**QFES MEDAL CLASP**

**Nomination Form**

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| **QFES Medal Clasps continue to be issued upon completion of 10 years subsequent eligible service for those who have received a QFES Medal if this service maintained the integrity, diligent and ethical standards required. If you are in receipt of a Queensland Fire Medal or DESM, you are ineligible for the QFES Medal Clasp.** |
| **PART ONE – NOMINEE** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **ID** **No**:       | **Position/Rank**:       | **DOB**:       |
| **Phone**:       | **Unit**:       | **Region**:       |
| **Email**:       |  |  |
| **Nominating for:** |  |
| [ ]  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** (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)  |
| **Total Service:**       | **Years:**       | **Months:**       | **Days:**       |
| **PART THREE - NOMINATOR** |
| **Given Name**:       | **Surname**:       | **Position**:       |
| **Region**:       | **Phone**:       | **Email**:       |
| **Signature**:       | **Date**:       |  |
| **PART FOUR – SIGHTED BY MANAGER** (e.g. Area/Zone Commander, Area/Regional Manager, Assistant Chief Officer, Executive Manager, Director) |
| **Given Name**:       | **Surname**:       | **Position**:       |
| **Region**:       | **Phone**:       | **Email**:       |
| **Signature**:       | **Date**:       |  |
| **Do you support this nomination?** [ ]  Yes [ ]  No (Please comment) |
| **Comments:****Note: this nomination must be progressed to the AC/DCO/ED/CFO/CIO/CHRO’s Office**  |
| **PART FIVE – ENDORSEMENT BY ASSISTANT COMMISSIONER / DEPUTY CHIEF OFFICER / EXECUTIVE DIRECTOR /** **CHIEF FINANCE OFFICER / CHIEF INFORMATION OFFICER / CHIEF HUMAN RESOURCE OFFICER** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **Signature**:       | **Date**:       |  |
| **Comments:** |
| The Queensland Fire Department 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 Queensland Fire and Emergency Services Medal (QFES) Medal Clasp provides recognition of demonstrated commitment to ethical standards, personal integrity and diligent service over a prolonged period.

Previous QFES Medal recipients will continue to receive QFES Medal Clasps upon completion of each 10 years after the initial qualifying service in recognition of demonstrated commitment to ethical standards, personal integrity and diligent service.

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.

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

As of 1 July 2024, the QFES Medal was replaced by the Queensland Fire Medal. If you are in receipt of a Queensland Fire Medal or a DESM, you are ineligible for the QFES Medal Clasps.

**Eligibility Criteria**

Members of the QFD workforce, paid and volunteer, who are in receipt of the QFES Medal are eligible for nomination for the QFES Medal Clasp upon completion of each 10 years after the initial qualifying service and upon demonstrating that they have maintained the integrity, diligence and ethical standards required.

An award may be made posthumously or to a person who has resigned or retired from QFD.

You can self-nominate for this award.

When an individual has already been awarded their medal (and possibly clasp) it will be the responsibility of the recipient to have any future clasps attached or replaced.

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

In qualifying for this award, nominees have:

* **Diligent Service**: consistently carried out their official functions with QFD 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 QFD.
* **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 QFD.
* **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 QFD, including the previous organisations such as Queensland Fire and Emergency Services, Queensland Fire and Rescue Service and Emergency Management Queensland.

**Nomination Process**

1. The Honours Reward and Recognition (HRR) Team opens nominations for these awards.
2. Nominations will only be processed by HRR when the award process is opened.
3. Nominations are made via a nominator within QFD.
4. 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.
5. Managers are responsible for considering nominations regarding the eligibility criteria and ensuring the nomination is progressed.
6. Manager sighted nominations are to be submitted to the relevant Assistant Commissioner (AC)/Deputy Chief Officer (DCO)/Executive Director (ED), Chief Finance Officer (CFO), Chief Information Officer (CIO), Chief Human Resource Officer (CHRO) for approval.
7. The AC/DCO/ED/CFO/CIO/CHRO Office submits approved nominations to the QFD Honours, Reward and Recognition (HRR) Team.
8. 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 Division Head/Decision Maker for consideration.
9. All nominations meeting the eligibility criteria and are clear of integrity checks are progressed to the Commissioner.
10. Once the Commissioner has approved, the HRR Team will finalise the nomination.