



Honours and Awards Handbook

A guide to medals and awards available to
Department of Fire and Emergency Services
career and volunteer personnel and corporate staff

Published November 2018

Contents

Foreword	1
Australian Honours and Awards	2
Order of Australia	4
Australian Bravery Decorations	5
Australian Fire Service Medal	6
Emergency Services Medal	7
Public Service Medal	8
Humanitarian Overseas Service Medal	8
National Emergency Medal	9
National Medal and Clasps	10
Fire and Emergency Services Awards.....	11
Firefighting Awards	11
State Emergency Service Awards.....	11
Volunteer Marine Rescue Services Awards.....	12
DFES Meritorious Service Awards	13
Certificate of Commendation.....	13
Certificate of Distinction	14
Certificate of Appreciation	15
Command and/or Directorate Recognition.....	15
Long Service Awards	16
60 Year Service Certificate and Medal	17
Emergency Services Diligent Service Medal	17
State Emergency Service	18
Volunteer Fire and Rescue Service	18
Volunteer Marine Rescue Services	19
Volunteer Fire and Emergency Services.....	19
Bush Fire Service.....	19
Volunteer Employer Recognition Awards	20
Wearing of Honours and Awards	21



Foreword

by the Fire and Emergency Services Commissioner

Fire and Emergency Service units across Western Australia are filled with individuals who embody the values that we, as an organisation, hold dear – dedication to community, bravery and leading by example.

In this line of work you are relied upon 24 hours a day, 7 days a week, on land, in the air and by sea to make WA a safer place to live. Your efforts to help communities prevent, prepare for, respond to and recover from emergencies are appreciated by myself, the state government and most importantly the people of this great state.

As an organisation it is imperative we recognise and reward emergency service personnel and volunteers for outstanding service above and beyond what is expected. DFES does this by bestowing honours and awards.

Honours and awards fall into two broad categories: those that form part of the Australian system of honours and those issued by DFES. This booklet outlines all of the honours, medals and awards available to DFES personnel and volunteers and provides instructions on how to make a nomination or an application.

I would encourage each and every one of you to look around at your colleagues; is there someone who has served the community for 30 years? Has your team member showed bravery in the face of danger? Do you know an outstanding leader? If the answer is yes then we want you to celebrate the good work you and your colleagues do by applying and nominating for one of these awards.

Darren Klemm AFSM
Fire and Emergency Services Commissioner

Australian Honours and Awards

Australian Honours help define, encourage and reinforce national aspirations, ideals and standards by identifying role models. Honours recognise, celebrate and say thank you to those who make a difference, those who achieve their best and those who serve others.

Australia's distinctive honours system began in 1975 with the creation of the Order of Australia, to recognise service to the nation or humanity, as well as the Australian Bravery Decorations and the National Medal. Since then, new awards have progressively been added to the system. There are a total of 58 awards in the Australian system of honours.

Australian Honours are unique in that they were designed for the community to make nominations. The Australian Honours system is free of patronage and anyone can nominate an Australian citizen for an honour.

Administering Australian Honours

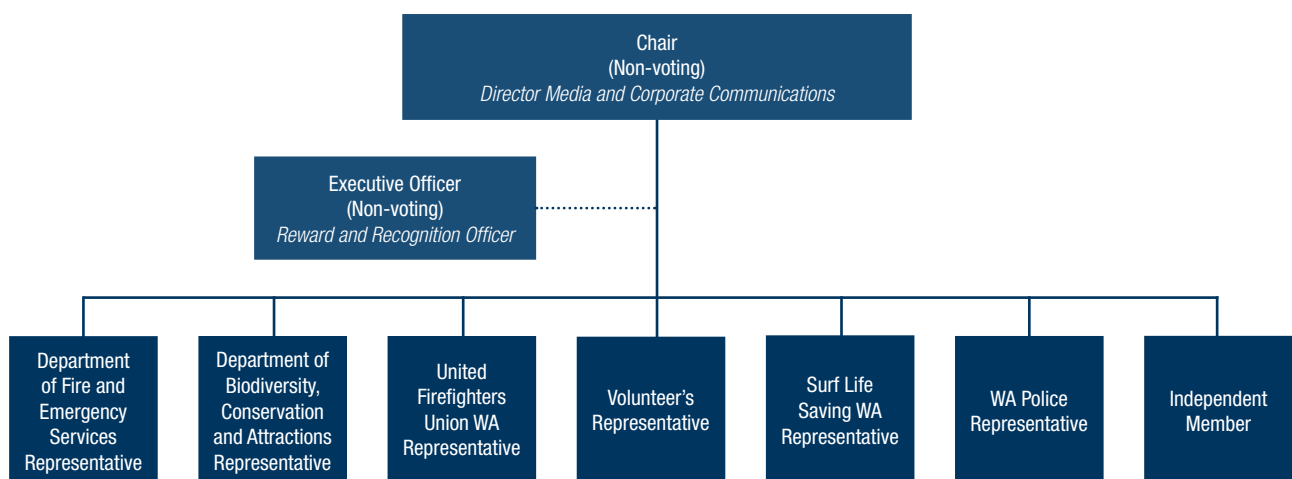
There are three organisations with the primary responsibility for administering Australia's system of honours. They are:

- Honours Secretariat, Government House, Canberra;
- Department of the Prime Minister and Cabinet, Parliamentary and Government Branch; and
- Department of Defence, Directorate of Honours and Awards.

Honours and Awards Advisory Panel

The Honours and Awards Advisory Panel (the panel) is coordinated by DFES and consists of the Chair, Executive Officer and seven voting members.

The panel meet twice a year, generally June and December, to assess Australian Honours nominations. The role of the panel is to consider each nomination on their merit against the award criteria and complete an assessment accordingly. The panel treat all nominations with the strictest of confidence and adhere to the panel's Terms of Reference.



Honours and Awards Advisory Panel

Australian Honours and Awards

Nomination Process

DFES accepts Australian Honours nominations throughout the year. Nominations can be submitted via the online Reward and Recognition System accessed via the DFES intranet or Volunteer Portal.

All nominations are held for consideration at the next available Honours and Awards Advisory Panel meeting.

All nominations are treated in the strictest of confidence. Only the information provided in the actual nomination is used by the panel in considering the merits of the nomination.

The nominated person should not be approached for information or advised of his or her nomination at any stage. The nominator will receive an email acknowledging the Australian Honour nomination has been received.

Nominations that are recommended by the panel are processed via the following steps:

1. The panel's recommendations are submitted to the Fire and Emergency Services Commissioner for approval.
2. Approved recommendations are sent to the Minister for Emergency Services for endorsement.
3. Minister's office forward the endorsed nominations to the Department of Premier and the Cabinet for the Premier's consideration.
4. Department of Premier and the Cabinet sends nominations to the relevant Australian Honours organisation for Governor-General approval.

Successful Australian Honour nominations are kept confidential until they are announced by the Governor-General.

Unsuccessful Australian Honour nominations are kept confidential until the successful nominations are announced. The panel's Executive Officer will advise the nominator of the status or outcome of the nomination.

Unsuccessful nominations can not be resubmitted without the provision of significant additional and/or new information which substantially strengthens the nomination.

When an Australian Honour nomination is not supported by the panel a suitable alternative honour or award may be recommended to the nominator.

For a copy of the panels' terms of reference, please email rewards@dfes.wa.gov.au

Award Announcements

Australian Honour Awards are announced by the Governor-General on:

- Australia Day (26 January);
- Queen's Birthday (second Monday in June); and
- April and August (for Australian Bravery Decorations only)

You can view the announcements and citations on the [It's an Honour](#) website which lists the recipients of the awards.

Australian Honour Investiture Ceremonies

Recipients of Australian Honours (Order of Australia, Australian Bravery Decorations or Meritorious Service Awards) are invited to attend the Investiture Ceremony held at Perth's Government House. Investitures take place twice a year, usually in April and September. The Governor of Western Australia presents these awards.

Gazettal Process

Australian Honours announcements are published in the Commonwealth of Australia Gazette. The Gazette notices are available on the Governor General's website from the date of the announcement.



Companion of the Order of Australia

The design of the Companion of the Order of Australia is a badge with a gold insignia of the Order in the centre. The central insignia is circled with blue enamel edged in gold with citrines and is inscribed with the word 'Australia' in gold capital letters. The circle also contains two gold springs of mimosa.

The insignia is ensigned with the Crown of St Edward in full colour. The medal is hung from the ribbon of the Order. It is royal blue with a central band of mimosa.



Officer of the Order of Australia (Male)



Officer of the Order of Australia (Female)



Member of the Order of Australia



Medal of the Order of Australia

Order of Australia

The Order of Australia is the pre-eminent means of recognising outstanding achievement and contribution by Australian citizens. It rewards those who have made a significant difference to their community, country or at an international level. There are four levels of recognition:

Companion of the Order (AC)

For eminent achievement and merit of the highest degree in service to Australia or to humanity at large.

Officer of the Order (AO)

For distinguished service of a high degree to Australia or to humanity at large.

Member of the Order (AM)

For service in a particular locality or field of activity or to a particular group.

Medal of the Order (OAM)

For service worthy of particular recognition.

Appointments in the Order of Australia are not made posthumously. However, a nomination will be considered if the person is alive when the nomination is received by the Australian Honours and Awards Secretariat. Order of Australia recipients are entitled to use the award's post-nominal letters.

For more information about the Order of Australia please visit the [It's an Honour](#) website.

Criteria

To be considered for the Order of Australia it would be expected that the nominee has:

- Demonstrated achievement at a high level;
- Made a contribution over and above what might be reasonably expected through paid employment; and
- Whose voluntary contribution to the community stands out from others who have also made a valuable contribution.

In addition to the above, nominators should also consider the following:

- In what role(s) or area(s) has the nominee excelled;
- How has the nominee demonstrated service worthy of recognition;
- How has the nominee's contribution impacted on either a particular field, locality, group, community or humanity at large;
- Over what period of time 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 or through local government); and
- What makes this person stand out from others.



Cross of Valour

The Cross of Valour is a gold, straight-armed cross with diminishing rays between the arms. It is inscribed with the Crown of St Edward.

The obverse has the shield and crest of the Commonwealth Coat of Arms surmounted by a Federation Star. A suspender bar is engraved with the words For Valour.

The ribbon is magenta with a central blood-red band.



Bravery Medal



Star of Courage



Commendation for Brave Conduct



Group Bravery Citation

Australian Bravery Decorations

The Australian Bravery Decorations recognise acts of bravery by members of the community who selflessly put themselves in jeopardy to protect the lives or property of others.

The Australian Bravery Decorations date from the establishment of the Australian honours system in February 1975. The decorations recognise acts of bravery by members of the Australian community, those whose selfless actions amaze and inspire us, those who put themselves in jeopardy to protect the lives or property of others. The Group Bravery Citation was introduced in March 1990.

Bravery or courage differs from fortitude in a crisis situation. Bravery is a deliberate choice to go from a place of safety to danger or remain in a perilous position to provide help. There are four levels of recognition:

Cross of Valour (CV)

For acts of conspicuous courage in circumstances of extreme peril.

Star of Courage (SC)

For acts of conspicuous courage in circumstances of great peril.

Bravery Medal

For acts of bravery in hazardous circumstances.

Commendation for Brave Conduct

For acts of bravery considered worthy of recognition.

The Group Bravery Citation is awarded for a collective act of bravery by a group of people in extraordinary circumstances that is considered worthy of recognition.

The nomination may be for a brave act by an Australian citizen in Australia or overseas. A citizen of another country carrying out a brave act in the interest of Australia may also be nominated.

Australian Bravery Decorations may be made posthumously. Successful Bravery Award nominees appear in the Bravery Honours List which is published twice a year on the Governor-Generals website.

Criteria

When preparing a nomination, nominators are required to address the following criteria:

- Describe the act for which the member is being considered and the probable consequence of inaction at that time;
- Give a brief biographical review of the member's career highlights and mention any special skills acquired; and
- List any previous honours and/or awards.

In addition to the above, nominators should also include:

- Any eyewitness statements or include the names and contact details of those from whom further information may be sought; and
- Photographs of the incident or location where the incident/act of bravery occurred.



Australian Fire Service Medal

The Australian Fire Service Medal is a circular copper-nickel medal. It is ensigned with the Crown of St Edward. The front of the medal displays an image of the Queen superimposed over a seven-pointed star of flames.

The back of the medal is inscribed with the words 'Australian Fire Service Medal', and 'For Distinguished Service' on a background of flames.

The 32 millimetre-wide ribbon has a central vertical band of gold, which is superimposed with a red pattern symbolising flames. The two outer vertical bands are green.

Australian Fire Service Medal

The Australian Fire Service Medal recognises distinguished service by members of Australian fire services. It is awarded to paid and volunteer members. Prior to 1988 distinguished service in the Australian fire service was recognised by the Queen's Fire Service Medal for Gallantry and Queen's Fire Service Medal for Distinguished Service.

In 1988 a distinctly Australian award referred to as the Australian Fire Service Medal was created by Letters Patent. This award acknowledges distinguished service by members of:

- State or Territory fire services;
- Fire service of an agency of the Commonwealth; and
- The fire services of the External Territories of Christmas Island, Cocos (Keeling) Island and Norfolk Island.

Only one medal can be awarded to an individual and recipients are entitled to use the post-nominal letters AFSM.

Criteria

To be considered for an Australian Fire Service Medal it would be expected that the nominee has given service beyond the norm exemplified by one or more of the following:

- Prolonged service distinguished by exceptional performance in a particular area that has proved of significant benefit to fire services;
- Responsibility for and management of an outstanding/exceptional event that has proven to be of significant benefit to the fire services, the community or community safety generally;
- Development of a new system, procedure or technique that is unique and has made a significant contribution to the fire services, the community or community safety generally;
- Outstanding leadership in the encouragement and development of others, particularly youth, within the fire services, including fostering and furthering of the aims for the long term benefit of the fire services and the community; or
- Demonstrated creativity in the development and implementation of innovative changes that have made a significant contribution to the fire services, operations or the interests of community safety.

Examples of service that may form the basis of a nomination include:

- An especially distinguished record of particular service of conspicuous merit including, for example:
 - development of successful fire control technique;
 - exceptional service though training and/or community education; or
 - outstanding service in prevention/protection.
- Outstanding success in organising resources or in maintaining their organisation under special difficulties; or
- Prolonged service when distinguished by very exceptional ability and merit.

In addition to the above, nominators should also consider including information about:

- What makes the nominee stand out above all others;
- His or her biographical review including career highlights, any special skills acquired or achieved;
- His or her personal characteristics and integrity; and
- The impact on the organisation within a particular field, process, method, locality, brigade/group/unit, or the wider community.



Emergency Services Medal

The central motif of the Emergency Services Medal is a raised equilateral triangle with bevelled edges. This is bordered by stylised sprays of wattle. The centre of the triangle features a raised impression of the Federation Star that is surrounded by twenty-four balls. The balls represent the twenty-four hours per day the Emergency Service is available to the community.

The back of the medal has the inscription 'For Distinguished Service'. The medal is silver and bronze in colouring.

The 32 millimetre-wide ribbon features a centre band of an orange and white checkerboard pattern, flanked on each outer edge by a royal blue band.

Emergency Services Medal

The Emergency Services Medal recognises distinguished service by members of emergency services across Australia, and people who are involved in emergency management, training or education. State emergency services and voluntary emergency organisations are eligible for the award.

Only one medal can be awarded to an individual and recipients are entitled to use the post-nominal letters ESM.

The Emergency Services Medal was established on 7 July 1999 by Letters Patent and introduced into the Australian system of honours that same year.

Criteria

To be considered for an ESM it would be expected that the nominee has given service beyond the norm exemplified by one or more of the following:

- Prolonged service distinguished by exceptional performance in a particular area that has proved of significant benefit to emergency services.
- Responsibility for and management of an outstanding/exceptional event that has proven to be of significant benefit to the emergency service, the community or community safety generally;
- Development of a new system, procedure or technique that is unique and has made a significant contribution to the emergency service, the community or community safety generally;
- Outstanding leadership in the encouragement and development of others, particularly youth, within the emergency service, including fostering and furthering of the aims for the long term benefit of the emergency service and the community; or
- Demonstrated creativity in the development and implementation of innovative changes that have made a significant contribution to the emergency service, emergency operations or the interests of community safety.

Examples of service that may form the basis of a nomination include:

- An especially distinguished record of particular service of conspicuous merit including, for example:
 - development of successful emergency control technique;
 - exceptional service through training and/or community education; or
 - outstanding service in prevention/protection.
- Outstanding success in organising resources or in maintaining their organisation under special difficulties; or
- Prolonged service when distinguished by very exceptional ability and merit.

In addition to the above, nominators should also consider including information about:

- What makes the nominee stand out above all others;
- His or her biographical review including career highlights, any special skills acquired or achieved;
- His or her personal characteristics and integrity; and
- The impact on the organisation within a particular field, process, method, locality, brigade/group/unit, or the wider community.



Public Service Medal

The Public Service Medal is a circular nickel-silver medal ensigned with a Federation Star.

The front of the medal shows an inner circle with four planetary gears spaced equally around a sun gear. It is surrounded by the words 'Public Service'. An outer circle shows 36 human figures symbolising a range of occupations and activities.

The back of the medal displays a wreath of mimosa surrounding the inscription 'For Outstanding Service'. The 32 millimetre-wide ribbon features the national colours of green and gold in a vertical striped pattern.



Humanitarian Overseas Service Medal

The central symbol of the Humanitarian Overseas Service Medal is an Australian eucalyptus tree. The branches spread from the Australian land at the base of the medal to the world, which is represented by a circle.

A ring of gum nuts surrounds the circle symbolising hope and life after disaster. Like the Australian eucalyptus seeds, which regenerate following bushfires, humanitarian service assists the recovery and continuation of life.

The back of the medal repeats the ring of gum nuts, and details the award and recipient. The colours of the ribbon are gold and eucalyptus green. Gold symbolises the Australian sun, optimism and hope. Eucalyptus green continues the regeneration symbolism of the medal design.

Public Service Medal

The Public Service Medal recognises outstanding service by employees of the Australian Government and State, Territory and Local Government employees. Outstanding service could be shown through:

- Service excellence to the public, or to external or internal clients;
- Innovation in program, project or policy development;
- Leadership, including as a member of a team; or
- The achievement of more efficient processes, improved productivity or better service delivery.

Members of the Australian Public Service used to be rewarded through the Imperial Honour System with awards similar to their British counterparts. This ceased in 1975 when the Order of Australia was established. The Australian Public Service Medal was established on 18 October 1989 by Letters Patent.

Only one medal can be awarded to an individual and recipients are entitled to use the post-nominal letters PSM.

Nominations for the Public Service Medal are formally sought twice a year. They are generally made by departments or agencies but any member of the public may put forward a nomination. However such a nomination would require the endorsement of the relevant department or agency head.

Only 100 Public Service Medals can be awarded in a calendar year. Of these, up to 30 can be awarded to employees of Australian Government agencies and the remainder are awarded to the States and Territories. Western Australia is entitled to six medals per year.

Humanitarian Overseas Service Medal

The Humanitarian Overseas Service Medal honours members of recognised Australian groups for emergency humanitarian service overseas in hazardous circumstances. It complements the National Emergency Medal and the Police Overseas Service Medal.

The Humanitarian Overseas Service Medal was established on 16 April 1999 by Letters Patent to recognise humanitarian service provided in response to civil unrest overseas.

The Humanitarian Overseas Service Medal Regulations were amended in 2005 to enable recognition of humanitarian service provided in response to national disasters overseas.

Only one medal can be awarded to an individual. Further awards are in the form of a clasp. There are no post-nominal letters for this award.

Applications for the Humanitarian Overseas Service Medal come directly from the community, however applicants must be members of eligible groups.

For detailed information about eligible groups please visit the [It's an Honour](#) website.



National Emergency Medal

A stylised representation of Australia's national floral emblem, the wattle, is the central symbol of the National Emergency Medal. The image around the central image is of flowering wattle, representing the accomplishments and sacrifices made by Australians in the service of others in times of crisis. The back of the medal repeats the ring of flowering wattle, and details the award and recipient.

The National Emergency Medal ribbon colours match the colours of the Humanitarian Overseas Service Medal ribbon. The colours of the ribbon are gold and eucalyptus green. Gold symbolises the Australian sun, optimism and hope. Eucalyptus green complements the symbolism of the medal design. The seven gold coloured bands represent Australia's six States, with the seventh representing the Territories.

National Emergency Medal

The National Emergency Medal is an operational service medal which recognises significant or sustained service to others in a nationally significant emergency, for example, the bushfires in Victoria in 2009 and the floods and cyclone in Queensland in 2010 and 2011.

The National Emergency Medal was established by Her Majesty the Queen by Letters Patent and National Emergency Medal Regulations 2011.

It is awarded to members of identified organisations or individuals who rendered a minimum duration of service during specified dates in specified places in response to nationally significant emergencies within Australia (sustained service); or to persons who rendered extraordinary service in response to such emergencies (significant service), that did not satisfy the minimum duration of service required to constitute sustained service.

Nominations for significant service are considered by the National Emergency Medal Committee, which then makes recommendations to the Governor-General.

Only one medal can be awarded to an individual. Further awards are in the form of a clasp. There are no post-nominal letters for this award.

National Medal and Clasps

The National Medal recognises long and diligent service by members of recognised government and voluntary organisations that risk their lives or safety to protect or assist the community in enforcement of the law or in times of emergency or natural disaster.

This includes government organisations such as fire and emergency services, ambulance, correctional and police forces, and voluntary organisations such as lifesaving or search and rescue groups.

The National Medal is Australia's most awarded civilian medal and it was established in 1975 as one of the first three elements of the Australian honours system. Only one medal can be awarded to an individual, with further accolades in the form of clasps.

Qualifying service

Fifteen years of diligent service is required to qualify for the National Medal. A clasp may be issued for each subsequent ten years of diligent service.

Service does not need to be continuous to meet this requirement. Total service is considered.

In some circumstances, previous service in other approved organisations may be added and counted towards the National Medal. Certified copies of such service must be included with the application.

Any period of service claimed towards a medal or clasp that is not recorded on DFES' Resource Management System must be supported with evidence which needs to be endorsed by the local brigade, group or unit.

Criteria

To be eligible for a National Medal, the applicant must meet each of the following criteria:

- Complete 15 years of service in an approved organisation (as per National Medal Regulations) to fulfil the primary function on a full-time or part-time bases;
- Throughout the period of that service, the member has maintained a level of training and physical fitness sufficient to fulfil the duties of a member for the primary function; and
- The member has served the organisation diligently, such as:
 - the service given by the member has been conscientious and of good standard; and
 - in the performance of the service, the member showed good conduct as a member of the organisation.

For detailed information about eligibility please visit the [It's an Honour](#) website.



National Medal

The National Medal is a circular bronze medal ensigned with the Crown of St Edward. The front of the medal features the Commonwealth Coat of Arms in a recessed circle. The rim of the medal carries the inscription 'The National Medal'.

The back of the medal is plain. The 32 millimetre-wide ribbon features 15 alternating gold and blue vertical stripes.

Fire and Emergency Services Awards

In addition to Australian Honours, the DFES awards program is an essential part of our commitment to attracting, recognising and retaining quality staff and volunteers.

DFES coordinates the following Fire and Emergency Services Awards in recognition of ordinary West Australians who make extraordinary contributions to the community:

- Firefighting Awards
- State Emergency Service Awards
- Volunteer Marine Rescue Services Awards

To be eligible, nominees must have performed above and beyond the requirements of their position in the past 12 months. The selection criteria for each award category is available on the DFES website.

Nominations open in April and close in June. Nominations can be submitted through the awards online nomination portal.

Nominees must be active, operational members of a brigade, group or unit to be eligible for the awards. All nominations are assessed by judging panels comprised of:

- Assistant Commissioner
- Representative/s from the relevant volunteer association
- Representative/s from each volunteer service.

The Fire and Emergency Service Awards are held annually in September at the WA Fire and Emergency Services Conference.

To view previous Fire and Emergency Services Award recipients visit the awards page on the DFES website.

For a copy of the Fire and Emergency Services Awards Judging Terms of Reference, please email awards@dfes.wa.gov.au

Firefighting Awards

The Firefighting Awards celebrate exceptional members of all fire services, including young volunteers aged between 16 and 25.

Awards are presented in the following six categories:

- Youth Achievement Award
- Team Achievement Award
- WA Career Fire and Rescue Service Award
- WA Volunteer Fire and Rescue Service Award
- Volunteer Fire and Emergency Services Award
- Murray Lang Bush Fire Service of WA Award

The Murray Lang Bush Fire Service of WA Award is named after Murray Lang in respect of his 50 year commitment, dedication and tireless work with the Bush Fire Service. It is awarded to an outstanding Bush Fire Service individual who has excelled in their service to the community.

State Emergency Service Awards

The State Emergency Service (SES) Awards recognise the efforts of SES volunteers who have excelled either individually or as part of a team, demonstrating a high level of dedication and commitment to the SES.

Awards are presented in the following three categories:

- Youth Achievement Award
- Team Achievement Award
- Peter Keillor Award

The Peter Keillor Award is named after former Murray SES volunteer Peter Keillor who overcame adversity through courage, willpower, dedication and respect for his peers. These efforts were despite being confined to his wheelchair following an injury received during active service in Vietnam. This award is presented to a volunteer who has gone beyond the call of duty in demonstrating a high level of dedication and commitment to the SES.

Fire and Emergency Services Awards

Volunteer Marine Rescue Services Awards

The Volunteer Marine Rescue Services (VMRS) Awards celebrate the achievements of an active volunteer or group that deserves recognition for their outstanding contribution to helping protect lives on water.

Awards are presented in the following three categories:

- DFES Award for youth achievement or contribution to youth development
- DFES Award for outstanding individual contribution
- Volunteer Marine Rescue WA Award for outstanding group operations.

Additionally, the Volunteer Marine Rescue WA Commander may present a discretionary Commander's Award to either an individual or group in recognition of their contribution to marine rescue.

The Department of Transport sponsors the Award for Excellence in Marine Safety, which is open to any volunteer sea rescue group who have delivered a marine safety program, a pollution prevention program, and/or a safety or pollution event.

DFES Meritorious Service Awards

DFES personnel and volunteers can be nominated for the following Meritorious Service Awards:

- Certificate of Commendation
- Certificate of Distinction
- Certificate of Appreciation
- Command and/or Directorate awards.

DFES accepts nominations via the online Reward and Recognition System throughout the year for Meritorious Service Awards.

All nominations are strictly confidential and the information provided is used to assist in considering the merits of the nomination. The person being nominated should not be approached for information or advised of their nomination at any stage.



Certificate of Commendation

Certificate of Commendation

The Certificate of Commendation is the highest DFES award for service of meritorious nature or outstanding actions and is awarded by the Fire and Emergency Services Commissioner.

It is awarded to individuals or groups that have made a significant contribution to the community through their dedication to duty or acts of bravery in their role at a specific incident.

Certificate of Commendation recipients receive a framed medal and certificate, along with a Commendation pin to wear.

All current DFES personnel and volunteers can be nominated for a Certificate of Commendation via the DFES Reward and Recognition System.

Recipients of the award are considered for an Australian Bravery Decoration by the Honours and Awards Advisory Panel. Additionally, nominations for an Australian Bravery Decoration are automatically nominated for a Certificate of Commendation.

Criteria

To be considered for a Certificate of Commendation it would be expected the nominee has performed a significant act of bravery in hazardous circumstances. These circumstances may include, but are not limited to:

- Advanced fire and emergency situations;
- Cyclone and/or flood conditions;
- Extrication of passengers in a vehicle that require an extension to normal procedure; or
- Rescues which require an extension to normal procedures.

The nominator should consider:

- Detailing the circumstances of the act of bravery and outlining the significance of the nominee's actions:
 - what was the perceived danger at the time; and
 - what other course of action was available to the nominee at the time.
- Outlining why you believe the nominee deserves recognition at this level; and
- Including the challenges that were faced and how they were overcome.

DFES Meritorious Service Awards



Certificate of Distinction

Certificate of Distinction

The Certificate of Distinction is the second highest DFES award for service of meritorious nature or outstanding actions. It is awarded by the Fire and Emergency Services Commissioner or designated delegate.

It is awarded to individuals or groups that have made a significant contribution to the organisation through their outstanding performance and/or their role in a specific project.

All current DFES personnel and volunteers can be nominated for a Certificate of Distinction via the DFES Reward and Recognition System.

Criteria

To be considered for this award it would be expected that the nominee would have made a significant contribution by:

- Distinguished service or outstanding actions in relation to fire and emergency service duties, administrative leadership or distinguished performance of a specific or difficult project or task;
- Providing an exceptional contribution to significant events for which DFES has the key responsibilities;
- Performing an outstanding specialised service or leadership in delivering successful outcomes in a program or project; or
- Enhancing the professional image of DFES by exceeding what is expected from an efficient officer.

In addition, the nominator should consider:

- Detailing the circumstances which are considered worthy of recognition;
- Outlining the significance of the nominee's actions;
- Detailing the reasons for this level of recognition; and
- Including the challenges that were faced and how they were overcome.

DFES Meritorious Service Awards



Certificate of Appreciation

Certificate of Appreciation

The Certificate of Appreciation can be awarded to individuals or groups that have made a valuable contribution to the fire and emergency services that is worthy of recognition.

All current DFES personnel and volunteers, as well as members of the public, businesses or organisations, can be nominated for a Certificate of Appreciation.

To be considered the nominee needs to have made a valuable contribution beyond what is normally expected.

Command and/or Directorate Recognition

Command and/or Directorate recognition occurs when Command Heads, Assistant Commissioners, Chief Superintendents, Superintendents and Directors recognise and acknowledge significant contributions made by personnel at a Command or Directorate level, such as:

- Significant achievement of or towards a work objective that has benefited them, their team or DFES; and
- Exceptional conduct inline with the DFES Code of Conduct, either within or outside the scope of the officer's usual responsibilities that enhances the performance or reputation of DFES.

Command and/or Directorate recognition can be demonstrated in a number of ways:

- Face to face acknowledgement, such as personal thank you or congratulations;
- Public acknowledgement at a team meeting or morning tea;
- Email or written letter of appreciation, copied to officer's manager;
- Superintendent's Award; or
- Nomination for a Certificate of Appreciation.

Long Service Awards

Long Service Awards recognise the length of service of DFES personnel and volunteers within the WA fire and emergency services.

Long Service Awards consist of:

- 60 Year Service Certificate and Medal
- Emergency Services Diligent Service Medal
- State Emergency Service Medallion and Medal
- Volunteer Fire and Rescue Service Medallion and Medal
- Volunteer Fire and Emergency Services Medallion and Medal
- Bush Fire Service Medallion and Bush Fire Brigade Medal
- Volunteer Marine Rescue Services Medallion and Medal

Application Process

DFES accepts applications via the online Reward and Recognition System for Long Service Awards throughout the year.

Applications are endorsed by the relevant regional office who verify the applicants length of service. Service does not need to be continuous as a total service will be considered for Long Service Awards.

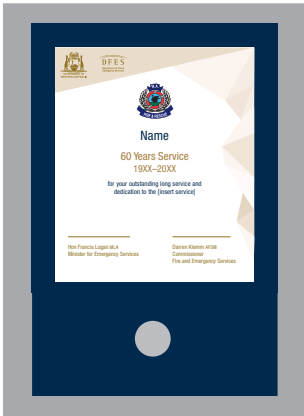
When preparing an application ensure that all the information required is complete and accurate. Any period of service claimed towards a medal or clasp that is not recorded in DFES' Resource Management System must be supported with evidence provided by the applicant or from the brigades, group or unit records.

Please allow a minimum of eight weeks from the time of application for the medal to be processed and dispatched to the Regional Office.

Award Presentation

The DFES Regional Office will liaise with the recipients or their supervisors to arrange a presentation of the Long Service Award.

Long Service Awards



60 Year Service Certificate and Medal

60 Year Service Certificate and Medal

The 60 Year Service Award is a framed certificate and medal that is presented by the Minister for Emergency Services and/or Fire and Emergency Services Commissioner to DFES personnel and volunteers who have completed 60 years of active and diligent service.

This award recognises individuals who have provided long and diligent service, at some risk to themselves, to protect life and property. It is a symbol of appreciation for the remarkable devotion and contribution to local communities and the State at large.

All DFES personnel and active members of a brigade, group or unit, including support members, are eligible for this award and it may be awarded posthumously.



Emergency Service Diligent Service Medal

Emergency Services Diligent Service Medal

The Emergency Services Diligent Service Medal (ESDSM) is awarded to all DFES employees who have achieved a minimum of ten years diligent service. A clasp will be issued for each subsequent five years of diligent service.

Service does not need to be continuous to meet this requirement as total service will be considered.

Recipients do not need to apply for the ESDSM because they are automatically issued by the Rewards and Recognition Officer following approval by the DFES chain of command.

Previous employment with the following former organisations will be calculated as eligible toward the ESDSM:

- Fire and Emergency Services Authority of WA;
- WA Fire Brigades Board;
- WA Bush Fires Board;
- WA Fire and Rescue Service; and
- WA State Emergency Service.

The medal can be awarded posthumously. There are no post-nominal letters for this award.

Volunteer service cannot be counted. Previous employment at other public sector agencies is not considered toward ESDSM eligibility.

Long Service Awards



SES 5 year medallion



SES medal box set

State Emergency Service Medallion and Medal

All active, registered members of a State Emergency Service (SES) unit, including support members, are eligible for a SES long service medallion, medal and clasps.

The SES medallion is awarded to volunteers who have completed a period of five years of diligent service. The SES long service medal is awarded for ten years of diligent service to the SES. A clasp to the medal is awarded for each subsequent five years of diligent service with the SES up to 55 years.

The length of service is calculated from the date of joining the SES. The period of service may be an aggregate amount of years, not necessarily a continuous period.

For further information view the SES Medal Regulations available on the DFES Volunteer Portal.



VFRS 5 year medallion



VFRS medal box set

Volunteer Fire and Rescue Services Medallion and Medal

All active, registered members of a Volunteer Fire and Rescue Services (VFRS) brigade, including support members, are eligible for long service medallions, medals and clasps.

The VFRS medallion is awarded to volunteers who have completed a period of five years of diligent service. The VFRS long service medal is awarded for ten years of diligent service to the VFRS. A clasp to the medal is awarded for each subsequent five years of diligent service with the VFRS up to 55 years.

The length of service is calculated from the date of joining VFRS. The period of service may be an aggregate amount of years, not necessarily a continuous period.

For further information view the VFRS Medal Regulations available on the DFES Volunteer Portal.



VMRS 5 year medallion



VMRS medal box set

Volunteer Marine Rescue Services Medallion and Medal

All active registered marine rescue volunteers are eligible for long service awards, including rescue crews and radio operators.

The Volunteer Marine Rescue Services (VMRS) medallion is awarded to volunteers who have completed a period of five years of diligent service. The VMRS long service medal is awarded for 10 years of diligent service. A clasp to the medal is awarded for each subsequent five years of diligent service up to 55 years.

For further information view the VMRS Medal Regulations available on the DFES Volunteer Portal.

Long Service Awards



BFS 5 year medallion



BFB medal box set

Bush Fire Service Medallion and Medal

All active registered members of the Bush Fire Service (BFS), including support members, are eligible for a long service medallion, medal and clasps.

The Bush Fire Service medallion is awarded to volunteers who have completed five years of diligent service. The Bush Fire Brigade Medal is awarded for ten years of diligent service to the BFS. A clasp to the medal is awarded for each subsequent five years of diligent service with the BFS up to 55 years.

The length of service is calculated from the date of joining the BFS. The period of service may be an aggregate amount of years, not necessarily a continuous period.

For further information read the BFB Medal Regulations available on the DFES Volunteer Portal.



VFES 5 year medallion



VFES medal box set

Volunteer Fire and Emergency Services Medallion and Medal

All active registered Volunteer Fire and Emergency Services (VFES) members, including support members, are eligible for long service medallions, medals and clasps.

The VFES medallion is awarded to volunteers who have completed a period of five years of diligent service. The VFES long service medal is awarded for ten years of diligent service to the VFES. A clasp to the medal is awarded for each subsequent five years of diligent service to the VFES up to 55 years.

The length of service is calculated from the date of joining VFES. The period of service may be an aggregate amount of years, not necessarily a continuous period.

If a volunteer was a member of the Bush Fire Service, Volunteer Fire and Rescue Service or State Emergency Service that merged to become a Volunteer Emergency Services or Volunteer Fire Services, then this service shall be counted as service towards the VFES Medal.

For further information view the VFES Medal Regulations available on the DFES Volunteer Portal.

Volunteer Employer Recognition Awards



Volunteer Employer Recognition Awards

DFES coordinates the Volunteer Employer Recognition Program which recognises employers of emergency services volunteers, including self-employed volunteers, who play a critical role in the protection of the WA community.

The program is assessed against the International Organisation for Standardisation (ISO) 9001 Accreditation Standards. The accreditation is for three years from the time of issue. The Volunteer Employer Recognition Program is the first of its kind in Australia to receive formal accreditation and be awarded the official quality system endorsement.

As part of the program, DFES delivers an annual Volunteer Employer Recognition Awards (VERA) ceremony to celebrate and acknowledge the vital role employers and those self-employed play in protecting the community.

VERA has three levels of awards - gold, silver and bronze - that is awarded depending on the level of support provided by employers and the associated contribution to the community.

Employers, in receipt of an award, can officially use the quality endorsed VERA logo on their marketing collateral. This identifies the employer as one who helps protect the community by actively supporting fire and emergency services volunteers.

Nominations

Employers and self-employed volunteers of all emergency services can be nominated via the online VERA system. Nominations open in early June, with presentations commencing in November. Nominations are assessed according to the employer's level of assistance provided to their employees to undertake their volunteer duties. Some of the factors taken into consideration include:

- The impact on the day to day running of a business with a volunteer absent;
- How long the business has been involved with supporting emergency services volunteering;
- Whether the skills gained by the staff, through volunteering, are of benefit to the business or employer;
- If the business lends or donates equipment to local emergency services;
- If the business provides financial support, or sponsorship, to local emergency services; and
- If a written or verbal policy covering emergency services leave arrangements has been developed and made available for employees to use.

For further information about VERA visit the awards page on the DFES website.

Wearing of Honours and Awards

Recipients of awards are granted insignia as a visual expression of the honour conferred on them. The Governor-General notifies for general information the positioning of the wearing of Australian orders, decorations and medals.

Medals and ribbons of the Australian system of honours and awards are worn on the left breast, in the order established by the official order of precedence. Other medals and awards may be worn on the right breast.

For Australian awards, the presentation box generally contains a range of pieces:

- the full-size medal;
- a miniature with ribbon;
- for some awards, a ribbon bar; and
- for some awards, a lapel badge or brooch.

For certain awards, women receive a full-size and miniature bow set and men are given a neck badge. Recipients of Imperial awards receive the full-size insignia and can choose to purchase miniatures and ribbon bars.

Different insignia are worn in accordance with the type of event:

Evening functions

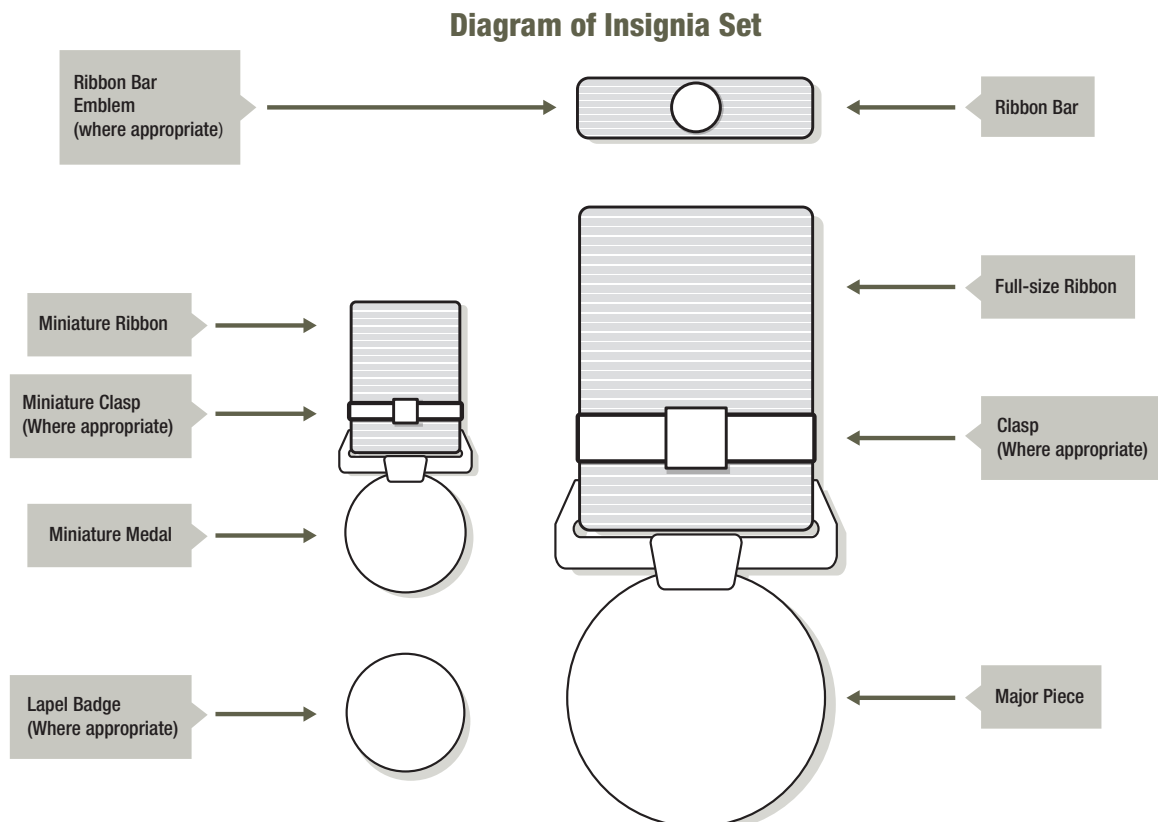
Holders of Australian honours would wear the miniature medal on the left breast of their uniform, evening dress or lounge suits on such occasions as official receptions and dinners; or for the investiture. Ribbon bars are not worn.

Day functions

When attending day functions (such as ANZAC Day or Remembrance Day ceremonies) the full size medal is worn.

Everyday use

The ribbon bar may be worn with all forms of dress at the discretion of the holder. However, it should not be worn at the same time as full size or miniature medals. Each row must not comprise of more than four ribbons. Where there are five or more ribbon bars, the bottom row is to be completed with four ribbon bars and the top row will consist of the most significant awards, which in some cases may only be one or two awards.



Wearing of Honours and Awards

Order of wearing Australian Honours and Awards

Australian Honours and Awards are worn on the left breast and should be positioned starting with the highest award in the centre and moving out towards the left breast.

The complete schedule listing the order of wearing Australian Honours and Awards can be found on the [It's an Honour](#) website.

The Australian Honours listed below are those that are known to have been awarded to DFES personnel and volunteers and are worn in the following order:

- Companion of the Order of Australia AC;
- Officer of the Order of Australia AO;
- Member of the Order of Australia AM;
- Bravery Medal BM;
- Public Service Medal PSM;
- Australian Police Medal APM
- Australian Fire Service Medal AFSM;
- Emergency Services Medal ESM;
- Medal of the Order of Australia OAM;
- Commendation for Brave Conduct;
- Police Overseas Service Medal;
- Humanitarian Overseas Service Medal; and
- National Medal.

A unit citation is not positioned in the order of wearing honours and awards. Citation insignia should be worn on the left lapel or breast. Should other honours or awards have been awarded, the unit citations should be worn centrally, approximately 10 millimetre above these.

Family members marching in honour of their forebears at commemorative events (such as ANZAC Day or Remembrance Day) should wear the medals on the right breast to indicate the medals are not their own.

Order of wearing DFES medals

DFES awards are not recognised at a state or national level, although it has been determined that DFES medals and ribbon bars may be worn on the left side, after all other Australian honours or awards, including the National Medal.

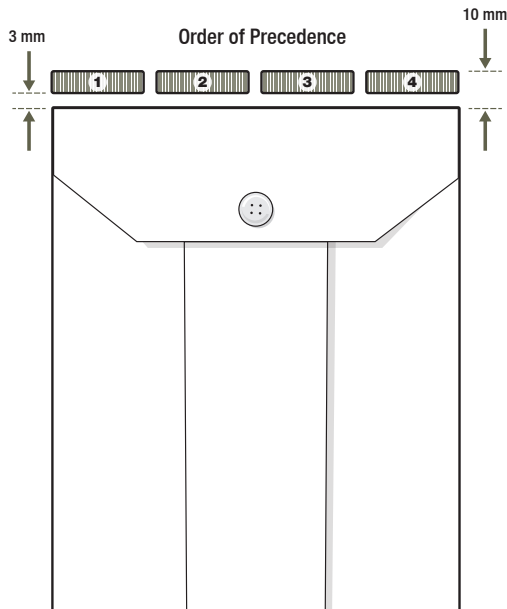
Only the current medallion, medal or clasp can be worn. DFES medals are to be worn in the following order:

- Emergency Services Diligent Service Medal;
- Volunteer Marine Rescue Services Medal;
- State Emergency Service Medal;
- Volunteer Fire and Rescue Service Medal;
- Volunteer Fire and Emergency Services Medal; and
- Bush Fire Brigade Medal.

Recipients of the Certificate of Commendation should wear the Commendation pin on the right side above the pocket.

Wearing of Honours and Awards

Left pocket layout



Mounting of medals and ribbons

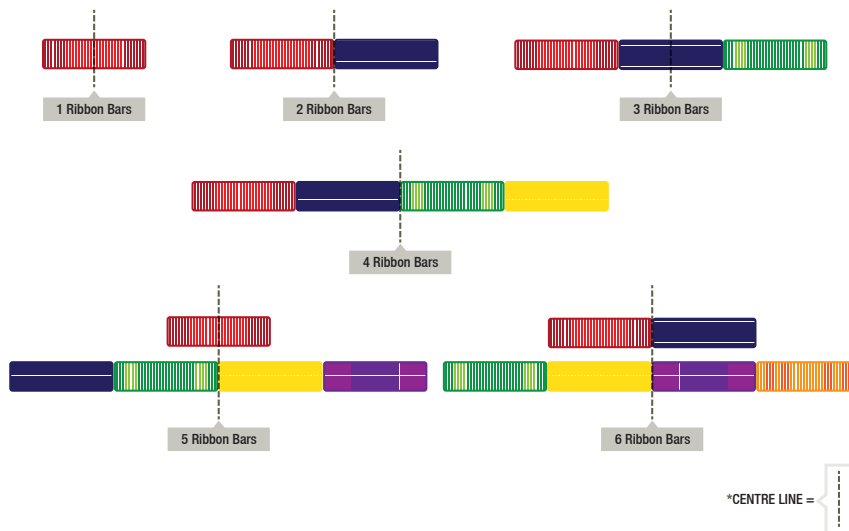
For members who have been awarded two or more medals that are both worn on the same side, medals may be swing mounted (hanging from a bar), or court mounted (on a rigid, colour matched backing).

Miniatures may also be mounted.

If medals are not mounted, they should be positioned so that the edges of the ribbons just touch and so that the top of the supporting ribbons are aligned. If possible, the ribbons should be of a length that ensures that the base of the medals are also in alignment.

It is highly recommended that members who have been awarded more than one medal have them mounted by a professional medal mounting business.

Ribbon bar layout





Reward and Recognition Program

Department of Fire and Emergency Services
20 Stockton Bend, Cockburn Central, Western Australia 6164
GPO Box P1174, Perth Western Australia 6844

T: +61 8 9395 9300

F: +61 8 9395 9462

E: rewards@dfes.wa.gov.au

www.dfes.wa.gov.au

DFES18_745

Published November 2018

© Department of Fire and Emergency Services