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Permission to reproduce various Honours Insignia (P5-P12, P19) granted from the Office of the Official Secretary to the Governor-General.
From the Fire and Emergency Services Commissioner

The Department of Fire and Emergency Services (DFES) recommends and/or bestows honours and awards to recognise, celebrate and say thank you to those who have given their time to serve others and those who achieve their best for DFES and the community.

We give honours to those who make a difference, those who achieve their best and those who act as role models. The role that you all play is vitally important to safeguarding all Western Australians and it certainly goes without saying that communities rely on the work that you do.

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

As an organisation we are committed to the acknowledgment of emergency services personnel and volunteers for their bravery, dedication and outstanding service above and beyond what is expected.

Your continued dedication to building resilient Western Australian (WA) communities that work together to prevent, prepare for, respond to and recover from emergencies is appreciated on a daily basis by me, the State Government and the WA community.

I would like to thank you all for your ongoing commitment to achieving our strategic vision of being a leading emergency services organisation, and encourage you to recognise and celebrate the good work that you and your colleagues do by applying and nominating for the most suitable award.

WAYNE GREGSON APM
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 55 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 Australia’s honours

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

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

DFES accepts nominations at any time. These nominations are then considered at the next available Honours and Awards Advisory Panel (the panel), coordinated by DFES.

The panel consists of the Chair, Executive Officer and voting members:

The panel meets twice a year to assess all nominations and to consider their merit against the criteria which constitute distinguished service.

The panel’s recommendations are submitted to the Fire and Emergency Services Commissioner for approval.

Recommendations are then sent to the Emergency Services Minister for final endorsement. The Minister’s Office is responsible for forwarding the endorsed nominations to the Public Sector Commission for consideration by the Premier, and for their submission to the organisation with primary responsibility for administration, which depends on the award.

Details of which nominations have been successful are kept confidential until the Australia Day or Queen’s Birthday announcement.

Unsuccessful nominations are also kept confidential. The Executive Officer advises the nominator on the status or outcome of the nomination after each meeting.

Unsuccessful nominations may be reconsidered by the panel after 12 months. Where a nomination for an Australian honour is not supported by the panel, alternative reward or recognition may be recommended if appropriate.
Award announcements

Awards in the Australian system of honours are announced at various times of the year:

- Australia Day;
- The Queen’s Birthday (June);
- Midwinter’s Day (June); and
- Australian Bravery Decorations announcements in April and August.

You can check on the awards and symbols calendar on the website itsanhonour.gov.au which lists major awards and when they are announced.

Award ceremonies

Recipients of some awards are invited to a ceremony held in Canberra where they are presented with their award by the Governor General. Investitures take place twice a year, usually in April and September.

DFES’s investitures are usually held at Government House. The Minister for Emergency Services and the Fire and Emergency Services Commissioner present the awards. The Governor General or Governor of Western Australia can also be invited to present some awards.

Please note that if organising an event for the presentation of any DFES internal awards, you need to allow a minimum of eight weeks from nomination for processing and approval through DFES chain of command.

An additional two weeks should be allowed for printing and framing of the certificates.

Gazetral process

Honours announcements are published in the Commonwealth of Australia Gazette. The Gazette notices are available for a period of time on this website from the date of the honours announcement.

The complete list of honours recipients as printed in the Commonwealth of Australia Gazette is published on the Commonwealth Attorney-General’s Department website on each occasion.
Nomination and Application Process

All DFES personnel and volunteers are eligible for awards and honours.

Information kits, nomination forms for an honour and DFES internal awards, as well as application forms for National Medal, clasps, and long service medals are available on the DFES Intranet, Volunteer Portal and upon request from the Reward and Recognition Officer by emailing rewards@dfes.wa.gov.au.

Nomination process

DFES accepts nominations at any time throughout the year. All nominations for Australian honours are held for consideration at the next available Honours and Awards Advisory Panel. All nominations must be fully documented and endorsed by a member of the Corporate Leadership Team or a designated delegate prior to submission to the Reward and Recognition Officer.

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.

The nominations should be emailed (preferred method) to rewards@dfes.wa.gov.au or sent in an envelope marked “Confidential” to:
Rewards and Recognition Officer
Department of Fire and Emergency Services
PO Box P1174
Perth WA 6844

An acknowledgment will be forwarded to the nominator once the nomination has been received.

Application process

DFES accepts applications at any time throughout the year. Applications for DFES internal awards are processed once a month.

All applications must be submitted through regional offices which will ensure the length of service has been verified before each application is submitted for processing by the DFES administrator.

When preparing an application ensure that all details have been completed and are correct as per DFES’ Resource Management System (RMS). Any period of service claimed towards a medal or clasp that is not recorded on RMS must be supported with evidence provided by the applicant or from the brigade, group or unit records.

District or Regional Officers will liaise with recipients or their supervisors to arrange a presentation of all awards.

Please note that if organising an event for the presentation of any DFES internal awards, you need to allow a minimum of eight weeks from nomination for processing and approval through DFES chain of command.

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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.

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

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

Member of the Order of Australia
For service in a particular locality or field of activity or to a particular group.

Medal of the Order of Australia
For service worthy of particular recognition.

Any Australian citizen may be nominated for an Order of Australia. Appointments in the Order of Australia are not made posthumously. However, a nomination will be considered if the person is alive when the nomination form is received by the Australian Honours and Awards Secretariat. Recipients are entitled to use the post-nominal letters as listed above which depends on the level of award.

For more information about this award or a replacement lapel pin for the Order of Australia please visit itsanhonour.gov.au.

Criteria
To be considered for this award 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 voluntary contribution to the community;
- 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:
- What makes this nominee stand out from others;
- In which roles or areas has the nominee excelled;
- What level of impact has the nominee made on the organisation or the community;
- Over what period of time has the nominee made a major commitment/impact;
- Has their contribution been recognised elsewhere (e.g. in the media, by other awards, professional/interest groups or through local government).
Australian Bravery Decorations

About the award

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.

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.

There is also a Group Bravery Citation that 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.

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**

**About the award**

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, 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 AFSM it would be expected that the nominee has given service beyond the norm exemplified by:

- Prolonged service distinguished by exceptional performance in a particular area that has proved of significant benefit to fire and emergency services.

And one more of the following:

- Responsibility for and management of an outstanding/exceptional event that has proven to be of significant benefit to the fire and emergency 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 and emergency services, the community or community safety generally;
- Outstanding leadership in the encouragement and development of others, particularly youth, within the fire and emergency services, including fostering and furthering of the aims for the long term benefit of the fire and emergency services and the community; or
- Demonstrated creativity in the development and implementation of innovative changes that have made a significant contribution to the fire and emergency 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

About the award

The Emergency Services Medal (ESM) 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:

- Prolonged service distinguished by exceptional performance in a particular area that has proved of significant benefit to emergency services.

And one more of the following:

- 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 ensign of 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.

**About the award**

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 Commonwealth employees’ 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 awards of the PSM can be made in any calendar year. Of these, up to 30 can be awarded to employees of Australian Government agencies and the remainder are awarded by the States and Territories. **Western Australia is entitled to six medals per year.**

**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.

**About the award**

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

Nominations 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 itsanhonour.gov.au.
National Emergency Medal

About the award

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.

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.

The National Emergency Medal was established by Her Majesty The Queen by Letters Patent and National Emergency Medal Regulations 2011, approved by The Queen on her visit to Australia in October 2011.
National Medal and Clasps

About the award
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 fulfill 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 fulfill 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 itsanhonour.gov.au.
DFES Reward and Recognition Program

In addition to Australian honours, the DFES rewards program is an essential part of our commitment to attracting, recognising and retaining quality staff and volunteers, influencing the direction of the fire and emergency services into the future and making DFES a great place to work.

Recognition can be given in a number of ways, and DFES encourages all members of staff and volunteers to acknowledge the contributions of colleagues. Recognition in the form of positive feedback and celebration of achievement should be a matter of daily management and good business practice.

DFES coordinates the following awards in recognition of ordinary West Australians who make extraordinary contributions to the community:

- Firefighting Awards;
- State Emergency Service Awards; and
- 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 awards are held annually during the WA Fire and Emergency Services Conference, usually in September or October.

Nominations open in April/May each year and close at the end of May/June. Nomination forms are available on the DFES website. Selection criteria for each category is revised and confirmed each year and included in the nomination forms, which are distributed through DFES and volunteer associations when nominations open.

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:

- Deputy Commissioner Operations;
- Representative/s from the relevant volunteer association; and
- Representative from United Firefighters Union (Firefighting Awards).

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 five categories:

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

The Murray Lang Bush Fire Service of WA Award is named after Murray Lang in deference to his more than 50 year commitment, dedication and tireless work with the Bush Fire Service. It is awarded to an outstanding Bush Fire Service individual or brigade, 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; and
- Peter Keillor Award.

The Peter Keillor Award is named after a former Murray SES volunteer Peter Keillor, who overcame adversity, through sheer courage, willpower, dedication and respect for his peers. Such 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.

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; and
- 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 also 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; and
- Command and/or Directorate awards.

Certificate of Commendation

The Certificate of Commendation is a framed medal and certificate that can be 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 in a specific incident.

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

All current DFES personnel and volunteers can be nominated for a Certificate of Commendation. All nominations for Australian Bravery Decorations are automatically nominated for a Certificate of Commendation.

Criteria

To be considered for this award it would be expected that 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; 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.
Certificate of Distinction

The Certificate of Distinction can be 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.

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

All current DFES personnel and volunteers can be nominated for a Certificate of Distinction.

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.

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 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, 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; 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. Service medals and medallions are awarded to all volunteer services in WA.

A medallion is awarded to volunteers who have completed five years of diligent service, while a medal is awarded for ten and up to 55 years of diligent service.

A sixty year service medal and a certificate are awarded to volunteers who have completed 60 years of active service.

Service does not need to be continuous as a total service will be considered.

60 year service certificate and medal

The 60 year service award is a framed medal and certificate that is presented 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.

Emergency Service Diligent Service Medal

The WA Emergency Services Diligent Service Medal (ESDSM) is awarded to DFES corporate staff who have achieved a minimum of fifteen 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. Medals and/or clasps are issued automatically by the Rewards and Recognition Officer and approved by the DFES chain of command.

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

Any prior service within the following former organisations will also be calculated as an eligible period of service:

- 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.

Volunteer service cannot be counted. Prior service at any other public sector agency is not considered for the ESDSM.

The ESDSM is awarded at the national medals ceremony. If a recipient is unable to attend, the medal or clasp will be forwarded to their Regional Superintendent or Director for presentation.
State Emergency Service

All active registered members of a unit, including support members are eligible for long service medallions, medals and clasps.

The State Emergency Service (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 to the SES – up to 55 years.

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

<table>
<thead>
<tr>
<th>Length of Service (years)</th>
<th>Award</th>
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<tbody>
<tr>
<td>5</td>
<td>Medallion</td>
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<tr>
<td>10</td>
<td>Long Service Medal</td>
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<tr>
<td>15 - 55</td>
<td>Clasp to the Long Service Medal</td>
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</table>

Volunteer Fire and Rescue Service

All active registered members of a brigade, including support members are eligible for long service medallions, medals and clasps.

The Volunteer Fire and Rescue Services (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 to the VFRS – up to 55 years.

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

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<td>15 - 55</td>
<td>Clasp to the Long Service Medal</td>
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</tbody>
</table>

Volunteer Fire and Emergency Service

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

The VFES medallions are awarded after completing five years of diligent service and for each subsequent five years of diligent service – up to 55 years.

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<td>15 - 55</td>
<td>Clasp to the Long Service Medal</td>
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</table>

Bush Fire Service

All active registered members of a bush fire brigade, including support members, are eligible for long service medallions.

The Bush Fire Service (BFS) medallions are awarded after completing five years and ten years of diligent service. For all subsequent medals, please contact your association or local government.

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<thead>
<tr>
<th>Length of Service (years)</th>
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<tbody>
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<td>5</td>
<td>Medallion</td>
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<tr>
<td>10</td>
<td>Medallion</td>
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</tbody>
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Volunteer Marine Rescue Services

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 and ten years of diligent service.

The VMRS long service medal is awarded for 15 years of diligent service. A clasp to the medal is awarded for each subsequent ten years of diligent service – up to 55 years.

As this service is currently not eligible for recognition through the National Medal, the period of service counting towards the VMRS long service medal may also be with another approved volunteer emergency service; however all of the following requirements must be met:

- Minimum of 15 years in total or 15 years in aggregate comprising part of that period in another approved volunteer emergency service, with no overlap in time periods. At least seven and a half years of that service shall be service in a VMRS role;
- During the period of service active members shall have completed and maintained current applicable VMRS training standards and shall have participated in a minimum of six activities in each year; and
- Be physically capable of performing required duties and be rostered and available for duty for at least 50 per cent of the time required.

All applications must be verified by the relevant VMRS group before submission for processing by the DFES administrator.

<table>
<thead>
<tr>
<th>Length of Service (years)</th>
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<tr>
<td>5 and 10</td>
<td>Medallion</td>
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<td>15</td>
<td>Long Service Medal</td>
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<td>25 - 55</td>
<td>Clasps to the Long Service Medal</td>
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Volunteer Employer Recognition Program and Awards

DFES coordinates the nationally accredited Volunteer Employer Recognition Program that 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 world’s most recognised business management standard that has been adopted across all industry types. The accreditation lasts for three years from the time of issue.

This is the first program of its kind in Australia to receive formal accreditation and be awarded the official quality system endorsement.

As part of the program, DFES also 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 can be 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 and promotional items, business stationary and websites. This identifies the employer as one who helps protect the community by actively supporting fire and emergency services volunteers.

Criteria

Employers and self-employed volunteers of all emergency services can be nominated. Nominations are assessed according to the 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;
- 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.
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.
The schedule - Australian Honours

The awards listed here are those awards under the Australian honours system that are known to have been awarded to DFES personnel and volunteers.

For those members who have received more than one award there is an established order of precedence for the wearing of their awards. All medals and other insignia must be worn according to the following schedules.

- Companion of the Order of Australia AC;
- Officer of the Order of Australia AO;
- Member of the Order of Australia AM;
- Public Service Medal PSM;
- Australian Fire Service Medal AFSM;
- Emergency Services Medal ESM;
- Medal of the Order of Australia OAM;
- Emergency Services Medal; and
- National Medal.

The Australian honours and awards worn on the left breast should be positioned starting with the highest award in the centre and moving out towards the left breast according to the following schedule.

For more information and a complete list of awards visit the Australian Government website at itsanhonour.gov.au.

The 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.

When wearing the awards of deceased, family members marching in their place at commemorative events (such as ANZAC Day or Remembrance Day) should wear their forebears medals on the right breast to indicate the medals are not their own.

DFES medals

DFES awards are not recognised at a state or national level, although it has been determined by the Fire and Emergency Services Commissioner 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; and
- Volunteer Fire and Rescue Service Medal.

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 firm of your choice.