

	<b>ACT Rural Fire Service</b> <b>Standard Operating Procedure 4.4</b> <b>Long Service Medal</b>	<b>4.4</b> Service Management
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### Purpose

The ACT Rural Fire Service (ACTRFS) values the contribution of all members and seeks to formally acknowledge this service to the ACT Community with the “Long Service Medal”.

This SOP contains guidelines for medals awarded to the ACTRFS volunteers and staff in recognition of their service to the Organisation.

### Operating Procedure

#### **Introduction**

The Minister for Police and Emergency Services has approved the establishment of an RFS Long Service Medal to recognise the service of current volunteer and salaried members of the RFS.

Ten (10) years eligible service is necessary to qualify for the Long Service Medal, Miniature Medal and Ribbon Bar. Rosette Impellers and Clasps are awarded for each additional ten (10) year period.

#### **Award of the Long Service Medal**

The medal may be awarded to a person if that person has eligible service to the ACTRFS as:

- a) An RFS volunteer; or
- b) An RFS staff member; or
- c) An RFS firefighter with EPD

#### **Eligible Service**

A person has “eligible service” if throughout the period of their service the person has:

- a) Maintained a level of sufficient training and skills to fulfil their duties as a member of the RFS; *and*
- b) Maintained a satisfactory RFS record.

#### **Determination of “Length of Service”**

Length of service will be calculated from the member’s commencement date with the ACTRFS. Former members who rejoined the Service after 1 January 2012 are eligible to have their service prior to 1 January 2012 counted towards the Long Service Medal.

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If a member has a break(s) in their period of service, the periods of 'non-service' are not counted toward the Long Service Medal.

Members who are seasonal or 'fire season' rostered fire fighters will have their period of service recognised on a pro-rata basis.

### **Wearing of the Medal**

The ACTRFS Long Service Medal is worn on the right side of the uniform with the most senior award closest to the wearer's chest (heart). The order of precedence of the Service Awards mirrors the National Awards.

In accordance with the above instruction, the ACTRFS Long Service Medal is worn on the right breast, 3mm above the right breast pocket, beneath the Name Badge.

Where the member is the recipient of an award or awards from another Service/s and/or a Foreign Award, those awards are worn after the RFS awards and in the order of precedence as described above.

### **Nominations**

#### **Who can be nominated?**

All members of the ACTRFS, who meet the length of service criteria, are eligible to be nominated for the Long Service Medal.

#### **Who can nominate a member of the ACTRFS for a Long Service Award?**

Brigade Captains, Manager of the EPD Fire Management Unit or the RFS Chief Officer may nominate any member of the ACTRFS for a Long Service Medal.

Self-nominations will not be accepted.

#### **How do I nominate a member of the ACTRFS for a Long Service Medal?**

Members of the RFS must be nominated for Long Service Medal using the prescribed Nomination Form attached to this SOP.

Members will be eligible to receive the Long Service Medal if their anniversary of Long Service falls before 1 March that year.

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**How do I prepare a nomination?**

When completing the form, the nominator must pay particular attention to:

- a) Ensuring complete and accurate contact details of the person being nominated for an award have been recorded;
- b) Ensuring the nominees first name, other given names (if applicable) and surname have been recorded i.e. "John William Ruckman";
- c) Ensuring that the complete and accurate contact details of the nominator (the individual completing and submitting the nomination) have been recorded;
- d) Ensuring that the nomination and recommendation/s address all eligibility criteria, ensuring that all wording is appropriate and the information provided is true and accurate; and
- e) Ensuring that time of service including any breaks are accurately recorded.

**Are nominations confidential?**

No. Long Service Medal nominations are not confidential as the information provided will be used to assist the Membership Support Officer and the Chief Officer, in considering the eligibility of the nominations.

**Maintained By:** Manager, Membership

**Approved By:** Joe Murphy

**Position:** Chief Officer RFS

**Signature:**

**Date:** 05/08/2016



**Cross Reference SOP/s:**

**Amendments:**

**Review Due:** July 2018