



ACT Rural Fire Service Standard Operating Procedure 4.7 Chief Officer's Awards

4.7
Service
Management

Purpose

ACT Rural Fire Service (ACT RFS) Awards are internal to ACT RFS, and in no way modify, lessen the value, or change the qualifications for the awarding of the National Medal or other Australian Distinguished Service Medals.

The system of Service Awards for Rural Fire Services members is comprised of special Service Awards that recognise an outstanding contribution by members, individually or as a unit, to their Service or the ACT Community.

Eligibility for service awards is extended to all members of the Rural Fire Service.

The ACT RFS Honours and Awards Committee assesses all nominations and recommends recipients to the ACT RFS Chief Officer. The Committee is comprised of volunteers, staff and a community member and is established by the ACT RFS Chief Officer under the ACT Rural Fire Service Honours and Award Committee Charter and Terms of Reference.

Operating Procedure

The qualifications and conditions of the various awards are as follows:

Conditions of Awards

Chief Officer's Commendation for Exemplary Service, will be awarded to recognise service by an individual member of a meritorious¹ nature, or outstanding actions in relation to service duties, administrative leadership, or exemplary performance of a specific difficult project or task (Nomination Form Attachment A).

Chief Officer's Unit Citation for Exemplary Service, will be 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 (Nomination Form Attachment B).

Chief Officer's Commendation for Diligent Service, will be awarded to one member from each Brigade / Service, whom the nominator considers to have been the most diligent² member throughout the year (Nomination Form Attachment C).

Form of Awards

All Awards will be in the form of a high quality Warrant (certificate) and will display the nature of the award, the person's name and the date of issue. In the case of unit citations the warrant will list all those persons who are entitled to be recognised on the citation.

¹ **Meritorious** means an undertaking of some kind that is deserving of reward or commendation, and can apply to an individual or a 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. This is the same meaning used to describe the qualification for the National Medal awarded after 15 years 'diligent' service.



ACT Rural Fire Service
Standard Operating Procedure 4.7
Chief Officer's Awards

4.7
Service
Management

Posthumous Awards

All awards may be conferred posthumously.

Nominations

Any person may submit to the Membership Support Officer, for consideration by the Committee, a nomination of a person or unit for the Chief Officer's Commendation for Exemplary Service, the Chief Officer's Unit Citation for Exemplary Service awards or the Chief Officer's Commendation for Diligent Service. Such nominations are to be in writing and must include as much detail as possible about the event or reason for the award being recommended. **(Self-nomination will not be accepted).**

The Honours and Awards Committee may seek further information to assist in determining any recommendations.

All nominations are to be lodged with the Membership Support Officer by the nominated date each year. Nominations received after this date will not be accepted.

All nominations received by the Committee will be acknowledged as being received. This acknowledgment will be sent directly to the member proposing the nomination.

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 their awards at the brigade AGM or a later date.

Maintained By: Manager Membership

Approved By: Joe Murphy

Position: Chief Officer RFS

Signature:

Date: 05/08/2016

Cross Reference SOP/s:

Amendments:

Review Date: July 2018