

Information booklet

**THE OLGA WILSON  
FIREFIGHTERS TRUST**

# THE OLGA WILSON FIREFIGHTERS TRUST

## Information Booklet

### INDEX

	<b>Page</b>
FOREWORD	3
HISTORY OF THE OLGA WILSON FIREFIGHTERS TRUST	4
ROLES IN THE MANAGEMENT OF THE OLGA WILSON FIREFIGHTERS TRUST	4
THE OLGA WILSON FIREFIGHTERS TRUST BENEFIT PROCESS	
• Financial assistance for firefighters and their families	5-7
○ Submission Form	
• Research and Development Grant	8-12
○ Application Form	
• Professional Development Scholarship	13-17
○ Application Form	
• The Olga Wilson Award for Peer Support Officers	18-20
○ Nomination Form	
• Submissions which support groups of firefighters	21



## Foreword by Commissioner

It is with pleasure that I introduce this booklet outlining the benefits available to the Queensland Fire and Rescue Service (QFRS) community from the Olga Wilson Firefighters Trust. As an organisation, we are grateful for the generosity of Ms Olga Wilson who, in 1997, bequeathed funds in her Will to benefit firefighters and their families.

The benefits available through this Trust advocate our mission driven focus to support our people and our communities.

Since 1997, many full time, auxiliary and volunteer firefighters and their families have benefited from the Olga Wilson Firefighters Trust to help them through difficult times. Additionally, funds have been made available for research and development in areas where outcomes may improve the safety and wellbeing of firefighters. Support has also been provided to auxiliary stations and rural fire brigades.

The Trustees have agreed to publish this information to explain the purpose of the Trust and to outline the following:

- ▶ Financial assistance for firefighters and their families
- ▶ Research and Development Grant
- ▶ Professional Development Scholarship
- ▶ The Olga Wilson Award for Peer Support Officers (PSOs)
- ▶ Submissions which support groups of firefighters

This booklet includes the criteria relating to each of these benefits and how to apply for a specific benefit.

In line with the State-wide Integrated Operational Planning Process (SIOPP), this booklet is available on the QFRS Bookshelf to assist with maintaining a consistent approach for accessing current information and templates relating to the Olga Wilson Firefighters Trust. It is also available on the Rural Fire Service Volunteer Portal.

In addition, there may also be specific applications for support which do not meet these criteria and the Trustees will consider such applications on a case-by-case basis.

I take this opportunity to thank the Trustees from McCullough Robertson Lawyers for their continued support in the management of the Trust.

A handwritten signature in blue ink that reads "Lee A Johnson". The signature is stylized and cursive.

Lee A Johnson AFSM MIFireE  
**Commissioner**

## **HISTORY OF THE OLGA WILSON FIREFIGHTERS TRUST**

Ms Olga Hope Wilson died on 13 August 1997, leaving a Will dated 7 August 1997, appointing the Partners of McCullough Robertson Lawyers, who have been managing the Trust since this time, as the Trustees of the Olga Wilson Firefighters Trust.

The Will states that the Trust is to be used for:

*'...The support, maintenance, education, advancement, medical, surgical, convalescent assistance and accommodation, and/or general benefit of all past and present members (and their families) of the Queensland Fire Service and all Queensland Fire Brigades (including volunteers of the brigade)...'*

The Trustees have advised that it was Ms Wilson's intention that the Will was not to be prescriptive but that her wishes were to have a wide interpretation. With this in mind, the Trustees have been able to provide funds to assist a range of individuals in need as well as extend financial support to groups and organisations with the aim of improving firefighters' wellbeing.

The Olga Wilson Firefighters Trust will continue until the twenty-fifth anniversary of her death or such earlier date at the discretion of the Trustees.

## **ROLES IN THE MANAGEMENT OF THE OLGA WILSON FIREFIGHTERS TRUST**

As previously mentioned The Olga Wilson Firefighters Trust is managed by Trustees from McCullough Robertson Lawyers.

The Trustees have the final decision on each individual application/submission after receiving a recommendation through the Office of the Commissioner. The Secretariat role to the Trust is performed by the Commissioner's Staff Officer. All applications for support will be endorsed by the Commissioner, QFRS.

Where required, advice and recommendations to the Trustees is provided by a representative group of experienced and knowledgeable people - The Olga Wilson Firefighters Trust Committee.

This group includes a representative from the following:

- United Firefighters Union of Australia – Queensland Branch;
- Queensland Fire and Rescue - Senior Officers Union of Employees;
- Queensland Auxiliary Firefighters Association;
- Rural Fire Brigades Association of Queensland; and

For matters relating to welfare the Committee may refer to:

- QFRS FireCare; or
- QFRS Chaplain.

# FINANCIAL ASSISTANCE FOR FIREFIGHTERS AND THEIR FAMILIES

## Introduction

Most people experience a range of emotional and financial difficulties in their lives and firefighters are no exception. In some circumstances, the Olga Wilson Firefighters Trust may be appropriate to provide financial aid to firefighters and their families. The intention of Ms Wilson's Will is for the Trust monies to be distributed in such a manner as to provide '*support, maintenance, education, advancement, medical, surgical, convalescent assistance and accommodation, and/or general benefit of all past and present members (and their families) of the Queensland Fire Service and all Queensland Fire Brigades, (including volunteers of a brigade)*'.

Firefighters and their families may make a submission to the Trust at any time, and if required, another person may make a submission on behalf of a firefighter in financial difficulty.

## Criteria

- The financial hardship must be genuine.
- Other avenues for assistance must have been explored.

## Submission Process

- Access and complete the *Financial Assistance Submission Form*.
- Read the criteria for the benefit carefully to ensure that the proposal is in accordance with the criteria.
- Ensure that the financial difficulty is genuine as these financial grants do not require repayment and are true gifts to firefighters or their families that have suffered hardship.
- Ensure that other avenues of financial assistance have been explored prior to the submission. Evidence must be provided where possible.
- Provide a clear background and details of the circumstances of hardship.
- Clearly provide what is required to improve the situation e.g. listing the amount of money required and details or furnishing invoices where possible.
- All submissions are to be provided to:-
  - The Olga Wilson Firefighters Trust Committee
  - c/- Commissioner's Staff Officer – Queensland Fire and Rescue Service
  - Cluster 6.1 - Level 2, Block B, Emergency Services Complex, Kedron (Internal Mail) or
  - GPO Box 1425, Brisbane Qld 4001 (External Mail)
  - Email : SueP.Smith@dcs.qld.gov.au

## Selection Process

- The Commissioner's Staff Officer will ensure that where relevant the QFRS Chaplain and/or the Manager FireCare review each submission on a case-by-case basis for recommendation.
- Submissions will be referred to the Olga Wilson Firefighters Trust Committee for consideration, unless the submission is for less than \$5000.00 in which case the Commissioner's Staff Officer may refer directly to the Trustees.
- The Commissioner's Staff Officer, Manager FireCare, Chaplain or Trustees may contact the person submitting this request for clarification of any issues.
- Upon endorsement of the Commissioner QFRS, the submission will be provided to the Trustees by the Commissioner's Staff Officer.

# THE OLGA WILSON FIREFIGHTERS TRUST

IN CONFIDENCE

## Submission Form

### FINANCIAL ASSISTANCE FOR FIREFIGHTERS AND THEIR FAMILIES

<b>Submitted by person other than Beneficiary</b>	Please complete clearly in spaces provided.		
<b>Surname</b>		<b>Name</b>	
<b>Region</b>		<b>Rank/Position</b>	
<b>Address</b>			
<b>Email</b>			
<b>Phone (W)</b>		<b>Phone (M)</b>	

<b>BENEFICIARY</b>	Please only complete if you are submitting on behalf of the beneficiary.		
<b>Surname</b>		<b>Name</b>	
<b>Region</b>		<b>Rank/Position</b>	
<b>Address</b>			
<b>Email</b>			
<b>Phone Work/Home</b>		<b>Phone (Mobile)</b>	

<b>Purpose</b>
Please outline succinctly the financial difficulty.
<b>Background</b>
Please provide a brief background of the situation.
<b>Submission amount</b>
Please attach a proposal and where appropriate a list of expenses and copies of invoices. Evidence to be provided of other financial avenues explored.

<b>Certification of Submission</b>	Please sign and date the submission confirming that the information provided is correct and complete.		
<b>Signature</b>		<b>Date</b>	

# THE OLGA WILSON FIREFIGHTERS TRUST

IN CONFIDENCE

## Submission Form – Page 2

### FINANCIAL ASSISTANCE FOR FIREFIGHTERS AND THEIR FAMILIES

<b>Submit by Email</b>	Please forward to SueP.Smith@dcs.qld.gov.au
<b>Submit by Post</b>	Please forward to: <b><u>Internal Mail</u></b> Olga Wilson Firefighters Trust Committee c/- Commissioner's Staff Officer Queensland Fire and Rescue Service Cluster 6.1 Level 2, Block B, Emergency Services Complex, Kedron Or <b><u>External Mail</u></b> Olga Wilson Firefighters Trust Committee c/- Commissioner's Staff Officer Queensland Fire and Rescue Service GPO Box 1425, Brisbane Qld 4001
<b>Submit by Fax</b>	Please forward to Fax (07) 3247 8110
<b>Comments of the Olga Wilson Firefighters Trust Committee</b>	

Lee A Johnson AFSM MIFireE  
Commissioner  
Queensland Fire and Rescue Service

**Endorsed / Not Endorsed**

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**REMINDER – Please attach all relevant and supporting documents to this submission.**

**PLEASE PRINT BENEFICIARY NAME HERE:** \_\_\_\_\_

# RESEARCH AND DEVELOPMENT GRANT

## Introduction

The Olga Wilson Firefighters Trust has the capacity to grant financial resources for Research and Development projects which provide improvements in the interest of firefighter safety and wellbeing.

The assistance from this grant enables opportunities for firefighters and others wishing to undertake new and innovative research. This research will enhance current Research and Development through focused and sustained investigations that will be of benefit to firefighters and be used to develop policy or improve practice.

Research and Development applications will be considered throughout the year.

## Criteria

- The research must be innovative and original.
- The research must provide potential benefits to firefighters and their families.
- A research plan must be submitted.
  - The research plan must include:
    - clearly defined hypothesis;
    - research methodology;
    - plan for disseminating the outcomes of the research;
    - timeline for completion; and
    - budget.
- Where travel is required to complete research:
  - An itinerary must be attached.
  - Travel must be in accordance with the *Department of Community Safety (DCS) Travel Policy and Procedures*.
  - An approved mentor/sponsor for this application is required.

## Application Process

- Access and complete the *Research and Development Grant Application Form*.
- Read the criteria for the grant carefully to ensure that the proposal is in accordance with the conditions of the grant.
- Clearly and concisely explain the aim of the research.
- Provide some evidence that current literature on the intended research topic has been reviewed.
- Explain succinctly how firefighters and their families could benefit from the research.
- The grant is available for Research and Development within Australia and internationally. If applying for travel within Australia or internationally, provide evidence that the institute or expertise is available in the field of the selected research topic. Specific details of the itinerary will be required.
- Domestic and overseas travel must be in accordance with DCS Policies and Procedures.
  - *Domestic Policies and Procedures*
  - *International Policies and Procedures*



# RESEARCH AND DEVELOPMENT GRANT

- Explain the plan to disseminate the information gained from the research.
- Prepare and present a budget and ensure that sufficient detail is provided in the budget to enable the Olga Wilson Firefighters Trust Committee to understand how the money will be spent.
- Make allowances in the application for the cost of the preparation and publication of a report.
- If presenting a paper or poster at a conference, enclose a copy of the abstract, where possible.
- Provide a timeline for completion of designated tasks as part of the research.
- Each applicant must list a mentor/sponsor for this process and submit along with the application, a letter of support from the mentor/sponsor, indicating their support for the research and development activities and the potential benefits of the research for firefighters and their families.
- At regular intervals throughout the research, the Olga Wilson Firefighters Trust Committee may seek independent expert reviews on the progression of the research from the mentor/sponsor.

## Selection Process

- To ensure that the assessment process is objective, all applications will be considered by the Olga Wilson Firefighters Trust Committee and evaluated on a case-by-case basis.
- Some criteria that the Olga Wilson Firefighters Trust Committee will take into consideration when assessing the application are:

### **Objectives for the proposed research**

- Are they clearly outlined and do they relate to the research?

### **Appropriateness of the research**

- Is the research appropriate to the applicant's current position/experience?

### **Uniqueness of the opportunity**

- Is it a one-off/rare opportunity?

### **Outcomes/benefits**

- Are benefits clearly outlined and related to the proposed research?

### **Relevance and importance to QFRS practice or policy**

- Is it highly relevant? Will it impact and influence broadly across the QFRS?

- Each application will be assessed on merit and available funds. The funding will be approved for a maximum of one year. Any further funding will require a further application.
- Successful Research and Development grant recipients must abide by the requirements of the Terms and Conditions of the Grant/Scholarship.
- The Olga Wilson Firefighters Trust Committee will provide recommendations to the Commissioner, QFRS, for endorsement before forwarding to Trustees for their decision.

**THE OLGA WILSON FIREFIGHTERS TRUST**  
IN CONFIDENCE  
Application Form

**RESEARCH AND DEVELOPMENT GRANT**

<b>APPLICANT Details</b>		Please complete clearly in spaces provided.	
<b>Surname</b>		<b>Name</b>	
<b>Region</b>		<b>Rank/Position</b>	
<b>Address</b>			
<b>Email</b>			
<b>Phone (W)</b>		<b>Phone (M)</b>	

<b>Qualifications</b>	Please provide your most recent Educational Qualifications.

<b>Research title</b>			
<b>Research dates</b>	<b>From</b>		<b>To</b>
<b>Research costs</b>			

<b>A short summary of research</b>

<b>Benefit to Firefighters and their Families</b>

<b>Research plan</b>

<b>Travel itinerary</b>

**THE OLGA WILSON FIREFIGHTERS TRUST**  
**IN CONFIDENCE**

Application Form -Page 2

**RESEARCH AND DEVELOPMENT GRANT**

<b>Certification of Application</b>	Please sign and date the application confirming that the information provided is correct and complete and that you have read and agreed to the Terms and Conditions for the Research and Development Grant.		
<b>Applicant's Signature</b>		<b>Date</b>	
<b>Mentor/Sponsor</b>	Please provide contact details		
<b>Name</b>		<b>Phone (W)</b>	
<b>Email</b>		<b>Rank/Position</b>	
<b>Mentor/Sponsor's support</b>	Please indicate your support for the research and development activity and clearly state the potential benefit to Firefighters and their Families		
<b>Mentor/Sponsor Signature</b>		<b>Date</b>	
<b>Submit by Email</b>	To submit by email, please forward this Application Form along with the signed Terms and Conditions for the Research and Development Grant to <a href="mailto:SueP.Smith@dcs.qld.gov.au">SueP.Smith@dcs.qld.gov.au</a>		
<b>Submit by Post</b>	<p>To submit by post, please forward this Application Form along with the signed Terms and Conditions for the Research and Development Grant to:</p> <p>Please forward to:  <u>Internal Mail</u>  <b>Olga Wilson Firefighters Trust Committee</b>  <b>c/- Commissioner's Staff Officer</b>  <b>Queensland Fire and Rescue Service</b>  <b>Cluster 6.1</b>  <b>Level 2, Block B, Emergency Services Complex, Kedron</b>  <b>Or</b>  <u>External Mail</u>  <b>Olga Wilson Firefighters Trust Committee</b>  <b>c/- Commissioner's Staff Officer</b>  <b>Queensland Fire and Rescue Service</b>  <b>GPO Box 1425, Brisbane Qld 4001</b></p>		
<b>Submit by Fax</b>	To submit by fax, please forward as above along with the signed Terms and Conditions for Research and Development Grant to <b>Fax (07) 3247 8110</b> .		
<b>Comments of the Olga Wilson Firefighters Trust Committee</b>			

Lee A Johnson AFSM MIFireE  
Commissioner  
Queensland Fire and Rescue Service

**Endorsed/Not Endorsed**

Date:     /     /



**REMINDER – Please attach all relevant and supporting documents to this application.**

**PLEASE PRINT APPLICANT NAME HERE:** \_\_\_\_\_

# TERMS AND CONDITIONS FOR RESEARCH AND DEVELOPMENT GRANT

The following guidelines are valid for application for the **Research and Development Grant**.

- Research must be original and innovative.
- The applicant may be a member of the Queensland Fire and Rescue Service (QFRS). The Olga Wilson Firefighters Trust wishes to encourage new research and each application will be assessed on a case-by-case basis.
- The Grant will not normally be made to more than one project from the same applicant in any one year.
- The Olga Wilson Firefighters Trust Committee may seek independent expert reviews of any particular project. Recommendations for the approval of the Grant are made by the Olga Wilson Firefighters Trust Committee to the Trustee on the basis of merit. The Trustee is not obliged to make any particular Grant in any year.
- Grant monies are not to be spent on equipment that would normally be provided by the QFRS.
- In the case of further funding being required or an extension of time to complete the project, applicants will be required to re-apply for approval.
- Requirements of successful applicants:
  - Acknowledgement of the Olga Wilson Firefighters Trust’s support in all publications.
  - Progress reports will be required. These reports should include progress against aims, future directions and details of papers published.
  - Cooperation with the QFRS in terms of publicity where such publicity is reasonable.
- Where possible any Grant funding will be paid directly to the supplier of goods/course upon furnishing of invoices.
- The knowledge and materials gained by successful applicants as a result of the Grant are the property of not only the successful applicant, but also the QFRS.
- That the applicants do not use the results of this project for his/her private gain and ensure that the applicant abides by the QFRS *Commercial Competition Policy*.
- Read and sign Terms and Conditions for the Research and Development Grant to confirm your acceptance of the conditions and attach to the *Research and Development Grant Application Form*.

.....  
**Applicant’s Name**  
**(Please print)**

.....  
**Applicant’s Signature**  
**Date: ...../...../**

# PROFESSIONAL DEVELOPMENT SCHOLARSHIP

## Introduction

It is the intent of the Olga Wilson Firefighters Trust to encourage and support professional development, and particularly those opportunities that will enhance the wellbeing of firefighters. To reinforce this intent, the Trust has provided an opportunity of a Scholarship for Professional Development. This opportunity will provide access to the higher education and research sectors for the benefit of firefighters and their families, and to also assist in the development of policy or improve practice.

## Criteria

- The professional development must provide potential benefits to QFRS firefighters and their families.
- A plan must be formulated for disseminating the outcomes of the professional development.
- Completion of the professional development must be within a defined timeframe.
- Completion within budget must be achieved.
- Where travel is required to complete the professional development:
  - A draft itinerary must be attached.
  - Travel must be in accordance with the Department of Community Safety (DCS) *Travel Policy and Procedures*.
- An approved mentor/sponsor for this application is required.

## Application Process

- Access and complete the *Professional Development Scholarship Application Form*.
- Read the criteria for the Scholarship carefully to ensure that the proposal is in accordance with the conditions of the grant.
- Provide an overview of the professional development activity.
- Explain succinctly how firefighters and their families will benefit from the professional development.
- The Scholarship is available for professional development within Australia and internationally. If applying for travel within Australia or internationally, provide evidence that the institute or expertise is available in the field of the selected professional development area. Specific details of the itinerary will be required.
- Domestic and overseas travel must be in accordance with DCS Policies and Procedures.
  - *Domestic Policies and Procedures*
  - *International Policies and Procedures*
- Explain the plan to disseminate the information gained from the professional development.
- Prepare and present a budget and ensure that sufficient detail is provided in the budget to enable the Olga Wilson Firefighters Trust Committee to understand how the money will be spent.
- Make allowances in the application for the cost of the preparation and publication of a report.

# PROFESSIONAL DEVELOPMENT SCHOLARSHIP

- Provide a timeline for completion of designated tasks as part of the professional development.
- Each applicant must list a mentor/sponsor for this process and submit along with the application, a letter of support from the mentor/sponsor, indicating their support for the professional development activities and the potential benefits of the study for firefighters and their families.
- At regular intervals throughout the professional development, the Olga Wilson Firefighters Trust Committee may seek independent expert reviews on the progression of the professional development from the mentor/sponsor.
- Applications must be submitted prior to the professional development event for which funds are being sought.
- Read and sign Terms and Conditions for the Research Development Scholarship to confirm your acceptance of the conditions and attach to the *Professional Development Scholarship Application Form*.

## Selection Process

- To ensure that the assessment process is objective, all applications will be considered by the Olga Wilson Firefighters Trust Committee and evaluated on a case-by-case basis.
- Some criteria that the Olga Wilson Firefighters Trust Committee will take into consideration when assessing the application are:

### **Objectives for the proposed professional development**

- Are they clearly outlined?

### **Appropriateness of the professional development**

- Is the professional development appropriate to the applicant's current position/experience?

### **Uniqueness of the opportunity**

- Is it a one-off/rare opportunity?

### **Outcomes/benefits**

- Are the potential benefits clearly outlined?

### **Relevance and importance to QFRS practice or policy**

- Is it highly relevant? Will it impact and influence broadly across QFRS?

- Each application will be assessed on merit. The funding will be approved for a one year maximum. Any further funding will require a further application.
- It is important that the applicant intending to apply for a grant to attend a conference prepares the application well in advance of the date of the conference enabling the Olga Wilson Firefighters Trust Committee adequate time to consider the application.
- Applicants are usually notified one month after the application has been received by the Olga Wilson Firefighters Trust Committee.
- Successful Professional Development Scholarship recipients must abide by the requirements of the Terms and Conditions for Grant/Scholarship.
- The Olga Wilson Firefighters Trust Committee will provide recommendations to the Commissioner, QFRS, for his endorsement before forwarding to Trustees for their decision.

**THE OLGA WILSON FIREFIGHTERS TRUST**  
**IN CONFIDENCE**

PROFESSIONAL DEVELOPMENT SCHOLARSHIP  
**Application Form**

<b>Applicant Details</b>		Please complete clearly in spaces provided.	
<b>Surname</b>		<b>Name</b>	
<b>Region</b>		<b>Rank/Position</b>	
<b>Address</b>			
<b>Email</b>			
<b>Phone (W)</b>		<b>Phone (M)</b>	

<b>Qualifications</b>			Please provide your most recent Educational Qualifications.
<b>Qualification</b>	<b>Institution</b>	<b>Year Awarded</b>	

<b>Professional Development title</b>			
<b>Professional Development dates</b>	<b>From</b>		<b>To</b>
<b>Professional Development costs</b>			
<b>Name of Institute</b>			
<b>Please indicate if QFRS are Members of this Institute</b>			

<b>Short summary of professional development.</b>
<b>How will this scholarship contribute to your knowledge and what are the potential benefits to Firefighters and their Families?</b>

**THE OLGA WILSON FIREFIGHTERS TRUST**  
**IN CONFIDENCE**

**PROFESSIONAL DEVELOPMENT SCHOLARSHIP**  
**Application Form – Page 2**

<b>Provide details of budget and travel plans including a plan to disseminate information.</b>			
<b>Certification of Application</b>	Please sign and date the application confirming that the information provided is correct and complete and that you have read, and agreed to the Terms and Conditions for Professional Development Scholarship.		
<b>Applicant's Signature</b>		<b>Date</b>	
<b>Mentor/Sponsor</b>	Please provide contact details.		
<b>Name</b>		<b>Phone (W)</b>	
<b>Email</b>		<b>Rank/Position</b>	
<b>Mentor/Sponsor's support</b>	Please indicate your support for the professional development activity and clearly state the potential benefit to Firefighters and their Families.		
<b>Mentor/Sponsor Signature</b>		<b>Date</b>	
<b>Submit by Email</b>	To submit by email, please forward this Application Form with the signed Terms and Conditions for the Professional Development Scholarship to <a href="mailto:SueP.Smith@dcs.qld.gov.au">SueP.Smith@dcs.qld.gov.au</a>		
<b>Submit by Post</b>	<p>To submit by post, please forward this Application Form along with the signed Terms and Conditions for Professional Development Scholarship to:</p> <p>Please forward to:  <b><u>Internal Mail</u></b>  <b>Olga Wilson Firefighters Trust Committee</b>  <b>c/- Commissioner's Staff Officer</b>  <b>Queensland Fire and Rescue Service</b>  <b>Cluster 6.1</b>  <b>Level 2, Block B, Emergency Services Complex, Kedron</b>  <b>Or</b>  <b><u>External Mail</u></b>  <b>Olga Wilson Firefighters Trust Committee</b>  <b>c/- Commissioner's Staff Officer</b>  <b>Queensland Fire and Rescue Service</b>  <b>GPO Box 1425, Brisbane Qld 4001</b></p>		
<b>Submit by Fax</b>	To submit by fax, please forward as above along with the signed Terms and Conditions for Professional Development Scholarship to <b>Fax (07) 3247 8110</b>		
<b>Comments of the Olga Wilson Firefighters Trust Committee</b>			

Lee A Johnson AFSM MIFireE  
Commissioner  
Queensland Fire and Rescue Service

**Endorsed/Not Endorsed**

**Date:**     /     /



**REMINDER – Please attach all relevant and supporting documents to this application.**

**PLEASE PRINT APPLICANT NAME HERE:** \_\_\_\_\_



# **TERMS AND CONDITIONS FOR PROFESSIONAL DEVELOPMENT SCHOLARSHIP**

The following guidelines are valid for application for the **Professional Development Scholarship**.

- The applicant may be a member of the Queensland Fire and Rescue Service (QFRS). The Olga Wilson Firefighters Trust wishes to encourage professional development. Each application will be assessed on a case-by-case basis.
- The Olga Wilson Firefighters Trust Committee may seek independent expert reviews of any particular project. Recommendations for the approval of the Scholarship are made by the Olga Wilson Firefighters Trust Committee to the Trustee on the basis of merit. The Trustee is not obliged to approve any particular Scholarship in any year.
- Scholarship monies are not to be spent on equipment that would normally be provided by the QFRS.
- In the case of further funding being required or an extension of time to complete the professional development, applicants will be required to apply for approval.
- Requirements of successful applicants:
  - Acknowledgement of the Olga Wilson Firefighters Trust's support in all publications.
  - Progress reports will be required. These reports should include progress against aims, future directions and details of any papers published.
  - Cooperation with the QFRS in terms of publicity where such publicity is reasonable.
- Where possible, Scholarship funding will be paid directly to the supplier of materials/course upon furnishing of invoices.
- The knowledge and materials gained by successful applicants as a result of the Scholarship are the property of only the successful applicant, but also the QFRS.
- That the applicants do not use the results of this project for his/her private gain and ensure that the applicant abides by the QFRS *Commercial Competition Policy*.
- Read and sign Terms and Conditions for the Research and Development Grant to confirm your acceptance of the conditions and attach to the *Professional Development Scholarship Application Form*.

.....  
**Applicant's Name**  
**(Please print)**

.....  
**Applicant's Signature**  
**Date: ...../...../**

# THE OLGA WILSON AWARD FOR PEER SUPPORT OFFICERS

## Introduction

The stressful nature of a firefighter's role can take a heavy emotional toll on the wellbeing of personnel. In recognition of the need to support firefighters, the QFRS has established a range of staff support services, one of which is FireCare.

FireCare provides a Peer Support Program, in which volunteer Peer Support Officers (PSOs) offer one-on-one support for their work colleagues, conduct defusing, participate in debriefings after critical incidents and refer staff to the counsellor network, if required. The PSOs play a crucial role within the FireCare program and many QFRS personnel contact the PSOs for assistance in dealing with work related or personal issues.

The Olga Wilson Award for PSOs is an annual Award established to recognise a PSO who has provided outstanding service and support to QFRS firefighters and their families in times of difficulty. This Award will be presented at an appropriate ceremony each year.

## Criteria

- Self nomination for this Award is not acceptable – nominations must be received through a nominating officer.
- The PSO must have demonstrated a high degree of resource and devotion to duty in a particular situation to ensure the wellbeing of firefighters, or in the exemplary discharge of special duties above and beyond the normal role of a PSO.

## Nomination Process

- Read the criteria to ensure that the nomination is suitable.
- Complete the Award for Peer Support Officers Nomination Form and provide a nomination statement which outlines the details of the nominee's contribution.
- Provide evidence of the PSOs demonstration of a high degree of resource and devotion to duty in a particular situation.
- Explain succinctly how firefighters and their families have benefited from the role of the PSO.
- Explain how the PSO has provided support for staff that is both reactive to staff distress and/or proactive in promoting psychological health and early detection of problems.
- Include details of support personnel who can provide additional advice on the nomination, if required.
- All nominations are to be submitted to the Olga Wilson Firefighters Trust Committee c/- Commissioner's Staff Officer – Queensland Fire and Rescue Service, Cluster 6.1 - Level 2, Block B, Emergency Services Complex, Kedron (Internal Mail) or GPO Box 1425, Brisbane Qld 4001 (External Mail) by **31 March each year**.

## Selection Process

- The Olga Wilson Firefighters Trust Committee and FireCare Manager will review all nominations and provide recommendations to the Commissioner, QFRS, for endorsement before forwarding to Trustees.
- Interviews with the supporting staff listed on the nomination form may be required to provide further information.
- The Trustees will have the final decision.

**THE OLGA WILSON FIREFIGHTERS TRUST**  
**IN CONFIDENCE**

THE OLGA WILSON AWARD FOR PEER SUPPORT OFFICERS  
**Nomination Form**

<b>Nominating Officer's Details</b>		Please complete clearly in spaces provided.	
<b>Surname</b>		<b>Name</b>	
<b>Region</b>		<b>Rank/Position</b>	
<b>Address</b>			
<b>Email</b>			
<b>Phone (W)</b>		<b>Phone (M)</b>	

<b>Nominee details</b>		Please complete clearly in spaces provided.	
<b>Surname</b>		<b>Full Name</b>	
<b>Region</b>		<b>Rank/Position</b>	
<b>Address</b>			
<b>Email</b>			
<b>Phone (W)</b>		<b>Phone (M)</b>	
<b>Length of service as a PSO</b>	<b>From</b>		<b>To</b>

<b>Support for nomination</b>		Please provide contact details.	
<b>Name</b>		<b>Phone (W)</b>	
<b>Email</b>		<b>Rank/Position</b>	
<b>Name</b>		<b>Phone (W)</b>	
<b>Email</b>		<b>Rank/Position</b>	
<b>Name</b>		<b>Phone (W)</b>	
<b>Email</b>		<b>Rank/Position</b>	

<b>Nomination statement – maximum of 250 words.</b>

**THE OLGA WILSON FIREFIGHTERS TRUST**  
**IN CONFIDENCE**

THE OLGA WILSON AWARD FOR PEER SUPPORT OFFICERS  
**Nomination Form – Page 2**

<b>Certification of Nomination</b>	Nominating Officer to endorse that the information provided is correct and complete.		
<b>Nominating Officer's signature</b>		<b>Date</b>	

<b>Submit by Email</b>	To submit email, please forward to <a href="mailto:SueP.Smith@dcs.qld.gov.au">SueP.Smith@dcs.qld.gov.au</a>
<b>Submit by Post</b>	Please forward to: <b><u>Internal Mail</u></b> <b>Olga Wilson Firefighters Trust Committee</b> <b>c/- Commissioner's Staff Officer</b> <b>Queensland Fire and Rescue Service</b> <b>Cluster 6.1</b> <b>Level 2, Block B, Emergency Services Complex, Kedron</b> <b>Or</b> <b><u>External Mail</u></b> <b>Olga Wilson Firefighters Trust Committee</b> <b>c/- Commissioner's Staff Officer</b> <b>Queensland Fire and Rescue Service</b> <b>GPO Box 1425, Brisbane Qld 4001</b>
<b>Submit by Fax</b>	To submit by fax, please forward your application to <b>Fax (07) 3247 8110</b>

**Comments of the Olga Wilson Firefighters Trust Committee**

Lee A Johnson AFSM MIFireE  
Commissioner  
Queensland Fire and Rescue Service

**Endorsed/Not Endorsed**

**Date:**     /     /

**PLEASE PRINT NOMINEE NAME HERE:** \_\_\_\_\_

## SUBMISSIONS THAT SUPPORT GROUPS OF FIREFIGHTERS

The Trustees have determined that they are keen to support submissions from QFRS and external organisations which can show merit in supporting groups of firefighters. Each application submission will be assessed by the Trustees to determine that the intent of the Olga Wilson Firefighters Trust is met.

The Trustees will consider the provision of financial assistance and support to organisations who can demonstrate a need for research, equipment or training which can benefit firefighters and their families.

Submissions can be made directly to the Trustees although it is noted that the Trustees may seek clarification through the Office of the Commissioner on the merit of the submission.