examples of outstanding service using the nomination guidelines.*
* *Ensure a copy of the signed referee statement is attached to the nomination.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee One** | | | |
| Title |  | | |
| Full name |  | | |
| Position |  | | |
| Organisation |  | | |
| Contact phone |  | Email |  |
| Relationship to nominee |  | | |
| Reference attached | Yes  No | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee two** | | | |
| Title |  | | |
| Full name |  | | |
| Position |  | | |
| Organisation |  | | |
| Contact phone |  | Email |  |
| Relationship to nominee |  | | |
| Reference attached | Yes  No | | |