**QUEENSLAND FIRE AND EMERGENCY SERVICES MEDAL**

**Nomination Form**

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| **The QFES Medal provides recognition of demonstrated commitment to ethical standards, personal integrity and diligent service over a prolonged period. The QFES Medal replaced the previous Diligent and Ethical Service Medal (DESM) effective from 1 July 2016. if you are in receipt of a DESM you are ineligible to receive the QFES Medal.** |
| **PART ONE – NOMINEE** |
| **Title**:  | **Given Name**:  | **Surname**:  |
| **ID** **No**:  | **Position**:  | **Rank**:  |
| **Region:** | **Unit:** | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Phone**:  | **Mobile**:  |  [ ]  DM [ ]  State |
| **Email**:  | **DOB:** |
| **Nominating 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) |
| **Does the nominee have an SES Meritorious Service Medal (MSM)?**The QFES Medal encompasses time served for all services. If you are in receipt of a SES MSM and/or clasps, this service time will be deducted. | [ ]  Yes [ ]  No |
| **If yes, does the nominee have any SES MSM Clasps?**  | [ ]  Yes [ ]  No |
| **PART TWO – ELIGIBLE SERVICE DATES** (include active dates & provide evidence) |
| **Organisation** | **Start Date** | **Finish Date** (or current) |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **Leave without pay period/s:** (greater than 3 months)  |

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| **PART THREE – NOMINATOR** |
| **Title**:  | **Given** **Name**:  | **Surname**:  |
| **ID No**:  | **Position**:  | **Rank**:  |
| **Region:** | **Unit:** | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Phone**:  | **Mobile**:  |  [ ]  DM [ ]  State |
| **Email**:  |
| **Signature:** | **Date:** |
| **PART FOUR – SIGHTED BY MANAGER** (e.g. Area/Zone Commander, Regional Manager, Executive Manager, Director) |
| **Title:** | **Given Name:** | **Surname:** |
| **Position:** |
| **Signature:** | **Date:** |
| **Do you support this nomination?** [ ]  Yes [ ]  No (Please comment) |
| **Comments:****Note: this nomination must be progressed to the AC/ED’s Office** |
| **PART FIVE – ENDORSEMENT BY ASSISTANT COMMISSIONER / EXECUTIVE DIRECTOR** |
| **Title**:  | **Given Name**:  | **Surname**:  |
| **Signature**:  | **Date**:  |
| **Comments:** |
| 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 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 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.

Nominations are validated against the standards prescribed in the Code of Conduct for the Queensland Public Services and engage a rigorous endorsement process to uphold the prestige of this award.

This medal is not granted as a ‘right’ by long service. To maintain the special significance of this award, the Commissioner, QFES reserves the discretion to decline nominations.

**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.

You can self-nominate for 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.

In qualifying for this award, nominees have:

* **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.

**Nomination Process**

1. Nominations are made via a nominator within QFES.
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)/Executive Director (ED) for approval.
5. AC/ED approved nominations are submitted to QFES 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 Chair, HRR Advisory Panel for consideration.
7. All nominations meeting the eligibility criteria and are clear of integrity checks are progressed to the Commissioner.
8. Once the Commissioner has approved, the HRR Team will finalise the nomination.