**QUEENSLAND FIRE MEDAL**

**Nomination Form**

|  |
| --- |
| **The Queensland Fire Medal provides recognition of demonstrated commitment to ethical standards, personal integrity and diligent service. Members of the QFD workforce, paid and volunteer who were engaged by the department for a period of 10 years and not in receipt of a Queensland Fire and Emergency Services (QFES) Medal or Diligent and Ethical Service Medal (DESM), are eligible for nomination.**  |
| **PART ONE – NOMINEE** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **ID** **No**:       | **Position/Rank**:       | **DOB**:       |
| **Phone**:       | **Unit**:       | **Region**:       |
| **Email**:       |  |  |
| **Nominating for:** |  |
| [ ]  Qld Fire 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** (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 Medal provides recognition of demonstrated commitment to ethical standards, personal integrity and diligent service over a prolonged period of 10 years. A Clasp may be awarded to a medal recipient upon completion of each increment of 10 years after the initial qualifying service.

The Queensland Fire Medal replaces the previous Queensland Fire and Emergency (QFES) Medal.

Previous QFES Medal and DESM recipients will continue to receive the QFES Medal and DESM 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.

This medal 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.

**Eligibility Criteria**

Members of the QFD workforce, paid and volunteer are eligible for nomination for this award.

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.