

	<p>ACT Rural Fire Service Standard Operating Procedure 4.8 <b>Australian Fire Service Medal (AFSM)</b></p>	<p><b>4.8</b> Service Management</p>
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### Purpose

The Australian Fire Service Medal (AFSM) is an individual award and is awarded for “*distinguished service*” by members of a State or Territory Fire Service, with one medal awarded in each calendar year for the ACT Rural Fire Service.

“*Distinguished service*” is demonstrated by leadership, dedication, achievement, commitment and promotion of a fire service.

The ACT AFSM recipient may be awarded as part of either the Australia Day Honours or Queen’s Birthday Honours.

This Standard Operating Procedure (SOP) defines the nomination process and protocols for the AFSM and the roles and responsibilities of members.

### Operating Procedure

#### Award of the AFSM

The AFSM is awarded by the Governor-General on the recommendation of the responsible Territory Minister.

For the ACT one award of the Medal shall be made in each calendar year in respect of the: Rural Fire Service or the combined Emergency and Fire Services (as the case may be).

#### Nominations

All members, including volunteers, the members of Parks Brigade and salaried members of the ACT Rural Fire Service (ACT RFS) (including the Chief Officer) are eligible to be nominated for the AFSM.

Any member of the ACT RFS may submit a nomination for the award of an AFSM with the endorsement of the Brigade Captain or President. Additionally, the ESA Commissioner can nominate a member of the ACT RFS, however, self-nominations will not be accepted.

Any person nominated should not be approached for information or advised of his or her nomination.

#### **Nomination Procedure**

Members of the ACT RFS must be nominated for an AFSM using the prescribed Nomination Form (Attachment A) and in line with the criteria set out in this SOP.

The following details are required on each nomination:

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- a) the nominee's full name (as per birth certificate) (e.g. John William Ruckman) and contact details;
- b) nomination statement **demonstrating *distinguished service and achievements that are outstanding and worthy of recognition*** through the External Awards system.
- c) contact details of the person submitting the nomination;
- d) contact details of the person validating the nomination or who would be willing to provide a reference in support of the nomination;

### Checking and endorsement

The secretariat of the RFS Honours and Awards Committee is to ensure the following:

- the nomination form is complete, correct, and appropriate signatures have been obtained.
- the examples of the nominee's *distinguished service* are included and relevant and
- the nominee is worthy of the award
- the nomination includes a brief citation statement (150 words)
- all nominations are forwarded to the RFS Honours and Awards Committee for consideration and the recommendation of the RFS Honours and Awards Committee is forwarded to the Chief Officer for endorsement

The Honours and Awards Committee is to ensure the recommended recipient:

- has given *distinguished service* and has made a significant contribution to their fire service;
- has gone above and beyond what could reasonably be expected of someone in a similar position;
- stands out from others who may have also made a valuable contribution and
- satisfies all of the eligibility requirements of the AFSM.

### Assessment

Nominations will be assessed by the RFS Honours and Awards Committee. The Committee will consider all nominations and make a recommendation on merit to the Chief Officer. The Chief Officer will make a recommendation on merit to the ACT Minister for Police and Emergency Services.

Before recommendations are endorsed, the Chief Officer will ensure the nominee has:

- given *distinguished service* and has made a significant contribution to their fire service;
- gone above and beyond what could reasonably be expected of someone in a similar position;
- stands out from others who may have also made a valuable contribution and
- satisfies all of the eligibility requirements of the AFSM.

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Any recommendation from the Chief Officer to support a nomination will be forwarded to the Minister for Police and Emergency Services. The Minister for Police and Emergency Services will make the final recommendation to the Honours Secretariat.

### Key Dates

Each year a call for nominations will be made with nominations due on either 31 March or 30 June, depending on which ceremony the medal will be presented.

<b>Australian Day Honours Ceremony</b>	<b>Queen's Birthday Honours Ceremony</b>
Nominations due by 30 June annually to allow for nominations to reach the Honours Secretariat by 30 September annually for the Australia Day Honours and Awards List or	Nominations due by 1 October annually to allow for nominations to reach the Honours Secretariat by 31 March annually for the following Queen's Birthday Honours.

Noting only one award can be made in any one calendar year.

### Confidentiality

All nominations are strictly confidential and all information provided will be used only to assist the RFS Honours and Awards Committee, Chief Officer and the Minister in considering the merits of the nomination. The Committee, Honours Secretariat and the Chief Officer will not release any information concerning the process or progress of a nomination, including an unsuccessful nomination or the reasons why a nomination was unsuccessful.

If a nominated person is not awarded the AFSM, then it can be assumed the nomination was unsuccessful. However, unsuccessful nominations for an AFSM may be resubmitted the following year.

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

### Notification to recipients

Recipients are advised in writing by the Honours Secretariat of the offer of an award of the AFSM. The names of successful nominees are published annually on Australia Day and on the Queen's Birthday. However, as the Australian Capital Territory is only entitled to the awarding of one AFSM per calendar year this will generally be announced on either Australia Day or the Queen's Birthday.

Nominees may accept or decline the award and in the latter this will remain a matter between them and the Honours Secretariat.

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### **Wearing of the Medal**

The AFSM is worn on the left side of the uniform, 3mm above the left breast pocket, with the most senior award closest to the wearer's chest (heart).

Recipients of the AFSM must only wear the ribbon bars of another award or awards, previously received, while attending the Medal Ceremony.

Further details on wearing the medal are available on the Honours Secretariat Website [www.itsanhonour.gov.au](http://www.itsanhonour.gov.au).

### **The Awards Ceremony**

If a member is awarded an AFSM, he/she will be invited to attend an Investiture Ceremony at Government House.

The Governor-General normally carries out the Investiture of Honours and Awards.

### **Post Nominal**

A person to whom the medal has been awarded is entitled to have the post nominal 'AFSM' placed after his/her name on all occasions when the use of such letters is customary.

### **Posthumous Awards**

This award may be conferred posthumously.

### **Cancellation and Reinstatement**

The Governor General may cancel the AFSM and may restore the award so cancelled. If an award is cancelled, the name of the person to whom the award was made shall be erased from the Register and the person shall return the Medal to the Registrar at the Honours Secretariat. If a previously cancelled award is reinstated, the Registrar shall restore the entry in the Register that has been erased.

**Maintained By:** Manager Memberships

**Approved By:** Joe Murphy

**Position:** Chief Officer RFS

**Signature:**



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**Date:** 16/01/2017

**Cross Reference SOP/s:**

**Amendments:**

**Review Due:** July 2018