



A GUIDE TO PREPARING NOMINATIONS FOR THE AUSTRALIAN FIRE SERVICE MEDAL (AFSM)

THE AWARD

The Australian Fire Service Medal recognises distinguished service by members of Australian fire services. It is awarded to paid and volunteer members. The AFSM is awarded by the Governor General on the recommendation of the responsible minister. For CFA and the other Victorian fire services, the responsible minister is the Minister for Police and Emergency Services.

The quota each year for the **combined fire services of Victoria** is:

- one award for each 1,000 (or part of 1,000) full time permanent staff, and
- one award for each 5,000 volunteer or auxiliary members.

The awards are announced on Australia Day (26 January) and the Queens Birthday (June) of each year.

Recipients of the Australian Fire Service Medal are entitled to use the letters “AFSM” after their names to show that their outstanding service has been formally recognised.

WHO IS ELIGIBLE?

All volunteers, auxiliary members and full time staff of CFA are eligible for the medal. The Australian Fire Service Medal is not reserved for senior officers – it is open to all levels of CFA. Nominees must be current serving members of CFA when nominated.

The AFSM may be awarded only once to each recipient. A person who has received an AFSM and gives further distinguished service may be nominated subsequently for an award in the Order of Australia. Similarly, a person who has received an award in the Order of Australia is not excluded from receiving an Australian Fire Service Medal although, in accordance with established honours convention, at least five years should elapse between the announcements of awards.

POSTHUMOUS AWARDS

The Australian Fire Service Medal is not awarded posthumously.

ARE NOMINATIONS CONFIDENTIAL?

All nominations are strictly confidential and the information provided will be used only to assist in considering the merits of the nomination.

The person being nominated should not be approached for information or advised of his or her nomination at any stage.

WHAT IS THE MEDAL AWARDED FOR?

The sole criterion for the award of the Australian Fire Service Medal is distinguished service. "Distinguished service" includes service that is above and beyond the normal zealous and faithful discharge of normal or ordinary service, whether short term or prolonged. It could be a special achievement or success in the performance of duty in difficult or unusual circumstances, or sustained high level performance with outcomes and recognisable benefits to CFA, the fire service in general or the community.

The service must be exceptional. Long service should not be used as a basis for making nominations.

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| Criterion " Distinguished Service" |
| To be considered for this award it would be expected that the nominee has given service beyond the norm exemplified by at least one of the following: |
| <ul style="list-style-type: none">• Prolonged service distinguished by exceptional performance in a particular area that has proved of significant benefit to the fire service, |
| <ul style="list-style-type: none">• Responsibility for and management of an outstanding/exceptional event that has proven to be of significant benefit to the fire service, a community or community safety generally, |
| <ul style="list-style-type: none">• Development of a new system, or procedure, or technique that is unique and has made a significant contribution to the fire service a community or community safety generally, |
| <ul style="list-style-type: none">• Outstanding leadership in the encouragement and development of others, particularly youth, within the fire service and the fostering and furthering the aims of the fire service to the long term benefit of the fire service and the community, |
| <ul style="list-style-type: none">• Demonstrated creativity in the development and implementation of innovative changes that have made a significant contribution to the fire service, fire operations, or the interests of community safety, |
| <ul style="list-style-type: none">• Other (provide details of distinguished service, explain significance & give example/s) |

HOW SHOULD THE NOMINATION BE PREPARED?

When completing the nomination form, it is important to:

- **provide specific examples of how the nominee's contribution(s) has been outstanding**
- **clearly explain the significance of the nominee's achievements**

- **include examples that best show how the nominee has gone above and beyond what could be reasonably expected of someone in a similar position.**
- **focus on why the nominee's service and achievements are outstanding and worthy of recognition through the Australian Fire Service Medal.**

Details of positions held over a number of years are not sufficient on their own.

THE NOMINATION FORM

The nomination form is a pro-forma comprising the following parts:

- Details of person being nominated
- Fire service membership
- Service history and highlights
- Information to demonstrate distinguished service
- Suggested citation
- Name and contact details of nominator
- Referees

DETAILS OF PERSON BEING NOMINATED

As the Australian Fire Service Medal is part of the official national honours system, it is important to provide full personal details of the nominee. All details required of the nominee are listed on the pro-forma.

FIRE SERVICE MEMBERSHIP

All details required are listed on the pro-forma. Category should be; urban volunteer, rural volunteer or employee.

SERVICE HISTORY AND HIGHLIGHTS

Date order summary (list) including years service, previous awards received and qualifications attained etc.

INFORMATION TO DEMONSTRATE DISTINGUISHED SERVICE

(Approximately 1 – 2 pages detailing achievements to demonstrate distinguished service)

The information should be structured around fulfilment of one or more elements of the table on page 2.

The nomination will be considered by CFA and the Office of the Emergency Services Commissioner (OESC) Selection Panels alongside other nominations from within CFA and from other Victorian fire services in what is essentially a competitive process. It is therefore important to give a clear picture of what the nominee has done to fulfil the criteria of distinguished service. It should not be assumed that the OESC Selection Panel has a detailed knowledge of the area in which the nominee has worked, or a full understanding of the significance of certain achievements. Specific examples of how the nominee's contribution has been outstanding should be included in this part.

As a guide, you might consider some of the following questions:

- In what role(s) has the nominee excelled?
- How has the nominee demonstrated service worthy of recognition?
- How has the nominee's contribution impacted on a particular field, locality, brigade, group or community at large?
- Over what period has the nominee made a major commitment?
- Has the nominee's contribution been recognised elsewhere e.g. in the media, by other awards, professional interest groups, volunteer associations or through local government?
- What makes this person stand out from others?

SUGGESTED CITATION FOR NOMINEE

Include here a brief summary of 50 - 200 words outlining why the nominee is to receive the award (e.g. "Awarded for..."). This summary will be used as background information and cited in the booklet used at the investiture ceremony.

NAME AND CONTACT DETAILS OF NOMINATOR

Contact details of the person making the nomination must be included.

REFEREES

The names and contact details of at least two (2) individuals who are in a position to comment directly on the nominee's service should be provided.

MORE INFORMATION OR HELP:

If you have any further questions, or require guidance in the preparation of the nomination, please call CFA Awards Secretariat on telephone (03) 9262 8242.

WHERE TO SEND NOMINATION:

By email (preferred method) to: cfa-awards@cfa.vic.gov.au

or, in an envelope marked "Confidential" to:

CFA Awards Secretariat
PO Box 701
MOUNT WAVERLEY VIC 3149

Telephone enquiries: (03) 9262 8242