



## AIES AWARD NOMINATION FORM – COVER SHEET

**AWARD:** (Indicate the Award for which nomination/application is made.)

Complete all appropriate sections prior to printing. The information contained in this document will be held **in confidence** and will be kept secure at all times.

<b>Nominee Title</b>	
<b>Nominee Surname</b>	
<b>Nominee Given Names</b>	
<b>Post nominals</b>	
<b>Nominee Address</b>	

AIES National Medal for Excellence <input type="checkbox"/>	AIES Award for Excellence <input type="checkbox"/>
AIES Long Service Award: <input type="checkbox"/> 10 <input type="checkbox"/> 20 <input type="checkbox"/> 30 <input type="checkbox"/> 40 <input type="checkbox"/> 50	
Commendation: National President's <input type="checkbox"/>	Divisional President's <input type="checkbox"/>
Certificate of Appreciation: National President's <input type="checkbox"/>	Divisional president's <input type="checkbox"/>
Enter proposed citation here: _____ _____	

### Details of previous AIES Awards received

Type of Award	Date of Award (if known)
	dd/mm/yyyy

I certify the details provided above are correct and recommend the above-mentioned officer/person for the.....Award

Name:.....Signature:.....

**AIES Division President**

Date:.....AIES Division:.....

### Secretariat Use Only

- Award approved by National Council    Date.....    Initials.....
- Award dispatched    Date.....    Initials.....
- Master records entered    Date.....    Initials.....



# AIES

## AUSTRALASIAN INSTITUTE OF EMERGENCY SERVICES

### **AIES National Awards – Nomination Form**

To be eligible for an award completed nominations using this form must be received by 4pm on the 31st January each year at the address outlined at the bottom of this form. Eligibility criteria are contained in Appendix 1.

**Award:** Please nominate the award that you consider appropriate to your nomination.

National Medal for Excellence

Award for Excellence

Commendation

Certificate of Achievement

#### *Part 1 - Information on the person being nominated*

Name of Nominee:

Address:

Phone:

Email:

Name of Organisation/Service:

Position/Rank:

#### *Part 2 - Information about the person making the nomination*

Nominations can be made as an individual or as a representative of an Emergency Service or emergency management organisation.

Name of Person Making the Nomination:

Address:

Phone:

Email:

**Organisation/Service:**

**Position/Rank:**

**Business Address:**

**Part 3 – Referees**

All applications must include the names and contact details of at least 2 referees who can be contacted to verify the information contained in the nomination.

**Name of Referee 1:**

**Address:**

**Phone & Email:**

**Name of Referee 2:**

**Address:**

**Phone and Email:**

**Part 4**

Please tick the relevant area in which the nominee has excelled:\*

Leadership

Management

Operations

Training

Support

Innovation

**\* (only one can be selected):**

**Part 5**

Please attach a detailed outline, with supporting documentation where necessary, to support this nomination and indicating how the nominee has excelled in the nominated field at Part 4.

**Signed:** ..... **Date:** .....

Signature of the Person making the nomination

## **Appendix 1**

The AIES National Award Scheme recognises outstanding contributions that individuals or organisations make in service to the community through an emergency service or affiliated organisation.

The AIES National Award Scheme consists of the:

- AIES National Medal for Excellence (Usually only issued on the basis of one award annually)
- AIES Award for Excellence
- AIES Commendation and,
- AIES Certificate of Achievement

The AIES National Medal for Excellence is the highest Award issued by the AIES.

The AIES National Medal for Excellence and associated awards are made for individual contributions or organisation contributions in the field of:

- Leadership
- Management
- Operations
- Training
- Support and/or
- Innovation

Nominations may be made by an individual or an organisation.

The AIES Award/s will be issued no more than once annually.

The AIES Award/s will not be issued if a suitable person meeting the award criteria is not deemed appropriate by the majority of the Board.

AIES Members and Non-members either paid or volunteer are eligible to be nominated for an Award.

The National Board will determine the criteria and number of awards to be issued annually (with the exception of the National Medal for Excellence which will normally be issued on the basis of a single recipient/organization annually).

Completed nomination forms are to be sent to the Divisional Secretary of the Division of the Institute in which the nominee works or resides. Nominations will be assessed at Division level before forwarding to the National Secretary for reference to the AIES National Board Awards Committee for final review and approval.

## Appendix 2

All nominations are to be marked “Confidential” and sent to the Secretary of the Division of the Australasian Institute of Emergency Services in which the nominee resides or works.

### NEW SOUTH WALES, ACT & INTERNATIONAL

Secretary  
PO Box 2469  
Chermside Centre Qld 4032  
E-mail: [Secretary.NSW@aies.net.au](mailto:Secretary.NSW@aies.net.au)

### QUEENSLAND & NORTHERN TERRITORY

Secretary  
PO Box 2469  
Chermside Centre Qld 4032  
E-mail: [Secretary.QLD@aies.net.au](mailto:Secretary.QLD@aies.net.au)

### SOUTH AUSTRALIA & WESTERN AUSTRALIA

Secretary  
PO Box 2469  
Chermside Centre Qld 4032  
E-mail: [Secretary.SA@aies.net.au](mailto:Secretary.SA@aies.net.au)

### TASMANIA

Secretary  
PO Box 2469  
Chermside Centre Qld 4032  
E-mail: [Secretary.TAS@aies.net.au](mailto:Secretary.TAS@aies.net.au)

### VICTORIA

Secretary  
PO Box 2469  
Chermside Centre Qld 4032  
E-mail: [Secretary.VIC@aies.net.au](mailto:Secretary.VIC@aies.net.au)

#### Version History

V1.2 Nomination Form Amended - Aug 2011  
V1.3 Policy/Scope Amended, Para 7.1 to 7.5 amended - Nov 2012  
V1.4 Document amended – October 2022  
V1.5 Document amended – March 2023  
V1.6 Division structure amended – March 2023