

## QFES Medal Nomination Form and Guideline

### Part One – Nominee Details

<b>Surname:</b>	<b>First Name/s:</b>	<b>Payroll/Volunteer ID:</b>	
<b>Rank/Position:</b>	<b>Unit/Station/Brigade:</b>	<b>Region:</b>	<b>DOB:</b>

**Please indicate which award this nomination is for:**

☐ QFES Medal (10 Years)
 ☐ First Clasp (20 Years)
 ☐ Second Clasp (30 Years)
 ☐ Third Clasp (40 Years)
 ☐ Fourth Clasp (50 Years)
 ☐ Fifth Clasp (60 Years)

### Part Two – Eligible Service Dates

<b>Organisation:</b> (e.g. RFS, F&R, QFES, SES – include active dates & provide evidence)	<b>Start date:</b>	<b>Finish date</b> (or current):
1.		
2.		
3.		

**Leave without pay period/s** (greater than 3 months – include all relevant breaks):

### Part Three – Nominating Officer Declaration

*To the best of my knowledge, the nominee meets all aspects of the qualifying service as outlined in the guideline.*

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Part Four – Endorsement by Manager (e.g. Area/Zone Commander, Regional Manager, Executive Manager, Director)

☐ I endorse this nomination and declare, to the best of my knowledge, the nominee meets all aspects of the qualifying service as outlined in the guideline.

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Part Five – Endorsement by Assistant Commissioner/Executive Director

☐ I endorse this nomination. I declare the years of service have been validated and to the best of my knowledge their service meets all eligibility criteria\*.

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*Eligibility criteria is outlined in the guideline, please consider contacting your regional Workplace Liaison Consultant to verify the nominee's conduct.

*The Queensland Fire and Emergency Services is collecting personal information for the purpose of processing nominations subject to the requirements of the Information Privacy Act 2009 (the IP Act) which are defined in the eleven (11) Information Privacy Principles (IPPs). For information on the eleven (11) IPPs, refer to Schedule 3 of the IP Act.*

### Office Use Only:

- ☐ Integrity Check completed by Workplace Liaison Unit. Outcome: \_\_\_\_\_ Date: \_\_\_\_\_  
☐ Database Check  
☐ SES Head Office Check for SES MSM  
☐ Service History Check

# Guidelines

## General Information

The QFES Medal replaced the previous Diligent and Ethical Service Medal (DESM) effective from 1 July 2016.

The QFES Medal provides recognition of demonstrated commitment to ethical standards, personal integrity and diligent service over a prolonged period.

This medal is not granted as a 'right' by long service. To maintain the special significance of this award, the Commissioner, QFES has the discretion to decline nominations. The Commissioner may also:

- Revoke a medal or clasp previously granted
- Reinstate a previously awarded medal or clasp
- Direct that a medal or clasp be returned or not worn.

The rigor of the endorsement process is intended to ensure that only those nominee's whose work performance and conduct is compatible with the standards prescribed in the Code of Conduct for the Queensland Public Services are recognised.

## Eligibility Criteria

Members of the QFES workforce, paid and volunteer, who have been engaged by the department for a period of 10 years **on or after 1 July 2016** and are not in receipt of a DESM or SES Meritorious Service Medal are eligible for nomination of this award.

Currently, SES volunteers remain eligible for the SES Meritorious Service Medal and can nominate for either SES Meritorious Service Medal **or** the QFES Medal. The SES Meritorious Service Medal mirrors the purpose and intent of the QFES Medal. Individuals are not eligible for both awards.

Qualifying service and nominees must meet the following criteria:

### • Diligent Service

- consistently carried out their official functions with QFES industriously and conscientiously, to the best of their abilities and to a standard which meets the expectations of the community for a person occupying the member's level and position within QFES.

### • Ethical Service

- acted honestly and ethically in their professional conduct and maintained personal conduct to a standard which meets the expectation of the community and QFES.

### • Code of Conduct

- has demonstrated ethical leadership and taken personal responsibility in upholding and demonstrating the principles and values as prescribed by the Code of Conduct for the Queensland Public Service when performing their duties.

### • Length of Service

- service has been regular and consistent over a 10-year period as a member of QFES, including the previous Queensland fire and emergency service organisations such as Queensland Fire and Rescue Service and Emergency Management Queensland.

Periods of leave without pay or leave from volunteering will not be counted as service toward either a medal or clasp.

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## The Clasp

A Clasp may be awarded to a medal recipient upon completion of each increment of 10 years after the initial qualifying 10 years of service, if the recipient maintains the integrity, diligent and ethical standards required.

## Nomination Process

- Nominations are via a nominator within QFES (self-nominations are not eligible).
- Submitted to appropriate Manager for endorsement. 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.
- Managers are responsible for considering nominations regarding the eligibility criteria and either ensuring the nomination is progressed or providing notification that the nomination will not be endorsed.
- Endorsed nominations are to be submitted to the relevant Assistant Commissioner or Executive Director's Office. The Assistant Commissioner or Executive Director is to ensure the nominee meets the eligibility criteria, if required they may seek advice from their regional Workplace Liaison Consultant.
- Endorsed nominations are submitted to QFES Honours and Awards Team via the Assistant Commissioner's or Executive Director's Office.
- QFES Honours and Awards conduct various credential checks and submit Integrity Checks to Workplace Liaison Unit.
- Any adverse Integrity Checks are sent directly to the Chair, Honours and Awards Advisory Panel for consideration.
- All nominations meeting the eligibility criteria are progressed to the Deputy Commissioners for support.
- The QFES Medal and Clasps are approved and awarded by the Commissioner, QFES. The outcome of the nomination will be provided in due course back to the relevant Assistant Commissioner or Executive Director.

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