

	ACT Rural Fire Service Standard Operating Procedure 4.11 Community Protection Medal	4.11 Service Management
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Purpose

The ACT Community Protection Medal is awarded to employees and volunteers in the ACT's Emergency Services in recognition of an individual's *sustained distinguished or outstanding service to the ACT Community*.

Operating Procedure

The Medal may be awarded to an eligible person who has given *sustained distinguished or outstanding service to the ACT Community* through their involvement with their agency. The awarding of this Medal will not be influenced by the person's eligibility for any other service award.

A person will only ever be awarded the Community Protection Medal once, this will also apply to individuals who may work or volunteer across a number of the ACT's Emergency Services agencies and Policing.

Nominations will be forwarded to the agencies Chief Officer and they will be considered by the Committee. The Committee will make recommendations to award the medal and these will be forwarded to the Minister for Police and Emergency Services who will need to endorse the recommendation. The Minister's decision will be final.

It is important that the person being nominated is not aware of the nomination.

Eligibility

Eligibility for the Medal extends to any person who is either an employee or volunteer of the ACT Rural Fire Service (including Parks Brigade).

A recipient must have been an employee or active volunteer at the time they are formally nominated in writing.

Only one medal can be awarded to any individual even if that person works or volunteers across a number of agencies.

Nomination and Assessment

Any member of the ACT Rural Fire Service (ACT RFS) or ACT Emergency Services (salaried or volunteer) can nominate a person for this Medal.

Nomination Procedure

The nominating person will need to complete the prescribed Nomination Form (Attachment A) and submit it to the Chief Officer.

The nomination should include:



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- the nominee's full name (as per birth certificate - e.g. John William Ruckman) and address;
- contact details of the person submitting the nomination;
- contact details of two persons validating the nomination or, who are willing to provide a reference in support of the nomination and
- examples demonstrating diligent or outstanding service and details of the nominee's service and significant achievements, worthy of recognition through the External Awards System.

Should further guidance be required, people should contact the Manager, Membership.

Assessment procedure

All nominations must be forwarded to a member of the Recommending Committee. The Committee is the Chief Officer ACT Rural Fire Service, Chief Police Officer, Chief Officer Fire & Rescue, Chief Officer ACT Ambulance, Chief Officer ACT State Emergency Service.

The Committee is to meet annually and make written recommendations to the Minister no later than the end of the first week of February each year.

In assessing written nominations the Committee is to take into account the following:

- The Medal is to recognise sustained diligent or outstanding service.
- Merit is the main criterion on which nominations are assessed
- "Sustained distinguished or outstanding service" is regarded as service well above and beyond the normal requirements of duties over a lengthy period, and may include a special achievement(s) or success in the performance of duty in difficult or unusual circumstances.
- The Medal is not a long service medal.
- The Medal is not about rank or title.
- The Medal is not a bravery award, however specific brave acts may be considered if they form part of the overall sustained distinguished or outstanding service.
- The recipient must have been an employee or active volunteer in the relevant agency sometime during the previous 12 months, and have been so at the time of being nominated.

Unsuccessful nominations will lapse each year - however people can be nominated again during the following or subsequent years.

Wearing of the Medal

The Medal is to be worn above the right breast pocket in the same manner as an Australian Honour or Award is worn above the left breast pocket. This principle is also to be followed in circumstances where the miniature, ribbon bar or lapel pin are worn.

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For the presentation of the Community Protection Medal recipients must only wear the ribbon bars of any other award(s) while attending the Ceremony.

The Awards Ceremony

The Community Protection Medal is presented by the Minister for Police and Emergency Services or designated representative at a ceremony nominally held in March each year.

Posthumous Awarding

A Medal will not be awarded posthumously except when the recipient dies after the Minister has endorsed the nomination by the Recommending Committee. If a nominee dies before this stage then the person will no longer be considered for the award.

Loss or Damage

Recipients, whose Medal has been lost, damaged or stolen may make written application to the Minister for a replacement medal.

Revocation and Reinstatement

The Recommending Committee may seek the revocation, or the reinstatement, of the Medal to a recipient, by making a recommendation to the Minister.

The reasons for revoking the award will relate to the Committee forming the belief that a recipient has engaged in unethical behaviour or improper conduct which has, or may bring discredit, to the award.

Where such action is to be considered the relevant Agency's Chief Officer will notify the person involved of the revocation/reinstatement and the reason for the consideration. That person will be offered an opportunity to make a written or oral presentation/defence to the Recommending Committee. The Committee will then consider the matter and forward its findings (including a recipient's case if supplied), to the Minister for consideration.

Medal recipients who are notified of the revocation of their Medal are to return it (including all components) as soon as practicable.



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Maintained By: Manager Memberships

Approved By: Andrew Stark

Position: Chief Officer RFS

Signature:

Date:

10/10/14.

Cross Reference SOP/s:

Amendments: