**DILIGENT AND ETHICAL SERVICE MEDAL CLASP**

**Nomination Form**

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| **As of 1 July 2016, the DESM was replaced by the QFES Medal. DESM Clasps continue to be issued in recognition of subsequent eligible service for those who have received a DESM. You are ineligible to receive the QFES medal if you are in receipt of a DESM.** |
| **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:** | [ ]  DESM First Clasp (20 Years) | [ ]  DESM Second Clasp (30 Years) |
| [ ]  DESM Third Clasp (40 Years) | [ ]  DESM Fourth Clasp (50 Years) | [ ]  DESM Fifth Clasp (60 Years) |
| **PART TWO – ELIGIBLE SERVICE DATES** |
| **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** |
| **Title**:       | **Given** **Name**:       | **Surname**:       |
| **ID No**:       | **Position**:       | **Rank**:       |
| **Region:**       | **Unit:**       | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Phone**:       | **Mobile**:       |  [ ]  DM [ ] State |
| **Email**:       |
| **Relationship to nominee:**       |
| **Signature:**       | **Date:**       |

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| **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**

As of 1 July 2016, the Diligent and Ethical Service Medal (DESM) was replaced by the QFES Medal and ceased to be issued; with the exception of clasps in recognition of subsequent eligible service by previous recipients.

The DESM was instituted by the Commissioner, QFES to recognise members of the QFES workforce, paid and volunteer, who distinguished themselves over a prolonged period of time, through commitment to ethical standards, diligence and integrity.

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, are eligible for nomination for this award.

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

You can self-nominate for this award.

Previous DESM recipients will continue eligibility to receive the DESM 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.

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 clasp.

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 for approval.
8. Once the Commissioner has approved, the HRR Team will finalise the nomination.