

Awards and Medals

The ACT Rural Fire Service Chief Officer has issued this guideline under Section 38(1) of the *Emergencies Act 2004* – A Chief Officer may determine standards and protocols.

Purpose

The ACT Rural Fire Service (ACT RFS) values the contribution of all members and formally acknowledges this contribution through a range of awards and medals. This guideline describes the requirements and process for nomination and approval of awards and medals in the ACT RFS.

Applicability

This guideline is applicable to all members, staff and volunteers, of the ACT RFS (the Service), including members of ACT Parks and Conservation Services (PCS) brigade. It does not include the requirement and process for the National Medal, see 3.3.3 National Medal Guideline.

Background

This guideline applies to the following awards and medals:

- ACT RFS Long Service Medal
- ACT RFS Chief Officer's Awards
- Australian Fire Service Medal (AFSM)
- ACT Community Protection Medal.

Long Service Medal

<p>The Long Service Medal (LSM) recognises the service of current volunteer and salaried members of the ACT RFS. It is awarded after 10 years of eligible service, with additional awards for each additional 10-year period.</p> <ul style="list-style-type: none"> • Recipients receive a medal, miniature medal and ribbon bar after the first 10 years. • Rosette impellers and clasps are awarded for each subsequent 10 years of service. 	
---	--

<p>Who is eligible?</p>	<p>All members of the ACT RFS who meet the length of service criteria as:</p> <ul style="list-style-type: none"> • ACT RFS volunteers • ACT RFS staff members • ACT RFS firefighters with the ACT PCS brigades. <p>Eligible members must attain their anniversary of service before 1 March to be eligible for a Long Service Medal that year.</p>
<p>Eligible Service</p>	<p>A person has “eligible service” if throughout the period of their service, they have:</p> <ul style="list-style-type: none"> • maintained the required level of training and skills to fulfil their role as a member of the ACT RFS • maintained a satisfactory RFS record.
<p>Determining length of service</p>	<ul style="list-style-type: none"> • Length of service is calculated from the member’s commencement date with the ACT RFS. • Former members who re-joined the Service after 1 January 2012 are eligible to have their service prior to 1 January 2012 recognised. • Breaks in service do not count towards the LSM. • Seasonal or ‘fire season’ firefighters will have their period of service recognised on a pro-rata basis.
<p>Who can nominate a member?</p>	<ul style="list-style-type: none"> • Brigade Captains and Presidents • Senior Director, EPSDD Fire Management Unit • RFS Chief Officer (CO). <p>Self-nominations are not accepted.</p>
<p>How to nominate a member</p>	<p>Use the LSM Nomination Form (Appendix A). Ensure all details are complete and accurate. Ensure all eligibility criteria are met</p>

	Submit the nomination form by due date each year.
Approval	ACT RFS Manager Membership will review nominations. The ACT RFS CO will review and approve nominations.
Presentation of medals	All service awards will be presented at an Annual Awards ceremony. Award recipients who do not attend this event will be presented with their awards at their Brigade AGM or at a later date. Only ribbon bars of other awards should be worn at the presentation ceremony.

Chief Officer's Awards

The Chief Officer's Awards recognise outstanding contribution by members, individually or as a unit, to the Service or the ACT community.

The awards take the form of a high quality warrant (Certificate) that states the nature of the award, the person's name/list of persons and date of issue.

The awards are:

- Chief Officer's Commendation for Exemplary Service
- Chief Officer's Unit Citation for Exemplary Service
- Chief Officer's Commendation for Diligent Service.

All awards may be conferred posthumously.

Who is eligible?	All members of the ACT RFS: <ul style="list-style-type: none"> • ACT RFS volunteers • ACT RFS staff members • ACT RFS firefighters with PCS brigades.
Commendation for Exemplary Service	To recognise service by an individual member of a meritorious ¹ nature, or outstanding actions in relation to service duties, administrative leadership or exemplary performance of a specific difficult project or task.
Unit Citation for Exemplary Service	Awarded to brigade crews, groups or organised units to recognise outstanding service of a meritorious nature, such as group actions in relation to service duties, group work performance, or other outstanding or meritorious service.
Commendation for Diligent Service	Awarded to one member of each Brigade whom the nominator considers to have been the most diligent ² member throughout the year.

¹ Meritorious means an undertaking that is deserving of reward or commendation and can apply to an individual or team effort but does not apply to diligent service.

² Diligent means a constant and persistent commitment to duty and applies to an individual volunteer member.

Who can nominate a member?	Any ACT RFS member can submit a nomination for these awards. Brigades are encouraged to self-nominate for the Unit Citation for Exemplary Service. Self-nominations are not accepted for individual awards.
How to nominate a member	Use the appropriate Nomination Form (Appendices B or C). Ensure all details are complete and accurate. Include as much detail as possible to support the nomination. Submit the nomination to the ACT RFS Membership Support Officer by the due date each year. Note: late nominations will not be accepted.
Acknowledgement and approval	ACT RFS Honours and Award Committee (the Committee) assesses all nominations and recommends recipients to the RFS CO. The Committee will acknowledge receipt of each nomination to the member who proposed the nomination. The Committee is comprised of ACT RFS volunteers, staff and a community member and is established by the CO under the ACT RFS Honour and Awards Committee Charter and Terms of Reference.
Presentation of awards	All service awards will be presented at an Annual Awards ceremony each year. Award recipients who do not attend this event will be presented with their awards at their Brigade AGM or at a later date.

Australian Fire Service Medal

<p>The Australian Fire Service Medal (AFSM) is part of the Australian Honours and Awards system. More information is available at: https://www.pmc.gov.au/government/its-honour/australian-fire-service-medal. The AFSM is an individual award for distinguished service by members of a State or Territory fire service, with one medal awarded annually to an ACT RFS member. The recipient is also entitled to use the post nominal 'AFSM' placed after their name where appropriate.</p>	
---	--

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

The ACT RFS is entitled to nominate one member for an AFSM each year.

The ACT AFSM may be awarded as part of either the Australia Day Honours or Queen's Birthday Honours. It is conferred by the Governor-General on the recommendation of the responsible Territory Minister.

This award may be conferred posthumously.

Who is eligible?	<p>All members of the ACT RFS:</p> <ul style="list-style-type: none"> • ACT RFS volunteers • ACT RFS staff members including the CO • ACT RFS firefighters with EPSDD.
Who can nominate a member?	<p>Any ACT RFS member can submit a nomination for this award with the endorsement of their Brigade Captain or President.</p> <p>The ESA Commissioner can nominate a member of the ACT RFS.</p> <p>Self-nominations are not accepted.</p> <p>Any person nominated should not be approached for information or advised of their nomination.</p>
How to nominate a member	<p>Use the appropriate Nomination Form (Appendix D).</p> <p>Ensure all details are complete and accurate.</p> <p>Include as much detail as possible to support the nomination.</p> <p>Submit the nomination to the ACT RFS CO.</p> <ul style="list-style-type: none"> • 30 June for Australia Day Honour Ceremony • 1 October for Queen’s Birthday Honours Ceremony <p>Note: late nominations will not be accepted.</p>
Checking the nomination	<p>The CO reviews each nomination for completeness, correctness and that all required signatures have been obtained.</p>
Recommendation	<p>The CO reviews the nomination against these criteria and if endorsed, makes a recommendation on merit to the ACT Minister for Police and Emergency Services.</p> <p>The Minister for Police and Emergency Services makes the final recommendation to the Honours Secretariat by the due date:</p> <ul style="list-style-type: none"> • 30 September for Australia Day Honour Ceremony • 31 March for Queen’s Birthday Honours Ceremony.
Confidentiality	<p>All nominations are strictly confidential, and all information provided will be used to assist the CO and Minister in considering the merits of the nomination.</p> <p>No information will be released concerning the progress or process of a nomination, including unsuccessful nominations or the reasons a nomination was not successful.</p> <p>It is important that the person being nominated is not aware of the nomination.</p>
Notifications	<p>The recipient will be notified in writing by the Honours Secretariat of the offer of an award.</p> <p>The name will be announced and published on either Australia Day or the Queen’s Birthday, as appropriate.</p>

	Nominees may accept or decline the award, and if declined, this will be a matter between them and the Honours Secretariat.
Presentation of AFSM	Normally the Governor-General presents the AFSM at an Investiture Ceremony at Government House. Only ribbon bars of other awards should be worn at the presentation ceremony.
Cancellation and reinstatement	The Governor-General may cancel the AFSM and may restore the award so cancelled. If cancelled, the name of the recipient will be erased from the register and the person shall return the medal to the Registrar at the Honours Secretariat. If a cancelled award is reinstated, the Registrar will restore the entry in the register.

Community Protection Medal

<p>The Community Protection Medal is awarded to members of the ACT Emergency Services to recognise an individual's sustained distinguished or outstanding service to the ACT community through their involvement with the agency.</p> <p>This medal can only ever be awarded to any person once, regardless of whether they work or volunteer in more than one of the ACT's Emergency Services or Policing.</p> <p>This award will not be conferred posthumously, unless the recipient dies after ACT Minister for Police and Emergency Services has endorsed their nomination.</p>	
---	--

Who is eligible?	<p>All members of the ACT RFS:</p> <ul style="list-style-type: none"> • ACT RFS volunteers • ACT RFS staff members • ACT RFS firefighters with PCS brigades. <p>The recipient must be an employee or active volunteer at the time they are formally nominated in writing.</p> <p>Unsuccessful nominations lapse each year, however people can be nominated in subsequent years if they have not previously been awarded this medal.</p>
Who can nominate a member?	<p>Any ACT RFS member can submit a nomination for this award.</p> <p>Self-nominations are not accepted.</p>
How to nominate a member	<p>Use the appropriate Nomination Form (Appendix E).</p> <p>Ensure all details are complete and accurate.</p> <p>Include as much detail as possible to support the nomination.</p>

	<p>Submit the nomination to the ACT RFS CO. For assistance, contact the ACT RFS Manager, Membership.</p>
Assessing the nominations	<p>All nominations must be forwarded to the Recommending Committee.</p> <p>The Recommending Committee consists of Chief Officer, ACT RFS, Chief Office ACT Fire & Rescue, Chief Officer ACT Ambulance, Chief Officer, ACT State Emergency Service and the ACT Chief Police Officer.</p> <p>The Committee assesses all nominations and recommends a recipient based on merit to the Minister for Police and Emergency Services by the first week of February each year.</p> <p>Assessment is based on the following criteria:</p> <ul style="list-style-type: none"> • merit is the main assessment criterion • sustained distinctive or outstanding service³ • length of service, rank or title are not considerations • while not a bravery award, 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 nomination. <p>Unsuccessful nominations will lapse each year, however if a nomination is unsuccessful, that person may be re-nominated in subsequent years.</p>
Presentation of medal	<p>Presented by the Minister for Police and Emergency Services, or designated representative, at a ceremony nominally held in March each year.</p> <p>Only ribbon bars of other awards should be worn at the presentation ceremony.</p>
Revocation and reinstatement	<p>The Recommending Committee may seek the revocation, or the reinstatement, of the medal to a recipient, by recommendation to the Minister.</p> <p>Revocation may be requested if the Recommending Committee forms the belief that a recipient has engaged in unethical behaviour or improper conduct that may bring discredit to the award.</p> <p>If this occurs, the relevant Chief Officer will notify the person of the revocation or reinstatement and provide the reason. The recipient will be offered an opportunity to make a written or oral defence to</p>

³ Sustained distinguished or outstanding service is regarded as service well above the normal requirements of duties over a lengthy period, and may include a special achievement or success in the performance of duty in difficult or unusual circumstances.

	<p>the Recommending Committee. The committee will consider the matter and forward its findings and the recipient's defence (if supplied) to the Minister for consideration.</p> <p>Medal recipients should return their medal and all components, when notified of the revocation.</p>
Loss or damage	<p>If a medal is lost, stolen or damaged, the recipient may make written application to the Minister for a replacement medal.</p>

Wearing medals and awards

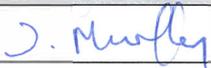
For information on wearing medals and Honours see 3.3.4 Wearing Medals and Awards Guideline.

Document information

Version history

Author	Version	Version Approval Date	Summary of Changes
Joe Murphy / Andrew Stark	1.0	05/08/2016 16/01/2017 14/10/2014	Version 1.0
Joe Murphy	2.0	20/02/2020	Reviewed and updated, merges 4.4, 4.7. 4.8, 4.11

Approved by

Name	Title/Role	Signature	Date
Joe Murphy	CO ACT RFS		20.02.2020

Document Owner

Position	Section
Manager	Membership

Next review due: 20/02/2022

Related documents

Document name
ACT RFS Honour and Awards Committee Charter
ACT RFS Honour and Awards Terms of Reference
3.3.3 National Medal Guideline
3.3.4 Wearing Medals and Awards Guideline
3.1.4 RFS Membership Service Standard

Signed documents will be scanned and filed in TRIM.



ACT RFS Long Service Medal Nomination Form

RECIPIENT DETAILS				
Title:				
Last name				
First and middle names (first two only)				
Date of birth (dd/mm/yyyy)				
Award being nominated for		<input type="checkbox"/> Long Service Medal (10 Years)	<input type="checkbox"/> First Clasp (20 Years)	<input type="checkbox"/> Second Clasp (30 Years)
			<input type="checkbox"/> Third Clasp (40 Years)	
Contact details <i>(For clarification and invitation to ceremony purpose)</i>		Email:		Postal Address:
CURRENT SERVICE				
Name of Service		ACT Rural Fire Service		
Current Brigade				
Date commenced (dd/mm/yyyy)				
Inactive periods of service during the nomination period (unavailable for duties with ACT RFS) (dd/mm/yyyy)		From:		To:
		From:		To:
		From:		To:
CURRENT LONG SERVICE MEDALS with ACT RFS				
Medal awarded for:		<input type="checkbox"/> 10 Years <input type="checkbox"/> 20 Years <input type="checkbox"/> 30 Years <input type="checkbox"/> 40 Years		
Date received (dd/mm/yyyy)				
NOMINATOR'S DETAILS				
Last name:				
First and middle names (first two only)				
Position: (Brigade Captain, President, ACTR RFS CO, Senior Director, EPSDD Fire Management Unit)				

Contact details:	Phone:	Email:
Signature:		Date:
Nominee's signature:		Date:
ACT RFS Chief Officer's signature:		Date:
Office use only 'Vetrack' updated Name: Signature:		Date:

Please note, these nominations will be processed in accordance with the guidelines for the awarding of a Long Service Medal. See 3.3.2 Awards and Medals Guideline.



ACT Rural Fire Service Chief Officer's Awards

Exemplary Service Nomination Form

Select the award:

<input type="checkbox"/> Individual Commendation Complete sections 1,2,4,5,6,7. Chief Officer's Commendation for Exemplary Service is awarded to recognise service by an individual member of a meritorious nature, or outstanding actions in relation to service duties, administrative leadership, or exemplary performance of a specific difficult project or task.	<input type="checkbox"/> Unit Citation Complete sections 1,3,4,5,6,7. Chief Officer's Unit Citation for Exemplary Service is awarded to crews, brigades, groups or organised units to recognise outstanding service of a meritorious nature, such as group actions in relation to service duties, group work performance, or other outstanding or meritorious service.
---	---

Section 1: Nominator's details

Note, self-nomination for individual awards are not accepted, however brigades are encouraged to self-nominate for the Unit Citation Award.

Title:	First and middle names (first two only)	Last name:
Address:	Postcode:	Phone numbers: (H) (W) (Mob)
Brigade name/Position:		
Signature:		Date:

Section 2: Chief Officer's Commendation for Exemplary Service

Person being nominated		
Title:	First and middle names (first two only)	Last name:
Address:	Postcode:	Phone numbers: (H) (W) (Mob)
Date of birth (dd/mm/yyyy):	Brigade:	

Section 4: Why is this person/unit deserving of recognition?

Describe the nominated person or unit's outstanding service and include examples that best show their achievement and contribution. Following are some prompts to help you describe the achievement. It is not necessary to answer all the questions, however, the ACT RFS Honours & Awards Committee will require adequate information to make an assessment. Add more pages if required.

Description of the task/function/duty/activity

What is it that the person/unit has done to warrant an Exemplary Service Award? Details of what was undertaken, over what period, how it was undertaken, and the achievements should be included.

Handwriting practice area with horizontal dotted lines. A large, light grey watermark reading "DRAFT" is oriented diagonally across the page.

Section 5: What were the benefits for the Brigade, the Service or the community?

What has changed as a result of this person or unit's activities?
Who has benefited and in what way?

Lined area for writing the response to Section 5.

Section 6: Under what conditions was the work or activity performed?

What were the specific condition of the activities: environmental conditions, pressures or stresses, time constraints, etc.?

Lined area for writing the response to Section 6.

Section 7: Why should this nomination be considered?

Explain the particular effort required that allowed the outcomes to be achieved, and what makes this effort deserve recognition with an award.

Handwriting practice area with horizontal dotted lines. A large, light gray watermark reading "DRAFT" is oriented diagonally across the page.



ACT Rural Fire Service Chief Officer's Awards

Commendation for Diligent Service Nomination Form

The Chief Officer's Commendation for Diligent Service is awarded to the member from each Brigade, whom the Brigade considers to have been the most diligent member throughout the year.

Diligence means a constant and persistent commitment to duty, and applies to an individual volunteer.

Section 1: Who is the Brigade nominating?		
Title:	First and middle names (first two only):	Last name:
Address:	Postcode:	Phone numbers: (H) (W) (Mob)
Brigade:	Date of birth (dd/mm/yyyy):	
Section 2: Who is submitting this nomination?		
Note, only the Executive Committee of a brigade can submit a nomination for this award. Only one award per brigade per year will be considered.		
Title:	First and middle names (first two only):	Last name:
Address:	Postcode:	Phone numbers: (H) (W) (Mob)
Brigade:	Position:	
Signature:	Date:	

Section 3: Why is this person deserving of recognition?

Describe the nominated person's diligent service and include examples that best show their achievement and contribution. Following are some prompts to help you describe the achievement. It is not necessary to answer all the questions, however, the ACT RFS Honours & Awards Committee will require adequate information to make an assessment. Add more pages if required.

Description of the task/function/duty/activity

What is it that the person has done to warrant a Diligent Service Award? Details of what was undertaken throughout the past year, how it was undertaken and the achievements should be included.

Handwriting practice area with horizontal dotted lines. A large, light grey watermark reading "DRAFT" is oriented diagonally across the page.

Section 4: What were the benefits for the Brigade, the Service or the community?

What has changed as a result of this person's activities?
Who has benefited and in what way?

Lined area for writing the response to Section 4.

Section 5: Under what conditions was the work or activity performed?

What were the specific condition of the activities: environmental conditions, pressures or stresses, time constraints, etc.?

Lined area for writing the response to Section 5.

Section 6: Why should this nomination be considered?

Explain the particular effort required that allowed the outcomes to be achieved, and what makes this effort deserve recognition with an award.

Handwriting practice area with horizontal dotted lines. A large, light gray watermark reading "DRAFT" is oriented diagonally across the page.



ACT Rural Fire Service Australian Fire Service Medal (AFSM)

Use this form to nominate members of the ACT Rural Fire Service for the AFSM Medal, including ACT RFS staff and volunteer members, including PCS brigades.

Note, all nomination must comply with the requirement described in the guideline and contain the following:

- nominee's full name (as per birth certificate) and contact details must be specified
- nomination statement that demonstrates distinguished service and achievement that are outstanding and worthy of recognition through the External Awards system
- contact details of the person submitting the nomination
- contact details of the person validating the nomination or who would be willing to provide a reference in support of the nomination.

The **original** copy of the Nomination Form must reach the ACT RFS Chief Officer by the nominated closing dates. Copies other than the original will not be processed:

- 30 June for Australia Day Honour Ceremony
- 1 October for Queen's Birthday Honours Ceremony

Note: late nominations will not be accepted.

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

Section 1: Person submitting this nomination		
Note: self-nominations are not accepted.		
Title:	First and middle names (first two only):	Last name:
Brigade:	Rank/Position:	
Name of Service: ACT Rural Fire Service	Address: 9 Amberley Ave, FAIRBAIRN	
Telephone:		
Section 2: Other person validating this nomination		
Title:	First and middle names (first two only):	Last name:
Brigade:	Rank/Position:	
Name of Service: ACT Rural Fire Service	Address: 9 Amberley Ave, FAIRBAIRN	

Telephone:

Section 3: Details of person being nominated (as per birth certificate)

Title:	First and middle names (first two only):	Last name:
Date of birth:	Place of birth:	
Home address:	Postal address:	
Telephone:		
Brigade:	Rank/Position:	
Name of Service: ACT Rural Fire Service	Address: 9 Amberley Ave, FAIRBAIRN	
Previous awards or medals received		
Name of medals or awards	Date conferred	

Section 4: Nomination Statement

Note that the AFSM is awarded for Distinguished Service – “Distinguished service” is demonstrated by leadership, dedication, achievement, commitment and promotion of a fire service.

Please first read the Guidelines and then set out in the space below full details of the Distinguished Service which the individual you are nominating has given. Attach additional evidence if required.

(Please provide at least one page of the background information on the nominee that will be provided through the Minister/Chief Minister and to Government House to support the nomination.

Background material in support of (insert name) for the Australian Fire Service Medal

DRAFT

Nominator’s Signature:..... Validating Signature:.....

Section 5: Suggested citation

Suggested wording to be used as citation for nominee

EXAMPLE ONLY: For outstanding leadership, commitment and dedication to continuous improvement and professional development of members of the XXXXXX.

DRAFT



AUSTRALIAN CAPITAL TERRITORY COMMUNITY PROTECTION MEDAL NOMINATION FORM

The information contained in this document will be held in confidence.

The *ACT Community Protection Medal* rewards employees or volunteers in the ACT's Ambulance, Emergency Service, Fire and Police agencies, for their "*sustained distinguished or outstanding service to the ACT Community.*" Eligibility extends to both uniformed personnel and public servants in these agencies.

The objective of the award is to recognise outstanding contributions made by dedicated and committed people who serve and protect the community through their involvement in an emergency agency.

Only one medal can be awarded to any individual, they must be an employee or active volunteer to the agency at the time of nomination.

Anyone can complete a nomination form and submit it to either the Chief Police Officer, Chief Officers' ACT Fire Brigade, Rural Fire Service, State Emergency Service, Ambulance Service or the Commissioner Emergency Services Authority. These people, along with a community representative, will meet once a year to consider all nominations and forward recommendations to the Minister for Police and Emergency Service. The Minister's decision is final.

Medals (if issued) will be awarded yearly on Canberra Day.

Unsuccessful nominations will need to be resubmitted for consideration in the following year(s).

I hereby nominate

Full Name:

Home Address:

Service (circle applicable):

Ambulance

Australian Federal Police

Rural Fire Service

State Emergency Service

Fire Brigade

For the award of the ACT Community Protection Medal.

In support of this nomination I supply the information set out on the following pages of this document.

Yours faithfully,

Signature

Date: / / .

**AUSTRALIAN CAPITAL TERRITORY COMMUNITY PROTECTION MEDAL
NOMINATION FORM – PAGE TWO OF THREE**

DETAILS OF PERSON SUBMITTING NOMINATION

The following details are required to enable the Recommending Committee to seek further details of the nominee if required. Please note that the nomination process is to be done without the knowledge of the person being nominated.

Full Name: ACT Rural Fire Service: Service Awards Assessment Committee
--

Occupation: Committee Chair:

Business Address:

Telephone Number:

Email Address:

ADDITIONAL NOMINATORS

Two other people are required to be in a position to support the nomination if called upon to do so by the Recommending Committee.

Full Name:

Full Name:

Occupation:

Occupation:

Business Address:

Business Address:

Telephone Number:

Telephone Number:

Email Address:

Email Address:

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

AUSTRALIAN CAPITAL TERRITORY COMMUNITY PROTECTION MEDAL NOMINATION FORM – PAGE THREE

CASE FOR NOMINATION

Please enclose a case for why the nominee is considered worthy of recognition by an award of the ACT Community Protection Medal. The case can either be written in the space below or can be attached on a separate document. It is important that nominations take into account the criteria which must be utilised by the Recommending Committee in their deliberations:

- 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.

Case for nomination *(a separate typed form may be attached if this space is insufficient)*: