

CFA Honours and Awards Manual





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Introduction

Honours and awards help define, encourage and reinforce aspirations, ideals and standards by identifying role models. CFA recommends and gives 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 CFA and the community.

Honours and awards fall into two broad categories: those that form part of the Australian System of Honours and Awards or their predecessors (the Imperial Honours system) and those issued by organisations or perhaps other countries. Medals and ribbons in the first category 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.

The purpose of this manual is to provide information and guidance on how to nominate/apply for awards. Further information can be found in Section 4 of the Brigade Management Manual.

Definitions

For the purpose of this manual:

“Executive Management Representative” means, Chief Executive Officer, Chief Officer, executive leadership team member, Deputy Chief Officer and Regional Director.

“Member” means all registered volunteers and employees of CFA.

“Predecessor Volunteer Associations” means the Victorian Rural Fire Brigades Association and the Victorian Urban Fire Brigades Association.

“Regional Management Team Representative” means Director, all managers and operations officers in a Region/District.





Medal design

The award is a circular copper-nickel medal. It is ensigned with the Crown of St Edward. The back of the medal is inscribed with the words "Australian Fire Service Medal" and "For Distinguished Service".

Medal ribbon

The 32 mm 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 (AFSM)

Australian Honours and Awards

The Australian Fire Service Medal recognises distinguished service by the men and women of Australia's fire service organisations across the nation.

Medals are awarded biannually in the Australia Day and the Queen's Birthday honours lists. Only one award is ever made to an individual for distinguished service and recipients are entitled to use the post-nominal letters "AFSM".

The AFSM was introduced in 1988 and replaced the Queen's Fire Service Medal (QFSM), which was established in 1954. The QFSM replaced the King's Police and Fire Service Medal (KPFSM), which was established in 1909.

Criteria

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

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

Criterion – "Distinguished Service"

To be considered for this award it would be expected that the nominee has given service beyond the norm exemplified by:

- 1 Prolonged service distinguished by exceptional performance in a particular area that has proved of significant benefit to the fire service.
And one or more of the following:
- 2 Responsibility for and management of an outstanding/exceptional event that has proven to be of significant benefit to the fire service, a community or community safety generally.
- 3 Development of a new system, or procedure, or technique that is unique and has made a significant contribution to the fire service, a community or community safety generally.
- 4 Outstanding leadership in the encouragement and development of others, particularly youth, within the fire service and the fostering and furthering of the aims of the fire service to the long-term benefit of the fire service and the community.
- 5 Demonstrated creativity in the development and implementation of innovative changes that have made a significant contribution to the fire service, fire/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 fire service or particular service of conspicuous merit including, for example:
 - development of successful fire control techniques;
 - exceptional service through training and/or community education;
 - outstanding service in fire prevention/protection.
- Outstanding success in organising fire service resources or in maintaining their organisation under special difficulties.
- Prolonged service when distinguished by very exceptional ability and merit.

How to Apply

CFA will accept nominations at any time and all nominations received will be held for consideration at the next available CFA Honours and Awards Review Committee meeting. The CFA closing dates for each honours list are as follows:

- Australia Day Honours 1 May
- Queen's Birthday Honours 1 November

Any person can nominate a deserving member of CFA for the Australian Fire Service Medal (AFSM).

Note: *Nominations must be prepared in a discreet and confidential manner. The person being nominated should not be approached for information or advised of their nomination at any stage.*

Nominations

The nomination should be sent by email (preferred method) to cfa-awards@cfa.vic.gov.au or in an envelope marked "Confidential" to:

*CFA Awards Secretariat
PO Box 701
Mount Waverley VIC 3149*

(See Appendix A for nomination form and further information on how to nominate.)

Presentation

This award will be presented at Government House, Melbourne, by the Governor of Victoria.

This is a Federal Government award and once a nomination has been submitted no correspondence will be entered into by CFA.

Successful nominees will be advised by the Honours Secretariat, Canberra.





Medal design

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.

Medal ribbon

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 Australia 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

Australian Honours and Awards

In October 2011, the National Emergency Medal was added to the Australian Honours. It recognises service to others during nationally significant emergencies.

The 2009 Victorian Bushfires have been declared a nationally significant emergency and members of CFA who rendered service during the specified dates of these fires are eligible for the National Emergency Medal.

The National Emergency Medal may be awarded to CFA members who rendered **sustained service** during specified dates in response to the nationally significant emergency. The medal may also be awarded to those members who rendered **significant service** in response to these fires, including those that do not satisfy the criteria for sustained service or the minimum duration.

Criteria

Sustained Service

Service must be in the protection of lives and property, or in the service of interests that are not their own in direct response to the emergency, including support that enables or facilitates the emergency response.

The sustained service details required of each nominee in direct response to the nationally significant emergency must be included in the nomination.

Significant Service

For a nomination to be considered on the grounds that the person has given significant service it must be shown that the following criteria have been met:

- the service was part of the response efforts of the declared nationally significant emergency;
- the service assisted with the protection of lives and property; and
- the service was extraordinary.

A member may be considered for significant service when it appears that they do not satisfy the criteria for sustained service and/or the minimum duration of service.

A written statement and full details including copies of any personal or official supporting documentation, witness statements, newspaper clippings etc. that relate directly to the nominee and the service must be provided with the significant service nomination form.



National Emergency Medal (with clasp) –
Victorian Fires 2009

Clasps

Whenever a nationally significant emergency is declared, a clasp for attachment to the medal will be struck to designate the emergency.

The 2009 Victorian Bushfires were declared a nationally significant emergency and a clasp has been struck accordingly.

The Commonwealth may declare other nationally significant emergencies where CFA members may be eligible to be nominated.

Should another nationally significant emergency be declared, CFA members who rendered eligible service at that emergency and already had a National Emergency Medal for the 2009 Victorian Bushfires would receive a clasp designated to the subsequent nationally significant emergency.

How to Apply

CFA will accept nominations at any time. All eligible nominations received will be added to a CFA schedule for submission to the Australian Honours Awards Secretariat.

Nominations

The schedule of nominees, using the template for sustained service or the nomination form for significant service, should be sent to CFA Awards Secretariat at CFA Headquarters.

Nomination schedules can be emailed to nationalemergencymedal@cfa.vic.gov.au or posted to:

CFA Awards Secretariat
PO Box 701
Mount Waverley VIC 3149

Presentation

This award may be presented at a suitable function by the CFA Chairman, a Board member or an Executive Management Representative.





Medal design

The National Medal is a circular bronze medal 32 mm in diameter 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 engraved with the recipient's name. The medal was designed by Mr Stuart Devlin AO CMG.

Medal ribbon

The 32 mm wide ribbon features 15 alternating gold and blue vertical stripes.

National Medal

Australian Honours and Awards

The National Medal was created by Royal Warrant and is awarded by the Governor-General to personnel in Australia's emergency services. It was introduced in 1975, and was first awarded to CFA members in 1982, when volunteer and part-time service with eligible organisations was confirmed as eligible service for the National Medal. The National Medal then replaced the Fire Brigade Long Service and Good Conduct Medal.

This award recognises prolonged exposure to hazard in the service of the community. It is available to operational members in approved organisations that protect life and property at some risk to their members. This includes government agencies such as ambulance, correctional, emergency, fire and police forces, and voluntary organisations such as lifesaving and search and rescue groups. The National Medal is Australia's most awarded civilian medal.

Qualifying Service

- Fifteen years of diligent service is required to qualify for the medal.
- National Medal holders may be eligible for National Medal clasps for each subsequent 10 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 to CFA service and counted towards the National Medal.

Criteria for Eligible Service

The National Medal is awarded for diligent long service to the community in **hazardous circumstances**, including in times of emergency and national disaster, in direct protection of life and property.

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

- 1 Service in CFA is eligible service for the National Medal if:
 - a it is service by a member to fulfil the primary function of CFA; and
 - b throughout the period of that service, the member has maintained a level of training sufficient to fulfil the duties of a member for the primary function; and



- c the member has served the organisation diligently. A member has served diligently if:
 - i the service given by the member has been conscientious and of good standard; and
 - ii in the performance of the service, the member showed good conduct as a member of the organisation.

It would also be expected that a member has maintained a level of physical fitness sufficient to perform the primary function of CFA.

- 2 Service may be eligible service whether the service was given on a full-time or part-time basis and whether the service was paid or unpaid.

Primary Function of CFA

Under the National Medal Regulations 2011 (Reg. 5), CFA qualifies as an approved organisation in which service is eligible for the National Medal because:

- a. *the primary function of the organisation is: ...to provide in Australia, in times of emergency or natural disaster:*
 - A. *physical assistance to persons through search or rescue; or*
 - B. *physical assistance to protect property or the environment; and*
- b. *some or all of the members of the organisation are exposed to the risk of death, injury or trauma (including psychological trauma) in the course of performing that primary function.*

Section 14 of the *Country Fire Authority Act 1958* provides that the prevention and suppression of fire in the country area of Victoria is the primary function of CFA.

Members of CFA who do not perform the primary function are not eligible for the National Medal because they are not trained and duty-bound to perform the tasks and face the hazards that their eligible colleagues do.

The Government guide ***Chief Officer's Manual for the National Medal*** is the principal resource for interpreting the National Medal Regulations.

How to Apply

CFA will accept nominations at any time. All eligible nominations received will be added to a CFA schedule for submission to the Australian Honours Awards Secretariat.



Nominations

Applications for the National Medal and National Medal clasp must be fully documented, listing the diligent service. Application forms for the National Medal and National Medal clasp are available online or from CFA District Headquarters.

Applications are made in the form of a nomination signed by two officers from the nominated member's brigade or appropriate group or line manager.

All applications for brigades, groups, districts and departments are to be forwarded to their operations manager/line manager for endorsement, then to Operational Training and Volunteerism, CFA Headquarters. The nominee must sign the "Acceptance and Privacy Declarations & Principles" part of the nomination form before submission to CFA Headquarters.

(See Appendix B for nomination form and further information on preparing a nomination.)

Presentation

This award may be presented at a suitable function by the CFA Chairman, a Board member or an Executive Management Representative.





The Valor Medal comprises a medal, lapel pin and ribbon bar.

The medal is antique gold in colour and 32 mm in diameter. It has a firefighter rescuing a child depicted on the front. On the back is the CFA emblem. It is suspended by a red ribbon with a vertical central blue band.

The lapel pin is a 20 mm diameter antique gold replica of the medal with a clutch grip attachment. It has the firefighter rescuing a child depicted on it and a scroll with the words "FOR VALOR" attached to the lower part of the rim.

The ribbon bar has clutch grip attachments and is 32 mm x 10 mm in size.

Valor Medal

CFA Honours and Awards (Ref: Country Fire Authority Act 1958. S 99A)

The Valor Medal recognises acts of bravery by CFA members.

Criteria

Awarded in circumstances where a member has made a deliberate choice to go from a place of safety to a place of danger where there is a clear and significant risk to life or to remain in such a perilous position to save, or attempt to save, a human life.

Nominations

Nominations supported by at least two statutory declarations from witnesses of the action must be submitted through the Operations Manager to the Chief Officer for recommendation to the CFA Board.

(See Appendix C for nomination form and further information on preparing a nomination.)

Presentation

This award may be presented at a suitable function by the Chairman or Chief Officer.





The Horrockses Trophy is a silver shield on a flat timber base approximately one metre high and 80 cm across at the widest point. Around the perimeter of the base are small silver plates for details of each awarding of the trophy.

Horrockses Trophy

CFA Honours and Awards

In 1904, the Horrockses Trophy was presented by the English firm of Horrockses and Company, Calico Printers, to the Country Fire Brigades Board (CFBB) to be awarded when a member or members had been instrumental in saving a life.

Recipients were presented with a framed photograph of the shield and the actual shield was to be held at the member's brigade.

A special condition was that holders should retain the shield until another act of bravery meriting its award had been performed.

In 1933, the Valor Medal was introduced and the CFBB awarded it retrospectively to all recipients of the Horrockses Trophy. Since then the Valor Medal and Horrockses Trophy have been awarded separately with the Valor Medal being considered the higher award.

The trophy is housed in a display case at the CFA Training College, Fiskville.

Criteria

The Horrockses Trophy is now tied to the CFA Valor Medal and awarded to a brigade when a member of that brigade is awarded the Valor Medal.

Presentation

The names of the recipient/s, their brigade and date of incident are added to the original shield and a replica of the shield on a wooden base approximately 225 mm x 190 mm suitably engraved is presented to the brigade.





The Special Recognition Award is an A3 heritage framed document signed by the Chairman, Chief Executive Officer and Chief Officer.

It is printed in a gold metallic ink around the border with the CFA Fire Service Star at the top and CFA emblem at the bottom.

The emblem and Fire Service Star are embossed.

There is provision on the document for a citation of approximately 280 words.

Special Recognition Award

CFA Honours and Awards

(Ref: *Country Fire Authority Act 1958. S 99B*)

The Special Recognition Award is the highest award CFA has for brigades, as prescribed in Section 99B of the *Country Fire Authority Act 1958*.

Criteria

May be awarded to a brigade for outstanding community service; or other significant activities that have had a positive impact on an individual, group or the community as a whole.

How to Apply

CFA may make an award at its discretion or seek nominations from members of the public.

Any person may nominate a brigade to CFA for consideration.

Nominations

The nomination should be sent by email (preferred method) to cfa-awards@cfa.vic.gov.au or in an envelope marked "Confidential" to:

*CFA Awards Secretariat
PO Box 701
Mount Waverley VIC 3149*

Presentation

This award may be presented at a suitable function by the Chairman, a Board member, Chief Executive Officer or Chief Officer.





The Outstanding Service Medal comprises a medal, lapel pin and ribbon bar.

The medal is antique silver in colour and 32 mm in diameter in the shape of the Fire Service Star. In the centre is the CFA emblem with a red shield. It is suspended from a bar engraved with the words "Outstanding Service". The bar is attached to a blue ribbon edged in red with a thin white stripe inside the red margins.

An antique silver Victorian State Emblem is attached to the centre of the ribbon. The name of the recipient is engraved on the back.

The lapel pin is a 20 mm diameter silver replica of the medal with a clutch grip attachment.

The ribbon bar has clutch grip attachments and is 32 mm x 10 mm in size.

Outstanding Service Medal

CFA Honours and Awards

The Outstanding Service Medal recognises prolonged service distinguished by exceptional performance. It is CFA's most prestigious internal award outside the valor and bravery listings.

Criteria

- For outstanding or meritorious service, outstanding achievement and outstanding contribution in the attainment of the objectives of CFA; and
- for a high level of committed service involving a broad range of activities for a significant period of time; or
- for outstanding leadership in the encouragement and development of others within CFA and for fostering and furthering the aims of CFA to the long-term benefit of the fire service and the community.

Nominations

All nominations for the Outstanding Service Medal are considered by the CFA Honours and Awards Review Committee.

Under direction from the CFA Board, this committee (which is composed of two volunteer representatives, operational and non-operational staff representatives and one Board member) is charged with reviewing all applications for the Outstanding Service Medal and other distinguished honours and awards. The committee may determine that a nomination be approved, disapproved, upgraded or downgraded.

The committee meets twice a year, usually in late May and November, and may also hold additional special meetings. However, it should not be assumed that the committee will meet more than twice a year and between six and nine months must be allowed for a nomination to be considered.

The nomination should be sent by email (preferred method) to cfa-awards@cfa.vic.gov.au or in an envelope marked "Confidential" to:

*CFA Awards Secretariat
PO Box 701
Mount Waverley VIC 3149*

(See Appendix D for nomination form and further information on preparing a nomination.)

Presentation

This award may be presented at a suitable function by the Chairman, a Board member, Chief Executive Officer or Chief Officer.





The Chief Officer's Commendation for Courage includes the commendation and insignia comprising ribbon with insignia, ribbon bar and lapel pin.

The ribbon is red with two blue vertical stripes and is 32 mm wide and 90 mm long. The insignia attached to the ribbon is a gold bar with the Fire Service Star next to the words "Commendation for Courage".

The lapel pin is a 20 mm diameter antique gold finish Fire Service Star with a clutch grip attachment. In the middle of the star is a circle with the words "Country Fire Authority Victoria" around the perimeter and the CFA shield in the centre. On the bottom of the star is a scroll with the words "For Courage".



The commendation is an A4 pro forma signed by the Chief Officer. It is printed in gold metallic ink around the border and the central logos are embossed.



Chief Officer's Commendation for Courage

CFA Honours and Awards

The Chief Officer's Commendation for Courage recognises acts of courage under hazardous circumstances.

Criteria

- For service carried out under conditions that demand considerable self discipline without thought of personal recognition; or
- for an act of bravery at a specific incident in dangerous circumstances where the risk to life has not been as significant as to warrant the Valor Medal, but where the act is conspicuous and worthy of special recognition.

Nominations

The completed nomination form should be sent to the Operations Manager for recommendation to the Chief Officer.

(See Appendix C for nomination form and further information on preparing a nomination.)

Presentation

This award may be presented at a suitable function by the Chief Officer, Deputy Chief Officer, Regional Director or Operations Manager.



The Chief Officer's Unit Citation for Courage includes a citation for presentation to the brigade or work unit and insignia comprising a framed ribbon bar and lapel pin for all members listed in the citation.

The framed ribbon bar has the words "Unit Citation For Courage" embossed on the frame. The colours of the ribbon are red with two vertical blue stripes.

The lapel pin is a 20 mm diameter antique gold finish Fire Service Star with a clutch grip attachment. The middle of the star has a circle with the words "Country Fire Authority Victoria" around a CFA shield in the centre. On the foot of the star is a scroll with the words "Citation For Courage".



The unit citation is printed in a gold metallic ink border with embossed central logos and is signed by the Chief Officer.



Chief Officer's Unit Citation for Courage

CFA Honours and Awards

The Chief Officer's Unit Citation for Courage may be awarded to a brigade crew, strike team or other work unit to acknowledge a collective act of courage at a specific incident.

Criteria

Awarded to the brigade/work locations and to those members listed in the citation to recognise their collective act of bravery in dangerous circumstances where the risk to life has not been as significant as to warrant the Valor Medal, but where the act is worthy of recognition.

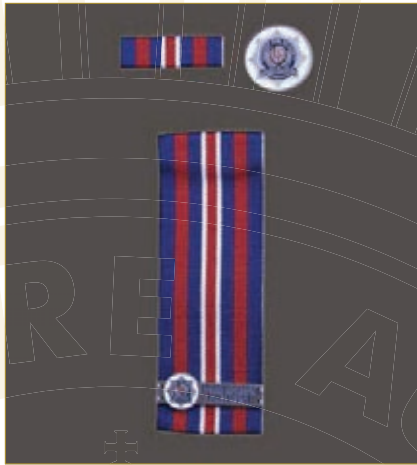
Nominations

The completed nomination form should be sent to the Operations Manager for recommendation to the Chief Officer.

(See Appendix C for nomination form and further information on preparing a nomination.)

Presentation

This award may be presented at a suitable function by the Chief Officer, Deputy Chief Officer, Regional Director or Operations Manager.



The Commendation for Service comprises the commendation, ribbon with insignia, ribbon bar and lapel pin.

The ribbon is blue and has vertical red stripes, and white stripes either side of the red stripe in the centre. The insignia attached to the ribbon is a silver bar with the Fire Service Star at the right side with words "Commendation for Service".

The lapel pin is a 20 mm diameter circular badge with the Fire Service Star on a white background. Around the centre is a blue margin with the words "Country Fire Authority Victoria" surrounding a CFA shield coloured red. At the base is a scroll with the words "Commendation for Service".



The commendation is an A4 pro forma signed by the Chief Executive Officer and Chief Officer. It is printed in a silver metallic ink around the border and the central logos are embossed.



Commendation for Service

CFA Honours and Awards

For service of a meritorious nature, or outstanding actions or innovations in relation to fire service duties, administrative leadership or exemplary performance of a specific difficult project or task or outstanding service during a special event or over a prolonged period.

Criteria

- Any outstanding practical invention or suggestion that would substantially improve the safety of those engaged in firefighting; or
- any outstanding research conducted or practical invention that would assist substantially in the better control of the prevention and suppression of fire; or
- any outstanding exhibition, in adverse circumstances, of leadership or command, as a direct result of which an aim is achieved and a better position gained; or
- any outstanding research resulting in a new administrative system, procedure, or technique that has made a significant contribution to the running of CFA; or
- other outstanding service worthy of special recognition.

Nominations

The nomination should be sent by email (preferred method) to cfa-awards@cfa.vic.gov.au or in an envelope marked "Confidential" to:

*CFA Awards Secretariat
PO Box 701
Mount Waverley VIC 3149*

(See Appendix D for nomination form and further information on preparing a nomination.)

Presentation

This award may be presented at a suitable function by the Chief Executive Officer, Chief Officer, Executive Director or an Executive Management Representative.



The Unit Citation for Service includes a citation for presentation to the brigade or work unit and insignia comprising framed ribbon bar and lapel pin for presentation to all members listed in the citation.

The framed ribbon bar is blue and has three vertical red stripes, with white stripes either side of the red stripe in the centre. The words "Unit Citation for Service" are embossed on the frame.

The lapel pin is a 20 mm diameter circular badge on a white background. Around the centre is a blue margin with the words "Country Fire Authority Victoria" surrounding a CFA shield coloured red. At the base is a scroll with the words "Citation for Service".



The unit citation is an A4 pro forma signed by the Chief Executive Officer and Chief Officer. It is printed in a silver metallic ink around the border and the central logos are embossed.



Unit Citation for Service

CFA Honours and Awards

The Unit Citation for Service may be awarded to a brigade crew, strike team or other work unit, to acknowledge a collective act of outstanding service during a special event or over a prolonged period.

Criteria

Awarded to brigade/work locations and to those members listed in the citation to recognise their collective actions in relation to fire service duties, administrative leadership or exemplary performance of a difficult project or task. For service worthy of special recognition.

Nominations

The nomination should be sent by email (preferred method) to cfa-awards@cfa.vic.gov.au or in an envelope marked "Confidential" to:

*CFA Awards Secretariat
PO Box 701
Mount Waverley VIC 3149*

(See Appendix D for nomination form and further information on preparing a nomination.)

Presentation

This Award may be presented at a suitable function by the Chief Executive Officer, Chief Officer, Executive Director or Executive Management Representative.



CFA Life Membership Medal comprises:

- an antique silver medal with 30 year clasp attached;
- ribbon bar with 30 years roundel attached;
- lapel pin; and
- replacement clasps, ribbon bars and lapel pins for each subsequent five years of service.

CFA Life Membership Medal

CFA Honours and Awards

CFA members with an aggregate dedicated service of not less than 30 years in one or more fire brigades, or with CFA, may be nominated for a CFA Life Membership Medal.

Life Membership may be awarded at any time after the qualifying service and is not linked necessarily with that member's retirement or resignation from CFA.

Concurrent service as both a paid and unpaid member will only be counted once. It is expected that the nomination will come from where the member has the most service.

CFA retains the right to revoke and reinstate a Life Membership.

Criteria

The key elements that will be taken into account in awarding Life Membership are:

- an ongoing commitment to CFA or brigade over many years;
- contributions to CFA or brigade that have enhanced its standing within its membership and the wider community;
- commitment that does not seek personal reward; and
- a high level of recognition from within CFA or brigade of the nominee's work over a number of years.

Volunteer Members

- Minimum of 30 years of dedicated service to one or more brigades and must be recommended by a majority of members at a properly constituted meeting of the brigade.
- The Regional Director will approve/not approve the nomination.

Paid Members

- Minimum of 30 years of dedicated service to CFA and must be recommended by a member of the executive management team or a Regional Director.
- The Chief Executive Officer will approve/not approve the nomination.

Resignation and Retirement

- Upon resignation or retirement a CFA Life Member will automatically become a CFA Honorary Life Member.
- Life Members who are both a volunteer member and staff member will not become Honorary Life Members until they have resigned or retired from both their volunteer and staff positions.
- CFA Honorary Life Members shall not engage in firefighting practices or competitions and if in attendance at meetings may be heard but may not vote.



How to Apply

Brigades should apply in writing to the District Operations Manager for recommendation to the Regional Director.

Presentation

This award may be presented at a brigade meeting or special function by a Board member, Executive Management Representative or Regional Management Team Representative.

The CFA Life Membership Medal is a service award for members who have given service superior to the efficient regular service recognised by the CFA Service Award.

Wearing of the Medal

In accordance with CFA tradition, this award/medal replaces the CFA Service Medal and is worn in the same position as the Service Medal. It is not appropriate to wear both the CFA Life Membership Medal and the CFA Service Medal at the same time.





The CFA Service Award comprises:

- a certificate awarded after five years of service;
- an antique bronze medal, ribbon bar and lapel pin awarded after 10 years of service; and
- a clasp attached to the medal ribbon and replacement ribbon bar and lapel pin for each subsequent five years of service.

CFA Service Award

CFA Honours and Awards

Awarded in recognition of service given to CFA.

Criteria

- **Certificate:** For an aggregate efficient service of not less than five years.
- **Medal:** For an aggregate efficient service of not less than 10 years in one or more fire brigades/work locations. A clasp will be added for each subsequent five years of efficient service from 15 to 70 years. Included with the clasp are a replacement ribbon bar and lapel pin. Volunteer and employee service is cumulative, but concurrent service will only be counted once. It is expected that the nomination will come from where the member has the most service.

How to Apply

Brigades should apply in writing to their District Operations Manager for approval.

Line managers should advise the Operational Training and Volunteerism (OT&V) team when any staff members are due for an award. OT&V will obtain the medal and arrange the congratulatory letter from the Chief Executive Officer.

Presentation

These awards are presented by a Executive Management Representative or Regional Management Team Representative at a brigade meeting or special function.

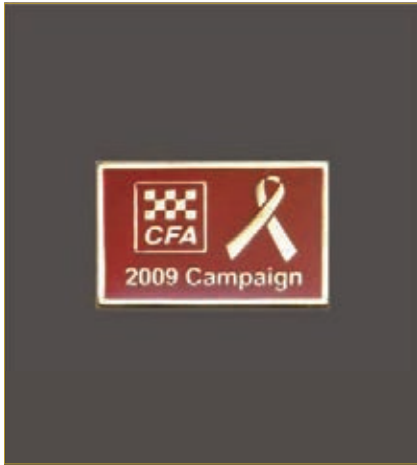
Wearing of the Medal

The CFA Service Award includes a medal, lapel pin and ribbon bar that may be worn as follows,

- **Medal:** Wearing of medals is generally reserved for ceremonial or formal occasions. The CFA Service Medal must be worn above the right breast of the coat/jacket or shirt when worn as an outer garment. The lowest point of the medal should sit just above, but not touching, the top edge of the name tag.
- **Ribbon bar:** The ribbon bar is worn on the coat/jacket, lumbar jacket, pullover or shirt when worn as an outer garment. It is not worn on protective clothing and should not be worn at the same time as the medal or lapel pin.
- **Lapel pin:** The lapel pin may be worn on a coat, jacket or pullover. It should not be worn if the medal or ribbon bar is being worn.

The medal, lapel pin and ribbon bar **must not** be worn at the same time. They are all worn above the right breast.





The badge is rectangular in shape and measures 32 mm x 20 mm.

It is red and gold and features the CFA logo and the distinctive gold ribbon that has become the symbol of remembrance and hope following the fires.

2009 Campaign Fires Badge

CFA Honours and Awards

The 2009 Campaign Fires Badge is a commemorative badge that recognises service during Victoria's most significant natural disaster.

It is awarded in recognition of the dedication and courage shown by all CFA members during the bushfires of February 2009.

Criteria

Every CFA member involved in any aspect of the 2009 fires is eligible.

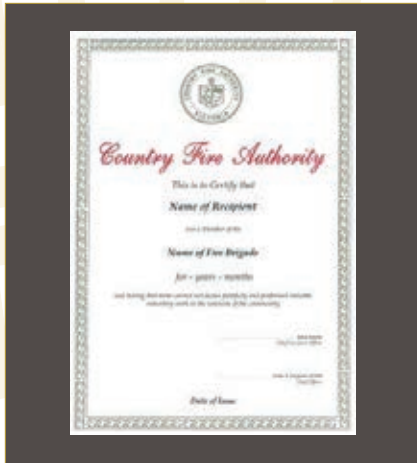
How to Apply

Members should contact their Brigade Secretary to request a badge. Stocks are available at each District Headquarters and orders can be placed by brigades, with approval from their Captain/Secretary.

Presentation

At a suitable brigade or district event.





CFA Retiring Certificate

The CFA Retiring Certificate is an A4 certificate acknowledging a member's service in years and months. It is signed by the Chief Executive Officer and Chief Officer or other Executive Management Representative.

Criteria

Members who have completed more than 10 years of efficient service and are retiring or resigning shall be entitled to a certificate stating their length of service.

Nominations

Brigades should apply in writing to their Operations Manager, who will approve or decline the application.

Presentation

This award may be presented at a brigade meeting or special function by the Chairman, a Board member or Executive Management Representative.



CFA Certificate of Recognition

The CFA Certificate of Recognition is an A4 certificate acknowledging a member's service in the junior brigade. It is signed by the Chief Executive Officer and Chief Officer.

Criteria

Available to junior members who have completed more than four years' service and are resigning or transferring to the senior brigade.

Nominations

Brigades should apply in writing to their Operations Manager, who will approve or decline the application.

Presentation

This award may be presented at a brigade meeting or special function by the Chairman, a Board member or Executive Management Representative.





The 50 Years Certificate is a beige 260 mm x 400 mm certificate acknowledging a brigade's 50 years of dedicated service in saving life and property within its community. It is signed by the CFA Chairman.



CFA 50 Years Certificate

Criteria

Awarded to brigades in recognition of 50 years' service.

How to Apply

Brigades should apply in writing to their District Headquarters, which will arrange for the certificate to be prepared.

Presentation

This award may be presented at a brigade meeting or special function by the Chairman, a Board member or Executive Management Representative.

CFA Plaque

The CFA Plaque is a special purpose award that may be awarded in appreciation and recognition of service when there is no certificate or other award already available.

Criteria

Any request for a CFA Plaque must be in writing explaining why a customised certificate of appreciation or existing award will not suffice.

It may be awarded:

- to brigades in recognition of 100 years of service and then for each 25 years thereafter;
- for staff retirement or resignation after 25 or more years of service;
- for a special achievement or milestone not otherwise acknowledged;
- to non CFA organisations and persons for their support/ service; or
- for significant events e.g. hosting state championships.

Presentation

This award may be presented at a brigade meeting or special function by the Chairman, a Board member or Executive Management Representative.

Availability

Requests for plaques should be directed to:

CFA Awards Secretariat

PO Box 701

Mount Waverley VIC 3149

Phone: (03) 9262 8242

Email: cfa-awards@cfa.vic.gov.au



The Gold Star Award comprises a medal, ribbon bar and lapel pin.

The medal is court mounted and attached to a yellow ribbon with a vertical red band between two thin blue stripes in the centre. It is suspended from a bar embossed with the words "30 Years Service".

At the top of the ribbon is a bar with the words "Gold Star Award" embossed on it.

Gold Star

Volunteer Fire Brigades Victoria Award

The Gold Star is a Volunteer Fire Brigades Victoria (VFBV) medal and is awarded in recognition of service to VFBV and its predecessor associations.

Criteria

May be awarded after member has given not less than 30 years of service to CFA and contributed to VFBV or the Predecessor Volunteer Associations during that period. Eligible VFBV or association service includes such roles as: championships track official, working party/committee member, State/District Council delegate and other elected officebearer positions.

Presentation

This award can only be presented by the VFBV President, Vice President, VFBV Board member or VFBV State Councillor.

Further Information

This is a VFBV award. All enquiries regarding nominations and presentation should be directed to:

*Executive Officer
Volunteer Fire Brigades Victoria
PO Box 453
Mt Waverley VIC 3149
Phone: (03) 9886 1141
Fax: (03) 9886 1618
Email: vfbv@vfbv.com.au*





This award comprises a medal and ribbon bar. The medal is court mounted and attached to a red ribbon. It has the member's initials embroidered on the ribbon and the brigade name is stamped on the bar the medal is suspended from.

At the top of the ribbon is a bar stamped with the words "Life Member".

Brigade Life Membership (Life Member Jewel)

Brigade Award

Criteria

The Brigade Life Member Medal, also known as the Life Member Jewel, is a brigade-owned award and is awarded at the discretion of the brigade in appreciation for service or support given to that brigade.

Nomination

Nominations for Brigade Life Membership should be submitted to the member's brigade for consideration.

By resolution at a properly constituted meeting of the brigade, a brigade may award a member Life Membership of the brigade.

Recognition

Brigades may determine what, if any, insignia they will have to recognise their award.

Approval of CFA must be obtained for any insignia to be worn on the CFA uniform or with other decorations.

Brigades may purchase a Brigade Life Member Jewel and ribbon bar from Volunteer Fire Brigades Victoria.

If a brigade wishes to design its own insignia, it must comply with the following.

Medal

- Overall height of medal – 58 mm plus or minus 0.4 mm.
- Width of medal – 38 mm, plus or minus 0.2 mm.
- Thickness on the outer rim – 4 mm, plus or minus 0.2 mm.
- Overall thickness from rear to front – 4.6 mm, plus or minus 0.2 mm.

Ribbon

- Ribbon must be woven in accordance with the British standards (UK defence standardisation 84–33/3).
- Overall length of medal and ribbon – 95 mm plus or minus 1 mm.
- Width of ribbon – 32 mm.

Ribbon bar

- Size of ribbon bar – 32 mm x 10 mm.

Lapel pin or badge

As lapel pins and badges cannot be worn on the CFA uniform or with other medals and awards, there are no conditions pertaining to these embellishments.

Presentation

May be presented at a suitable brigade function by a CFA officer, brigade officer or VFBV representative.

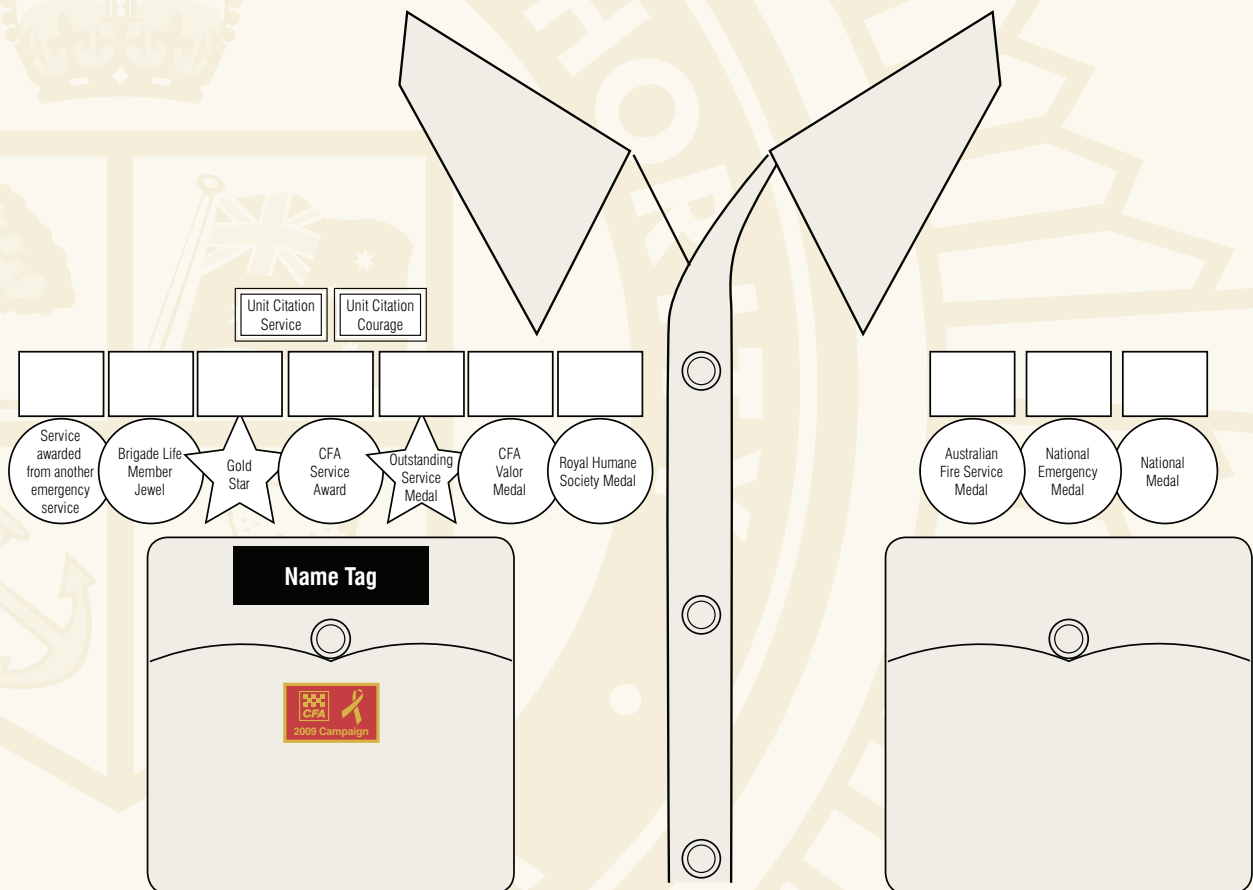


Wearing Honours and Awards

Recipients of awards are granted insignia as a visual expression of the honour conferred on them. 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.

The schedules shown here include all relevant CFA honours and awards and those awards within the Australian System of Honours and Awards most likely to have been awarded to some CFA members.

The drawing below does not include all CFA awards in the schedule and is included as a general guide to indicate where the medals and other insignia should be positioned.



Note: For further information including photographs showing where medals are worn, see the CFA Brigade Management Manual:

Section 4 Medal, Awards & Recognition

Section 5 Protocol

5.1.3 Order of Wearing Medals and Ribbons

5.4 Wearing of Medals and Ribbons

Section 13 CFA Dress/Uniform



The Order of Wearing Australian Honours and Awards

(Awards worn on the left breast only)

Awards worn on the left breast should be positioned starting with the highest award in the centre and moving out towards the left shoulder according to the following schedule.

The awards listed here are those awards under the Australian Honours System that are known to have been awarded to CFA members. A complete list of awards can be found on Australian Government website:

www.itsanhonour.gov.au

The Schedule

- | | |
|---------------------------------------|------|
| ■ 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 |
| ■ Medal of the Order of Australia | OAM |
| ■ Queen's Fire Service Medal | QFSM |
| ■ National Emergency Medal | |
| ■ Centenary Medal | |
| ■ National Medal | |
| ■ Australian Defence Medal | |

Note on Unit Citations

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 mm above these.



The Order of Wearing CFA Honours and Awards

(Awards worn on the right breast only)

Awards worn on the right breast should be positioned starting with the highest award in the centre and moving out towards the right shoulder according to the following schedule.

The Schedule

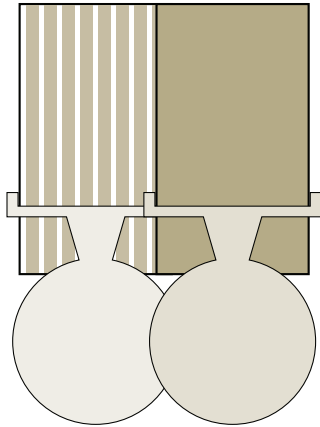
- Royal Humane Society Medal
- CFA Valor Medal
- CFA Outstanding Service Medal
- Chief Officer's Commendation for Courage
- CFA Commendation for Service
- CFA Life Member Award
- CFA Service Award
- VFBV Gold Star
- Brigade Life Member
- Other emergency services medals

Unit Citations

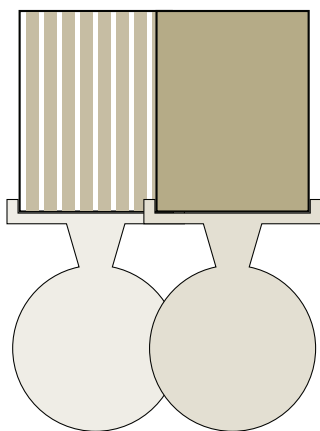
- Chief Officer's Unit Citation for Courage
- CFA Unit Citation for Service

Unit citations are not positioned in the Order of Wearing CFA Honours and Awards. Citation insignia should be worn on the right lapel or breast. Should other CFA honours or awards have been awarded, the unit citations should be worn centrally, approximately 10 mm above these.





Court Mounting



Swing Mounting

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. A brigade may consider subsidising the cost of medal-mounting and having ribbon bars made as a way of acknowledging the special contribution made by the member honoured with a medal or award.

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. Contact details for firms that undertake medal-mounting and have the CFA ribbon may be obtained from the OT&V team by emailing memberservices@cfa.vic.gov.au

How to Wear the 2009 Campaign Fires Badge

When in uniform

- The 2009 Campaign Fires Badge must be worn on the right side.
- If medals are being worn, the badge must be worn centrally approximately 10 mm below the button on the pocket (see *Figure 1 on next page*).
- If a ribbon bar is being worn, the campaign badge must be worn approximately 10 mm above the top of the ribbon bar and to the right of any unit citations (see *Figure 2*).
- If no ribbon bar or medal is worn on the right side, then the badge must be worn centrally and approximately 10 mm above the top of the name plaque.
- If old-style medals are still being worn, the badge must be worn centrally at the bottom of the pocket (see *Figure 3*).

When not in uniform

- The 2009 Campaign Fires Badge must be worn on the right side.
- If no medals or ribbons are being worn, the badge may be worn on the right lapel or breast.
- If medals are being worn, the badge must be worn centrally approximately 10 mm below these.
- If a ribbon bar is being worn, the campaign badge must be worn approximately 10 mm above the top of the ribbon bar and to the right of any unit citations.



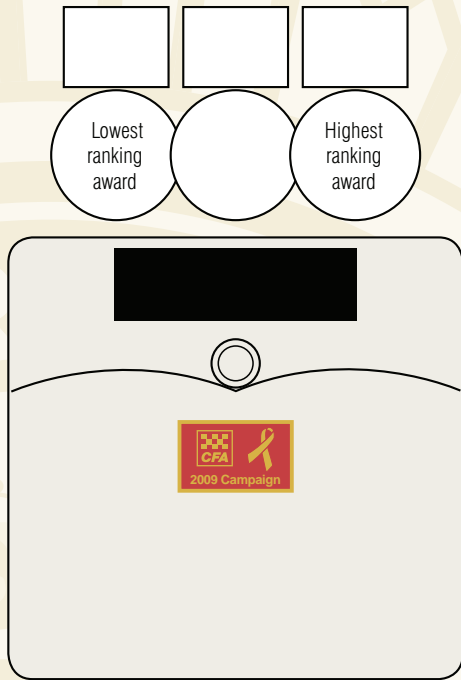


Figure 1 – position of 2009 Campaign Fires Badge (right breast)

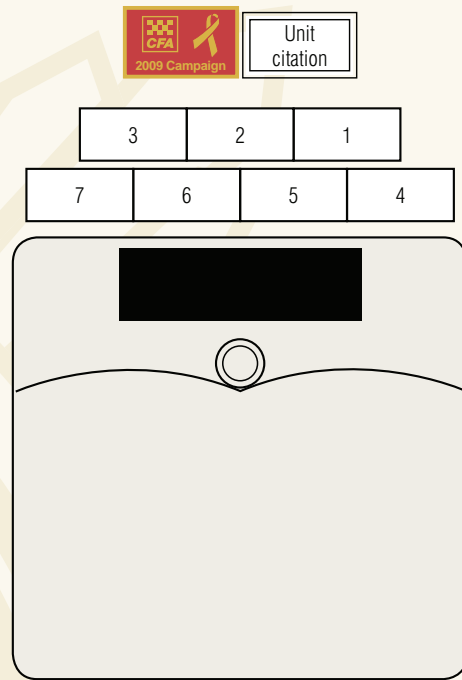


Figure 2 – position of 2009 Campaign Fires Badge (right breast)

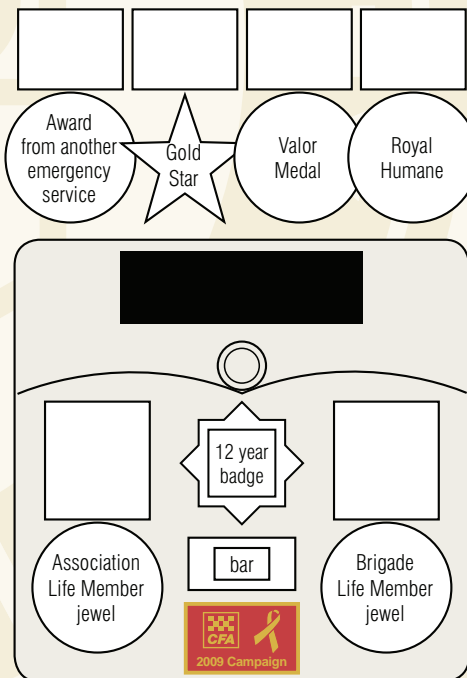


Figure 3 – position of 2009 Campaign Fires Badge, if old-style medals are still being worn (right breast)



Appendix A

- **Guide to Preparing Nominations for the Australian Fire Service Medal (AFSM)**
- **Sample Nomination Form for the Australian Fire Service Medal (AFSM)**



Guide to Preparing Nominations for the Australian Fire Service Medal (AFSM)

The Award

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

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

- one award for each 1000 (or part of 1000) full-time permanent staff;
- one award for each 5000 volunteer or auxiliary members; and
- one additional award at the discretion of the Minister.

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

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

Who is Eligible?

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

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

Posthumous Awards

The Australian Fire Service Medal is not awarded posthumously.

Are Nominations Confidential?

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

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

What is the Medal Awarded for?

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

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

Criterion – “Distinguished Service”

To be considered for this award it would be expected that the nominee has given service beyond the norm exemplified by:

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

How Should the Nomination be Prepared?

When completing the nomination form, it is important to:

- provide specific examples of how the nominee’s contribution(s) has been outstanding;
- clearly explain the significance of the nominee’s achievements;
- include examples that best show how the nominee has gone above and beyond what could be reasonably expected of someone in a similar position; and
- focus on why the nominee’s service and achievements are outstanding and worthy of recognition through the Australian Fire Service Medal.

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

The Nomination Form

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

- details of person submitting nomination;
- details of person being nominated for the AFSM;
- referees;
- nomination statement; and
- suggested citation.

Details of Person Submitting Nomination

The nomination form must include details of the person making the nomination and be signed and dated. All details required of the nominator are listed on the form and will be treated as confidential.

Details of Person Being Nominated

As the Australian Fire Service Medal is part of the official national honours system, it is important to provide full personal details of the nominee. All details required of the nominee are listed on the form and will be treated as confidential.

Category should be volunteer, full-time firefighter or non-operational member.

For *Previous Awards Received, Qualifications and Service History*, a date order list for each will suffice.

Referees

The names and contact details of at least two individuals who are in a position to comment on the nominee's service and eligibility must be provided.

Referees must provide a written statement of why they are supporting the nomination.

Nomination Statement

Approximately one to two pages detailing achievements to demonstrate distinguished service will suffice.

The statement should be structured around fulfilment of criterion 1 plus one or more of the subsequent criteria for distinguished service.

The nomination will be considered by CFA and the Department of Justice (DOJ) selection panels alongside other nominations from within CFA and from other Victorian fire services in what is essentially a competitive process. It is therefore important to give a clear picture of what the nominee has done to fulfil the criteria of distinguished service. It should not be assumed that the CFA or DOJ selection panels have a detailed knowledge of the area in which the nominee has worked, or a full understanding of the significance of certain achievements.

Specific examples of how the nominee's contribution has been outstanding should be included in this part.

Focus on why the nominee's service and achievements are outstanding and worthy of recognition through the AFSM. This is important as it enables the selection panel to assess the nomination relative to the duties that would normally be expected of a person at a particular level.

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

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

Suggested Citation for Nominee

Include here a brief summary of 100–200 words of the key reasons the award has been made. Three short paragraphs capturing the following information are recommended:

- an acknowledgement of the years of service and role or roles with CFA;
- details of significant achievements that are above and beyond his or her roles, giving one or two examples; and
- a general statement to capture other contributions.

This citation will be used by the Governor-General as background information and cited in the booklet used at the investiture ceremony.

It is important that the citation reflects the substantial achievements of the nominee as this information will be made available to the public.

More Information or Help

If you have any questions or require guidance in the preparation of the nomination, please call the CFA Awards Secretariat on (03) 9262 8242 or 0419 321 653.

Where to Send Nomination

The nomination should be sent by email (preferred method) to cfa-awards@cfa.vic.gov.au or in an envelope marked “Confidential” to:

*CFA Awards Secretariat
PO Box 701
Mount Waverley VIC 3149*



Nomination Form for the Australian Fire Service Medal (AFSM)

This nomination form can be downloaded from
Brigades Online > Running a Brigade > Service History & Awards > About the Awards

Australian Fire Service Medal

Nomination Form for the Australian Fire Service Medal (AFSM)



Details of person submitting nomination

Title	<input type="text"/>
Surname	<input type="text"/>
Given name/s	<input type="text"/>
Occupation	<input type="text"/>
Relationship to Nominee	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/> Postcode
Telephone No.	<input type="text"/>
Email	<input type="text"/>
Signature	<input type="text"/> Date

Details of person being nominated for the AFSM

Title	<input type="text"/>
Surname	<input type="text"/>
Given name/s	<input type="text"/>
Home Address	<input type="text"/>
	<input type="text"/> Postcode
Home Telephone No.	<input type="text"/>
Mobile No.	<input type="text"/>
Business Address	<input type="text"/>
	<input type="text"/> Postcode
Business Telephone No.	<input type="text"/>
Email	<input type="text"/>
Place of Birth	<input type="text"/> Date of Birth
Name of Spouse	<input type="text"/>
Name of Fire Service	<input type="text"/>
Category (please tick)	<input type="checkbox"/> Volunteer <input type="checkbox"/> Full Time Firefighter <input type="checkbox"/> Non-operational Member

Appendix B

- **Guide to Preparing Nominations for the National Medal**
- **Sample Nomination Form for the National Medal**



Guide to Preparing Nominations for the National Medal

The Award

Awarded for diligent long service to the community in hazardous circumstances, including in times of emergency and national disaster, in direct protection of life and property.

The National Medal was introduced in 1975 to recognise 15 years of diligent service by members of the Defence Force, Australian police forces and fire and ambulance services only. It now includes government organisations such as correctional and emergency services and voluntary organisations such as lifesaving or search and rescue groups. Only those members of approved organisations who undertake the “primary function” and satisfy other eligibility criteria qualify for the medal. CFA is an approved organisation.

Eligible Service

- Fifteen years diligent service is required to be eligible for the medal.
- Clasps to the National Medal are available for each subsequent 10 years of diligent service.
- Service does not need to be continuous, only total service must meet these requirements.
- In some circumstances previous service in other approved organisations may be added to CFA service and counted towards the National Medal.
- Eligible service may be full-time or part-time and may be paid or unpaid.

Criteria

The National Medal recognises prolonged exposure to hazard in the service of the community. In order to be eligible for a National Medal, the applicant must meet each of the following criteria:

- **At least 15 years' diligent service** to fulfil the primary function of the organisation.
 - Diligent service is defined as service that has been of good standard and conscientious and where the person has shown good conduct as a member. It would be expected that a member has also maintained a level of physical fitness sufficient to perform the primary function of CFA.
 - The primary functions of CFA are fire prevention and fire suppression duties. These are established by legislation (section 14 of the *Country Fire Authority Act 1958*).
- **Fully trained** to fulfil the primary function for the entire period. The individual must have maintained an appropriate level of competence sufficient to be able to carry out their duties for the whole of the relevant period through attendance at organised training or activities.
- **Engaged as a member**, or ready and able to participate in their nominated function for the whole period. The member nominated must be involved in, or prepared and trained to be involved in, fire prevention or suppression duties at all times throughout the period of service in question. Engagement in these duties does not have to constitute the sole focus of the member's service, however the member must meet these base criteria. Members of CFA who do not perform the primary function of CFA do not accrue qualifying time for the medal. This is because they are not trained and duty-bound to perform the tasks and face the hazards that their eligible colleagues do.

Nomination Form for the National Medal

This nomination form can be downloaded from
Brigades Online > Running a Brigade > Service History & Awards > About the Awards

National Medal and Clasps

Nomination Form for the National Medal and clasps



Date Received at
Regional HQ

Proposed Award

Please indicate which award nomination is for.

Award	Nominating for <i>(please tick)</i>
National Medal	<input type="checkbox"/>
National Medal Clasp <i>(first)</i>	<input type="checkbox"/>
National Medal Clasp <i>(second)</i>	<input type="checkbox"/>
National Medal Clasp <i>(third)</i>	<input type="checkbox"/>

Nominee Details

To be completed by brigade, group or work unit making the nomination.

Surname

Given name/s

Date of Birth

Volunteer
Membership No.

Employee No.

Current Brigade/
Work Location

Previous Brigades/
Work Locations

Medals/Awards Held <i>(Please tick)</i>	Date received
Queen's Fire Brigade Long Service and Good Conduct Award	<input type="checkbox"/>
National Medal	<input type="checkbox"/>
National Medal Clasp <i>(first)</i>	<input type="checkbox"/>
National Medal Clasp <i>(second)</i>	<input type="checkbox"/>
National Medal Clasp <i>(third)</i>	<input type="checkbox"/>
Other relevant medals/awards:	<input type="checkbox"/>

The information contained in this document will be held in confidence and kept secure at all times.

Appendix C

- **Guide to Preparing Nominations for CFA Bravery Awards**
- **Nomination Form for CFA Bravery Awards**



Guide to Preparing Nominations for CFA Bravery Awards

Formal recognition for acts of valor and courage.

The Award

Many members of CFA are constantly exposed to hazard while performing their normal duties. These risks are part of the day-to-day activities of emergency service work and this is recognised through the awarding of the National Medal.

CFA bravery awards recognise the actions of members who have gone beyond the acknowledged risks inherent in their emergency service duties.

CFA has two levels of awards for individuals:

- Valor Medal; and
- Chief Officer's Commendation for Courage.

There is also the Chief Officer's Unit Citation for Courage, an award for a brigade crew, strike team or other work unit that acknowledges a collective act of courage at a specific incident.

The Nomination Form

This form should be accompanied by statements from eyewitnesses together with photographs of the incident or of the place where it occurred and any other relevant documentation.

Two statutory declarations from eyewitnesses are required for Valor Medal nominations.

The nomination statement must contain comprehensive details of the act of bravery in which the person you are nominating was involved, and the reasons why you consider he or she should receive special recognition.

Endorsement

Nominations must be submitted through the relevant District Operations Manager, who should add comments or a recommendation and then forward on to the Chief Officer.

Checklist for CFA Valor Medal

Significance

The Valor Medal recognises acts of bravery by CFA members.

Criteria

Awarded in circumstances where a member has made a deliberate choice to go from a place of safety to a place of danger where there is a clear and significant risk to life or to remain in such a perilous position to save, or attempt to save, a human life.

Checklist for Chief Officer's Commendation for Courage

Significance

The Chief Officer's Commendation for Courage recognises acts of courage under hazardous circumstances.

Criteria

- For service carried out under conditions that demand considerable self discipline without thought of personal recognition; or
- For an act of bravery at a specific incident in dangerous circumstances where the risk to life has not been as significant as to warrant the Valor Medal, but where the act is worthy of special recognition.

Checklist for Chief Officer's Unit Citation for Courage

Significance

The Chief Officer's Unit Citation for Courage may be awarded to a brigade crew, strike team or other work unit to acknowledge a collective act of courage at a specific incident.

Criteria

Awarded to the brigade/work locations and to those members listed in the citation to recognise their collective act of bravery in dangerous circumstances where the risk to life has not been as significant as to warrant the Valor Medal, but where the act is worthy of recognition.



Nomination Form for CFA Bravery Awards

This nomination form can be downloaded from
Brigades Online > Running a Brigade > Service History & Awards > About the Awards

CFA Bravery Award



This form should be accompanied by statements from eyewitnesses together with supporting information.
For example:

- photographs of the incident, or of the place where it occurred; and
- any other relevant documentation such as copies of newspaper reports.

Two statutory declarations from eyewitnesses are required for Valor Medal nominations.

Proposed Award

Please indicate which award nomination is for. (Please refer to the criteria checklist.)

Award	Nominating for (please tick)
Valor Medal	<input type="checkbox"/>
Chief Officer's Commendation for Courage	<input type="checkbox"/>
Chief Officer's Unit Citation for Courage	<input type="checkbox"/>

Details of person submitting nomination

Title

Surname

Given name/s

Occupation

Relationship to Nominee

Address

Postcode

Telephone No.

Email

Signature **Date**

Details of person being nominated for the award

Title

Surname

Given name/s

Home Address

Postcode

Home Telephone No.

Mobile No.

Appendix D

- **Guide to Preparing Nominations for CFA Outstanding Service Awards**
- **Nomination Form for CFA Outstanding Service Awards**



Guide to Preparing Nominations for CFA Outstanding Service Awards

Formal recognition of extraordinary service.

The Award

There are CFA people who have consistently performed in demanding roles to the highest standards and have made a major contribution to CFA and the community or the fire service in general.

These awards recognise exceptional service above and beyond dedicated service. This is service that would involve displays of leadership, perseverance, initiative or ingenuity resulting in outstanding achievement.

CFA has two levels of awards for individuals:

- Outstanding Service Medal; and
- Commendation for Service.

There is also the Unit Citation for Service, an award for a brigade crew, strike team or other work unit that acknowledges a collective act of outstanding service during a special event or over a prolonged period.

The Nomination Form

To be properly considered by the committee it is important that all details requested be provided and that the nomination be accompanied by at least two referee statements that comment on the nominee's service.

The nomination statement must contain comprehensive information on the service or achievement for which the nomination is being made. A list of positions held over a number of years is not sufficient.

Confidentiality

All nominations for outstanding service awards 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.

Successful nominees will be advised by the CFA Awards Secretariat and asked to confirm that they will accept the award.

Endorsement

Nominations must be submitted through the relevant Executive/Regional Director, who should add comments or a recommendation and then forward on to the CFA Awards Secretariat by email to cfa-awards@cfa.vic.gov.au or in an envelope marked "Confidential" to:

*CFA Awards Secretariat
PO Box 701
Mount Waverley VIC 3149*

Checklist for Outstanding Service Medal

Significance

The Outstanding Service Medal recognises prolonged service distinguished by exceptional performance. It is CFA's most prestigious internal award outside valor and bravery listings to volunteers and staff.

Criteria

- For outstanding or meritorious service, outstanding achievement and outstanding contribution in the attainment of the objectives of CFA; and
- for a high level of committed service involving a broad range of activities for a significant period of time; or
- for outstanding leadership in the encouragement and development of others within CFA and for fostering and furthering the aims of CFA to the long-term benefit of the fire service and the community.

Considering the Nomination

All nominations for the Outstanding Service Medal are considered by the CFA Honours and Awards Review Committee.

The committee meets twice a year, usually in late May and November, and may also hold additional special meetings. However, it should not be assumed that the committee will meet more than twice a year and between six and nine months must be allowed for a nomination to be considered.

Checklist for Commendation For Service

Significance

For service of a meritorious nature, or commendable actions or innovations in relation to fire service duties, administrative leadership or exemplary performance of a specific difficult project or task or outstanding service during a special event.

Criteria

- Any commendable practical invention or suggestion that substantially improves the safety of those engaged in firefighting; or
- any commendable research conducted or practical invention that assists substantially in the better control of the prevention and suppression of fire; or
- any commendable exhibition, in adverse circumstances, of leadership or command, as a direct result of which an aim is achieved and a better position gained; or
- any commendable research resulting in a new administrative system or procedure; or
- any technique that has made a significant contribution to the running of CFA; or
- other service worthy of special recognition (see significance).

Checklist for Unit Citation for Service

Significance

The Unit Citation for Service may be awarded to a brigade crew, strike team or other work unit to acknowledge a collective act of outstanding service during a special event or over a prolonged period.

Criteria

Awarded to brigade/work locations and to those members listed in the citation to recognise their collective actions in relation to fire service duties, administrative leadership or exemplary performance of a difficult project or task. For service worthy of special recognition.

Nomination Form for CFA Outstanding Service Awards

This nomination form can be downloaded from
Brigades Online > Running a Brigade > Service History & Awards > About the Awards

CFA Outstanding Service Award



Proposed Award

Please indicate which award nomination is for. (Please refer to the criteria checklist.)

Award	Nominating for (please tick)
Outstanding Service Medal	<input type="checkbox"/>
Commendation for Service	<input type="checkbox"/>
Unit Citation for Service	<input type="checkbox"/>

Details of person submitting nomination

Title

Surname

Given name/s

Occupation

Relationship to Nominee

Address

Postcode

Telephone No.

Email

Signature **Date**

Details of person being nominated for the award

Title

Surname

Given name/s

Home Address

Postcode

Home Telephone No.

Mobile No.

Business Telephone No.

Email

Date of Birth



Honours and Awards

Recognising CFA Service

The medals, ribbons and other insignia presented here are those regularly awarded to CFA members (This is a summary only).

Australian Honours and Awards

Australian Fire Service Medal (AFSM)



Significance

The Australian Fire Service Medal (AFSM) recognises distinguished service by members of Australian fire services. It is awarded by the Governor-General on the recommendation of the responsible Minister (Minister for Police and Emergency Services). The AFSM was introduced in 1988 and replaces the Queen's Fire Service Medal (QFSM).

Criteria

For a special achievement or success in the performance of duty in difficult or unusual circumstances, or sustained high level performance with outcomes and recognisable benefits to CFA, the fire service in general or the community. Service must be exceptional.

National Emergency Medal



Significance

The National Emergency Medal is an operational service medal which recognises significant or sustained service to others in a declared nationally significant emergency, such as the bushfires in Victoria in 2009.

Criteria

The National Emergency Medal is awarded to CFA members 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.

National Medal



Significance

The National Medal is awarded for diligent long service to the community in hazardous circumstances. It was introduced in 1975 and first awarded to CFA members in 1982 when it replaced the Fire Brigade Long Service and Good Conduct Medal.

Criteria

Minimum 15 years diligent service in hazardous circumstances. Then clasps for each subsequent 10 years. Member must have been trained and available for fire prevention and suppression duty for entire period.

CFA Honours and Awards

CFA Valor Medal



Significance

The Valor Medal recognises acts of bravery by CFA members.

Criteria

Awarded in circumstances where a member has made a deliberate choice to go from a place of safety to a place of danger where there is a clear and significant risk to life or to remain in such a perilous position to save or attempt to save a human life.

Outstanding Service Medal



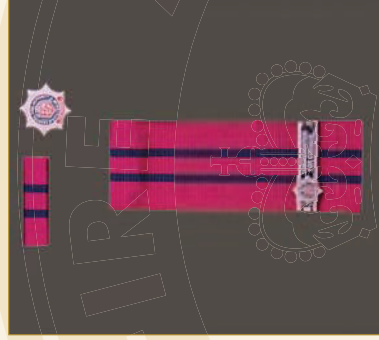
Significance

The Outstanding Service Medal recognises prolonged service distinguished by exceptional performance. It is CFA's most prestigious internal award outside of valor and bravery listings to CFA members.

Criteria

- For outstanding or meritorious service, outstanding achievement and outstanding contribution in the attainment of the objectives of CFA; and
- For a high level of committed service involving a broad

Chief Officer's Commendation For Courage



Significance

The Chief Officer's Commendation for Courage recognises acts of courage under hazardous circumstances.

Criteria

- For service carried out under conditions which demand considerable self discipline without thought of personal recognition; or
- For an act of bravery at a specific incident in dangerous circumstances where the risk to life has not been as significant as to warrant the Valor Medal, but where the

Chief Officer's Unit Citation For Courage



Significance

The Chief Officer's Unit Citation for Courage may be awarded to a brigade crew, strike team or other work unit, to acknowledge a collective act of courage at a specific incident.

Criteria

Awarded to the brigade/work locations and to those members listed in the citation to recognise their collective act of bravery in dangerous circumstances where the risk to life has not been as significant as to warrant the Valor

Commendation For Service



Significance

For service of a meritorious nature, or outstanding actions or innovations in relation to fire service duties, administrative leadership or exemplary performance of a specific difficult project or task or outstanding service during a special event or over a prolonged period.

Criteria

- Any outstanding practical invention or suggestion which would substantially improve firefighter safety or would assist substantially in the better control of the

range of activities for a significant period of time; or

- For outstanding leadership in the encouragement and development of others within CFA and for fostering and furthering the aims of the CFA to the long term benefit of the fire service and the community.

CFA Life Membership Medal



Significance
For aggregate dedicated service of not less than 30 years. A clasp may be added for each subsequent five (5) years efficient service from 35 to 70 years. Included with the clasp are a replacement ribbon bar and lapel pin.

Criteria
CFA Life Membership recognises:

- an ongoing commitment to CFA or brigade over many years;
- contributions to CFA or brigade which have enhanced its standing within its membership and the wider community;
- commitment which does not seek personal reward; and
- a high level of recognition from within CFA or brigade of the nominees work over a number of years.

act is conspicuous and worthy of special recognition.

CFA Service Medal



Significance
Awarded in recognition of service to Country Fire Authority, Victoria.

Criteria
For an aggregate efficient service of not less than 10 years in any one or more fire brigades/work locations. A clasp may be added for each subsequent five (5) years efficient service from 15 to 70 years. Shown here is a 10 year medal with the 25 year clasp attached. Included with the clasp are a replacement ribbon bar and lapel pin.

Medal, but where the act is worthy of recognition.

Service Certificate



Significance
Awarded in recognition of service to Country Fire Authority, Victoria.

Criteria
For an aggregate efficient service of not less than five (5) years in any one or more fire brigades/work locations.

prevention and suppression of fire; or

- Any outstanding exhibition, in adverse circumstances, of leadership or command; or
- Any outstanding research resulting in a new administrative system, procedure, or technique that has made a significant contribution to the running of CFA.

2009 Campaign Fires Badge



Significance
The 2009 Campaign Fires Badge is a commemorative badge that recognises service during Victoria's most significant natural disaster.

Criteria
Awarded in recognition of the dedication and courage shown by all CFA members during the bushfires of February 2009. Every CFA member involved in any aspect of the 2009 Fires is eligible.

Unit Citation For Service



Significance
The Unit Citation for Service may be awarded to a brigade, crew, strike team or other work unit, to acknowledge a collective act of outstanding service during a special event or over a prolonged period.

Criteria
Awarded to brigade/work locations and to those members listed in the citation to recognise their collective actions in relation to fire service duties, administrative leadership or exemplary performance of a difficult project or task. For service worthy of special recognition.

Order of precedence for wearing medals and other honours

Highest award nearest centre, lowest award towards shoulder

Right Breast

- Valor Medal
- Outstanding Service Medal
- Chief Officer's Commendation for Courage
- Commendation for Service
- CFA Life Member
- CFA Service Medal
- Gold Star Award
- Life Member Jewell

Citations
(worn centrally above medals)

- Chief Officer's Unit Citation for Courage
- Unit Citation for Service

Badge
(worn centrally below medals)

- 2009 Campaign Fires Badge



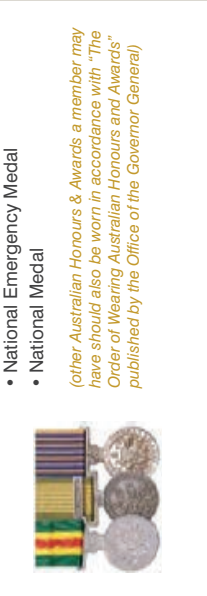
Name Tag



Left Breast

- Australian Fire Service Medal (AFSM)
- National Emergency Medal
- National Medal

(other Australian Honours & Awards a member may have should also be worn in accordance with "The Order of Wearing Australian Honours and Awards" published by the Office of the Governor General)



VFBV Award



Significance
Awarded in recognition of service to Volunteer Fire Brigade's Victoria (VFBV) and its predecessor associations.

Criteria
May be awarded after member has given not less than 30 years service to CFA and contributed to VFBV or the predecessor volunteer associations during that period.

Brigade Award



Brigade Life Membership – Life Member Jewell

Significance
Recognises life membership and is awarded at the discretion of the brigade, in appreciation for service or support given to that brigade.

Criteria
Brigades may determine their own criteria and what (if any) insignia they will have to recognise this award. The Life Member Jewell is available from Volunteer Fire Brigades Victoria and is CFA approved. If a brigade designs its own insignia it must be approved by CFA before it can be worn on the CFA uniform or with other decorations.



To access an online version of this document, please visit [Brigades Online](#).

To request hard copies, please contact Operational Training and Volunteerism (OT&V) via email: cfa-awards@cfa.vic.gov.au or phone 1800 232 636, or in writing to: Manager Volunteerism, Operational Training & Volunteerism, CFA Headquarters, PO Box 701, Mt Waverley, Victoria 3149