



Queensland Fire and Rescue Service

Honours and Awards

AUSTRALIAN HONOURS AND AWARDS

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Introduction

This booklet provides the policies and procedures and outlines the types of honours and awards that may be received by fire officers, public servants and volunteer members of the Queensland Fire and Rescue Service (QFRS). This booklet provides identification and depiction of these honours and awards, the criteria, eligibility, protocols and associated administrative processes and guidelines for initial nomination.

The Commissioner supports and promotes the appropriate recognition of fire officers, public servants and volunteer members for their bravery, dedication and outstanding service above and beyond what is expected.

Queensland Fire and Rescue Service Honours and Awards Committee

The QFRS Honours and Awards Committee was formed at the request of the Commissioner, QFRS. The Committee is composed of three members - two Assistant Commissioners and a Superintendent (one of which should represent Rural Operations) - appointed by the Commissioner. The Committee considers nominations and makes recommendations to the Commissioner. The Commissioner's Staff Officer provides the Secretariat support to the Committee. The cross section of committee members ensures there is representation at the highest level as well as offering a wealth of experience.

The QFRS Honours and Awards Committee meet at least twice a year and may, due to necessity, meet on an adhoc basis. The deliberations of the QFRS Honours and Awards Committee are made ensuring the principles of equity and fairness are kept in mind and that the nominee meets the standards for the award.

All nominations for both the Australian Honours as well as QFRS Honours are vetted by the Ethical Standards Unit to ensure there are no adverse records against the nominee.



Lee A Johnson AFSM MIFireE
Commissioner
Queensland Fire and Rescue Service



1. Australian Honours – Bravery Awards

All inquiries regarding QFRS Honours and Awards should be made to the Office of the Commissioner, Sue Smith, Commissioner's Staff Officer, telephone (07) 3635 3077.

Bravery Awards available to Queensland Fire and Rescue Service (QFRS) staff include:

- » **Cross of Valour** – awarded only for acts of most conspicuous courage in circumstances of extreme peril;
- » **Star of Courage** – awarded only for an act of conspicuous courage in circumstances of great peril;
- » **Bravery Medal** – awarded only for acts of bravery in hazardous circumstances;
- » **Commendation for Brave Conduct** – awarded for other acts of bravery, which are considered worthy of recognition; and
- » **Group Bravery Citation** – awarded for a collective act of bravery by a group of people in extraordinary circumstances that is considered worthy of recognition.

Eligibility

- » Members of an Australian Fire Service are eligible; however Australian Honours cannot be awarded to a person who left the service prior to 14 February 1975, the inception date of the Australian Honours and Awards System.
- » The awarding of an Australian Honours Bravery Award is at the discretion of the Australian Bravery Decorations Council.

Process for nominations

Nominations for an Australian Bravery Decoration should be made directly to:

The Secretary
Australian Bravery Decorations Council
Government House
CANBERRA ACT 2600

Bravery nominations must include full details as per the Nomination for an Australian Bravery Decoration Form.

A copy of the nomination should also be forwarded to the Commissioner, QFRS for information.

Insignia Design



More Information and Forms

- » [Australia Honours and Awards website: http://www.itsanhonour.gov.au/](http://www.itsanhonour.gov.au/)
- » [Cross of Valour Fact Sheet](#)
- » [Star of Courage Fact Sheet](#)
- » [Bravery Medal Fact Sheet](#)
- » [Commendation for Brave Conduct Fact Sheet](#)
- » [Nomination for an Australian Bravery Decoration Form](#)

2. Other Bravery Awards

Royal Humane Society of Australasia Awards

- » The Royal Humane Society has two objectives:
 - » To give public recognition to acts of bravery by bestowing awards to those who risk their own lives in saving or attempting to save the lives of others; and
 - » To assist by a relief fund award recipients who are disadvantaged or physically handicapped by their gallant actions.
- » There are five classes of awards issued:
 - » The Gold Medal;
 - » The Silver Medal;
 - » The Bronze Medal;
 - » The Posthumous Award *; and
 - » The Certificate of Merit.

* Except for rescues of outstanding merit where the Gold Medal may be awarded posthumously, the actions of those who lose their lives in going to the rescue of others are recognised by the award of the Posthumous Medal.

Eligibility

- » All members of the community, individuals and/or organisations are invited to submit applications for awards.
- » The society normally only grants award in instances involving a life rescue or attempted life rescue where the rescuer places his or her life at risk outside the line of their normal occupation.

Process for nominations

- » Applications for awards should be made as soon as possible after the date of the occurrence for which the award is claimed. Applications will not be considered unless made within 12 months of the rescue or attempted rescue.
- » Nominations for awards through the Royal Humane Society should be recorded on the nomination form and include all relevant details. Please note – the nomination form is a guide only and is not mandatory. Applications will still be accepted by the Royal Humane Society if not in this format.

- » Full details of the rescue or attempted rescue and any supporting documentation (e.g. witness statements, etc) must be enclosed.
- » Nominations will be considered by the QFRS Honours and Awards Committee who will make a recommendation to the Commissioner and possible on-forwarding to the Royal Humane Society.

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Forms

- » [The Royal Humane Society of Australasia \(Bravery Awards, Medals in Australia\) website:](http://www.rhsa.org.au/)
- » [Royal Humane Society of Australasia Award Nomination Form](#)

Higgins and Langley Memorial Awards in Swiftwater Rescue

- » The Higgins and Langley Memorial Awards in Swiftwater Rescue honour outstanding achievement in the technical rescue discipline of swiftwater and flood rescue. They are not heroism awards, but rather recognise preparedness, teamwork, and a job well done, sometimes under extreme conditions, where training is vital to the success of rescue missions, as well as the safety of rescue personnel.
- » There are five award categories:
 - » Higgins and Langley Award for Outstanding Achievement in the Field of Swiftwater Rescue is the premier, internationally-recognised award for excellence in swiftwater and flood rescue. It recognises an intense dedication to the field and a genuine desire to benefit the larger community.
 - » Lifetime Achievement Award honours individuals who have made a significant, lasting and continuous impact in the field of swiftwater rescue.
 - » Program Development Award honours programs that define “state of the art” deployment for swiftwater and flood rescue, and can be considered international models for the science. This award profiles the education, training and resources to develop a successful swiftwater and flood rescue program.
 - » Incident Award recognises a specific incident that clearly demonstrates outstanding skill and preparedness, as well as outstanding teamwork in swiftwater rescue.
 - » Special Commendation Awards recognise the breadth of possible contribution in the field of swiftwater rescue. Awards can be for media contribution, strategic planning or individual heroism.

Eligibility

- » Any employee or volunteer of QFRS is eligible for nomination.
- » Swiftwater and flood rescue training used by participating personnel must meet internationally recognised standards, or be equivalent to recognised standards in cases where such training is not readily available.
- » Nominations must reflect a high standard of integrity, safety, training, equipment, preparedness and dedication in relation to available resources, utilising them to effect or attempt to effect rescues of persons and/or animals in distress.

- » Anyone who expands the knowledge for other personnel, teams, units, agencies or the community about the importance of swiftwater and flood water safety, training, and preparedness.
- » Incident Awards are limited to those conducted during the previous calendar year; certain exceptions may be considered. Other awards often span careers and agency program development timelines.

Process for nominations

- » Applications for awards should be made as soon as possible after the date of the occurrence for which the award is claimed. Applications for the Incident Awards are limited to those conducted during the previous calendar year.
- » Nominations shall be submitted to the electronic or physical address noted on the Higgins and Langley website. Requests for information on the Higgins and Langley Memorial Awards should be addressed through the website.
- » Nominations shall include full completion of the nomination form and include additional pages as needed. Submission of all supporting documentation, affidavits and media should be included.

Note: Incomplete data, non-validated information or non-receipt by the deadline could delay or prevent a nomination from being viewed by the Board.

Insignia Design



More Information and Forms

- » [Higgins and Langley Memorial Awards in Swiftwater Rescue website: http://www.higginsandlangley.org](http://www.higginsandlangley.org)
- » [Higgins and Langley Memorial Awards in Swiftwater Rescue Nomination Form](#)

3. Australian Honours

Order of Australia

- » Appointments to the Order of the Australia confer the highest recognition for outstanding achievement and service.
- » The Order of Australia operates on the principles of independence and freedom from political patronage.
- » QFRS nominations fall under the 'general division' for the awarding of the Order of Australia, which has four levels:
 - » Companion of the Order (AC);
 - » Officer of the Order (AO);
 - » Member of the Order (AM); and
 - » Medal of the Order (OAM).

Eligibility

- » Any Australian citizen may be nominated for an Order of Australia, however it cannot be awarded posthumously.
- » This award cannot be self-nominated.

Process for nominations

- » Nominations can be made by an individual or a group.
- » Although nominations for the Order of Australia can be made directly to the Honours Secretariat, the Department of Community Safety (DCS) will also consider Order of Australia nominations on a bi-annual basis. This may assist with supporting reference statements required for the nomination process.
- » Internal nominations for the Order of Australia will be accepted by the QFRS Honours and Awards Committee.
- » Nominations should include an outline of how the nominee has made a significant contribution to the community. Contact details for the nominator (i.e. the person making the nomination), the nominee and four referees who can directly comment on the nominee's contribution and achievements also need to be provided.
- » Once a nomination has been submitted, the Honours Secretariat will undergo further research and will contact referees. Every nomination is then considered by the Council for the Order of Australia, who makes its recommendations to the Governor-General.
- » The Council for the Order of Australia, consisting of representatives of every State and Territory, Public Office

holders and community representatives appointed to the Council by the Governor-General, consider whether a nominee has:

- » demonstrated achievement at a higher level;
 - » made a contribution over and above what might be reasonably expected through paid employment; or
 - » provided a voluntary contribution to the community that stands out from others who have also made a valuable contribution.
- » Public announcements for the Order of Australia are made on Australia Day and the Queen's Birthday public holiday.
 - » Consideration of a nomination can take between 18 months and two years. Successful nominees receive a written offer of an award in the Order of Australia.

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More Information and Forms

- » [Australia Honours and Awards website: http://www.itsanhonour.gov.au/](http://www.itsanhonour.gov.au/)
- » [Order of Australia Nomination Form](#)

Contact

Honours Secretariat:
Secretary, Order of Australia
Government House, CANBERRA ACT 2600
Phone: 1800 552 275

Australian Fire Service Medal

- » The Australian Fire Service Medal (AFSM) may be awarded for distinguished service by a member of an Australian Fire Service, i.e. service distinguished from ordinary work duties, where 'ordinary' work is defined as no more than what should be expected of a person throughout their service duties. Undertaking of such duties alone would not qualify a person for an AFSM, however prolonged the service.
- » Service can be distinguished if it were seen to demonstrate a high degree of resource and devotion to duty in a particular situation, or in the exemplary discharge of special duties above and beyond normal work duties.
- » Examples of a service which might form the basis of a citation relating to a nomination include especially distinguished record of fire service and/or service of a 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; or
 - » prolonged service when distinguished by very exceptional ability and merit.

Eligibility

- » Employees and volunteers of the QFRS.

Process for nominations

- » AFSM Nominations are considered biannually for announcement on Australia Day and the Queen's Birthday.
- » Nominations are to be submitted on the correct form and should contain three reference statements (including one external reference where possible). Nominations are to be delivered in a secure envelope marked 'Private and Confidential' to the Commissioner's Staff Officer, QFRS.
- » Nominations will be considered by the QFRS Honours and Awards Committee and endorsed nominations will be forwarded to the Ethical Standards Unit for a vetting process.
- » Award nominations will then be endorsed by the Commissioner, QFRS and forwarded through the Director-General for Ministerial Approval. Nominations are then submitted for the Premier's approval prior to being submitted to the Honours Secretariat, Canberra.

Insignia Design



The award is a circular copper-nickel medal. It is ensigned with the Crown of St Edward. The front of the medal displays an image of the Queen superimposed over a seven-pointed star of flames. The back of the medal is inscribed with the words 'Australian Fire Service Medal', and 'For Distinguished Service' on a background of flames. The ribbon has a central vertical band of gold, which is superimposed with a red pattern symbolising flames. The two outer vertical bands are green.

More Information and Forms

- » [Australia Honours and Awards website: http://www.itsanhonour.gov.au/](http://www.itsanhonour.gov.au/)
- » [Australian Fire Service Medal Fact Sheet](#)
- » [AFSM QFRS Nomination Form](#)

National Emergency Medal

- » The National Emergency Medal shall be awarded to members of relevant organisations or individuals who rendered sustained service during specified dates in specified places in response to nationally-significant emergencies within Australia such as the Victorian Bushfires 2009, Queensland Floods 2010-11 and Cyclone Yasi, or to other persons who rendered significant service in response to such emergencies that did not satisfy the minimum duration of service required to constitute sustained service.
- » The National Emergency Medal was established in 2011.
- » There is no annual issue or quota for the National Emergency Medal.
- » There is no closing date. All relevant applications/nominations for service in direct response to each declared nationally - significant emergency will be considered for the award.

Insignia 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.

The National Emergency Medal ribbon colours match the colours of the Humanitarian Overseas Service Medal ribbon. The colours of the ribbon are gold, symbolising the Australian sun, optimism and hope and eucalyptus green which compliments the symbolism of the medal design. The seven gold bands represent Australia's six states, with the seventh representing the territories.

More Information and Forms

- » <http://www.gg.gov.au>
- » [National Emergency Medal Fact Sheet](#)

Contact

The Australian Honours and Awards Secretariat
Government House, CANBERRA ACT 2600

National Medal

- » The National Medal was created by the Australia Honours and Awards Directorate to recognise long and diligent service in organisations that protect life and property at some risk to their members.
- » It should be noted that this medal is not solely a long-service medal; nominees must meet the criteria as outlined in the National Medal Regulations 2011 in order to be eligible for this award.

Eligibility

- » All operational employees of the QFRS including full-time firefighters, auxiliary firefighters, communications officers and volunteers that meet the criteria of the National Medal and have served 15 years of continuous service within an approved organisation are eligible for the National Medal. Each additional ten years of service qualifies for a National Medal Clasp.
- » A person shall not be awarded this medal unless the person has in a full or part-time, paid or unpaid capacity, diligently served in one or more approved organisations for successive periods that in aggregate, total no less than 15 years.
- » A person can be awarded the clasp for the National Medal for each additional period of ten years eligible service.
- » Eligible service may include full-time or part-time service and may be paid or unpaid.
- » In the case of a person who commenced service under the age of 18, the Commissioner, QFRS must be able to certify that the person was a member of the organisation on and from the first day of employment. (Please note – Rural volunteers may join from the age of 16.)

Eligibility Criteria:

Please Note – the following section is taken directly from Section 17, Part 1 of the National Medal Regulations 2011:

- » Service in an approved organisation is eligible if:
 - a. It is service by a member to fulfil the primary function of the organisation;
 - 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 of the organisation; and
 - c. The member has served the organisation diligently.

Note: Service by a member to fulfil the primary function of the organisation may include providing remote assistance in relation to which the member is exposed to the risk of psychological trauma.

A person has served an organisation diligently if, in the opinion of the chief officer of the organisation:

- » The service given by the person has been conscientious and of good standards; and
- » In the performance of the service, the person showed good conduct as a member of the organisation.

For QFRS staff and volunteers who have eligible service from other organisations the following may be applicable:

- » Approved Organisations are listed under three classifications:
 1. Service Organisation – any Australian Police Force, Fire Service, Ambulance Service, Correctional Service, Protective Service or Emergency Service;
 2. Approved Government Organisation – Government organisations be similar to a service organisation in that the primary function of the organisation is to enforce the law in order to protect persons or property; provide in Australia, in times of emergency or natural disaster. Some or all of the members are exposed to the risk of death, injury or trauma in the course of performing the primary function. Approval is determined by the Governor-General and listed in the Register of Approved Organisations;
 3. Approved Voluntary Organisation – voluntary organisations maintaining a primary function of providing physical assistance to persons through search or rescue; or providing assistance to protect property or the environment. Approval is determined by the Governor-General and listed in the Register of Approved Organisations.

For QFRS staff and volunteers who have Defence Force service the following may be applicable:

- » Defence service (including reserves) may be taken into account, as long as it has not been counted towards a Defence Long Service Medal;
- » Defence service must count towards a Defence Long Service Medal and subsequent clasps if eligible. Only service that cannot be counted towards the Defence Long Service Medal and clasps may be included as eligible service for a National Medal. One exception is when an officer who reached at least 15 years of qualifying defence service after 13 February 1975 and before 20 April 1982, at least one day of which was on or after 14 February 1975, may have their defence service up to 19 April 1982 counted towards both the National Medal and a defence long service award.
- » If a member of the Police, Fire or Ambulance Services of a Commonwealth country other than Australia serves with an Australian Service by way of secondment or exchange and subsequently becomes a member of an Australian Service, the service by way of secondment or exchange in Australia may be taken into account as eligible service for the National Medal.

Process for nominations

Operational Employees

Nominations for the National Medal / clasps are submitted by the Commissioner, QFRS to the Australian Honours Secretariat biannually.

Nominations:

- » Nominations are to be recorded on the correct form with all details completed and supporting documents attached and submitted to the relevant Area Director/ Manager for validation.

Area Directors:

- » Area Directors are to validate all nominations to ensure that all relevant details and supporting documents are included with the nomination.
- » Once validated, nominations are submitted to the Regional Contact Officer for Assistant Commissioner endorsement.

Regional Contact Officers:

- » An email is sent from the QFRS Contact Officer advising of nomination cut-off dates.
- » Regional Contact Officers are to distribute advice of due dates to Area Offices / Work Units.
- » Upon receipt of nominations from Area Offices / Work Units, Regional Contact Officers are to confirm service dates and calculate the nominee's eligibility date.
- » Regional Contact Officers are to ensure that all relevant supporting documents are included with the nominations.
- » Original nomination forms and supporting documents should be maintained on file at the Regional Office.
- » Collated nominations are to be set out in the correct National Medal Schedule format (required by the Honours Secretariat) in alphabetical order and provided to the Assistant Commissioner for endorsement.
- » Once endorsed, the National Medal Schedule and a copy of the nomination forms and supporting documents are submitted to the QFRS Contact Officer. Please note – both an endorsed hard copy and an electronic word version of the nomination table is required.
- » On receipt of Medals/Clasps from the QFRS Contact Officer, arrangements are made at a regional level for an official presentation ceremony by the Minister where possible.

Operational Volunteers

Nominations for the National Medal/Clasps are approved by the Commissioner, QFRS and submitted by the Assistant Commissioner, Rural Operations to the Australian Honours Secretariat.

Nominations:

- » No volunteer may nominate himself or herself for an award – another individual must place the nomination, which has been endorsed through the First Officer or Secretary of the Rural Fire Brigade.
- » Brigades should forward nominations for the National Medal to the Area Director in the first instance, giving full details of the person and all other relevant information regarding service.

Area Directors:

- » Area Directors, Rural Operations should research the volunteer background, endorse the nomination and then forward the nominations to Rural Operations Head Office.
- » All nominations are to be treated in-confidence.
- » On notification that medals have been approved by the Governor-General, Area Directors are to make arrangements for an official presentation ceremony by the Minister where possible.

Insignia Design



The National Medal is a circular bronze medal ensigned with the Crown of St Edward. The front of the medal features the Commonwealth Coat of Arms in a recessed circle. The rim of the medal carries the inscription 'The National Medal'. The back of the medal is plain. The ribbon features 15 alternating gold and blue vertical stripes.

More Information and Forms

- » [It's an Honour Website – http://www.itsanhonour.gov.au/](http://www.itsanhonour.gov.au/)
- » [Chief Officers Manual for the National Medal \(2011\)](#)
- » [National Medals Regulations 2011](#)
- » [National Medal Fact Sheet](#)
- » [Operational Employees National Medal Nomination Form](#)
- » [National Medal All Rural Nomination Form](#)
- » [Nomination Medal Schedule Template](#)
- » [Nomination Medal Schedule with examples](#)

Public Service Medal

- » The Public Services Medal (PSM) recognises outstanding service of employees across the Commonwealth, State, Territory and Local Governments.
- » The sole criterion for the award of the PSM is outstanding public service. 'Outstanding service' could be shown through:
 - » ongoing service excellence to the public or to external and 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.
- » The PSM is awarded for extra-ordinary achievement throughout the public sector and is considered a higher-level award in the Australian Honours System.
- » There is an annual quota for each government public service with a total of 100 medals awarded every year. Queensland is entitled to 11 medals per year, of which nine are made available to the Queensland Public Service.

Eligibility

- » All employees of the Australian Government and state, territory and local governments are eligible for the PSM, except for members of the Defence Force and other uniformed services (police, fire services, ambulance services and emergency services) who are eligible for comparable awards.
- » The PSM is not exclusive to Senior Officers – it is open to all levels of the public service.

Process for nominations

- » PSM Nominations are considered biannually for the Australia Day and Queen's Birthday awards presentations.
- » Nominations must be submitted to the QFRS Contact Officer by the due date for endorsement through the Commissioner, QFRS, Director-General and Minister prior to on-forwarding to the Department of Premier and Cabinet.
- » Nominations should be recorded in the correct format and succinctly state why it is believed a nominee has performed beyond the expectations of the role. The

following headings should be used in any nomination as detailed on the official nomination form:

- » Nomination statement;
 - » Service;
 - » Achievement; and
 - » Impact.
- » At least three referee reports should be provided, including, if appropriate, referees from outside the Public Service. References should be sought from persons of the highest calibre.
 - » Please note – further guidance on addressing the abovementioned headings is contained within the PSM Nomination Form.

Insignia Design



Public Service Medal Front and Back

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

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

More Information and Forms

- » [It's an Honour website:](http://www.itsanhonour.gov.au/) <http://www.itsanhonour.gov.au/>
- » [Public Service Medal Fact Sheet](#)
- » [Public Service Medal Nomination Form](#)

Humanitarian Overseas Services Medal

- » The Humanitarian Overseas Service Medal honours members of recognised Australian groups for emergency humanitarian service overseas in hazardous circumstances.
- » Situations may include service in war zones and during peacekeeping operations. The medal was extended in 2005 to enable recognition of the humanitarian services provided to countries that were affected by the devastating 2004 Indian Ocean tsunami and earthquake on Nias Island in March 2005.
- » The Humanitarian Overseas Service Medal complements the Australian Service Medal (which is awarded to members of the Australian Defence Force) and the Police Overseas Service Medal.
- » Only one medal can be awarded to an individual. However, additional clasps may be awarded for eligible service in a different operational area.

Eligibility

- » This award is only given to eligible Australian groups, as outlined in the Humanitarian Overseas Service Medal Guide to Eligible Groups.

Process for nominations

- » Applications are made directly to the Operations Section, Awards and Culture Branch of the Department of Prime Minister and Cabinet and are considered by the Governor-General. Nominations are to be recorded on the correct form and are to be in line with the Humanitarian Overseas Service Medal Guide to Eligible Groups.
- » The Commissioner, QFRS is to be notified of any nominations.

Insignia Design



The central symbol on the front of the 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 a disaster.

The back of the medal repeats the ring of gum nuts, and details the award and recipient.

The Humanitarian Overseas Service Medal draws inspiration from Indigenous motifs.

More Information and Forms

- » [Australian Honours Website: http://www.itsanhonour.gov.au/](http://www.itsanhonour.gov.au/)
- » [Humanitarian Overseas Service Medal Guide to Eligible Groups](#)
- » [Humanitarian Overseas Service Medal Fact Sheet](#)
- » [Humanitarian Overseas Service Medal Nomination Form](#)

4. Australian Honours – The Wearing of Orders, Decorations and Medals

- » Recipients of Official Australian Honours are granted insignia as a visual expression of the honour conferred on them. The following outlines some of the practices for wearing official medals, orders and decorations.
- » Most Australian Awards are pinned above the left breast. If the main insignia is in the form of a neck badge it is worn around the neck accordingly.
- » When a person holds more than one award, the main insignia are mounted on a medal bar in the order set out in the 'Order of Wearing Australian Honours and Awards'.
- » When wearing the awards of deceased family members, marching in their place at commemorative events such as Anzac Day and Remembrance Day, officers should wear their forebears medals on their right breast, which indicates the medals are not their own.
- » Different insignia pieces are worn according to the type of event, as follows:
 - » **Day Functions** – The full-size insignia is worn at day functions where decorations have been prescribed, e.g. Anzac Day ceremonies. Male recipients of more than one medal are to wear their decorations, full size suspended from a medal bar.
 - » Female recipients with more than one award may prefer to mount the miniatures on a bar and to wear on such occasions only one full-sized piece of insignia on its bow immediately below their miniatures. The full size piece would be the highest award.
 - » Ribbon bars are not worn when wearing full size medals.
 - » **Evening Functions** – At events such as evening receptions and dinners where decorations have been prescribed, the miniature insignia is generally worn. The main exception to this is neck badges, which are worn in full-size.
 - » Ribbon bars are not worn when wearing miniature medals.
 - » **Everyday Wear** – A lapel badge or brooch may be worn on civilian clothes at any time. Only one badge or brooch should be worn at a given time and not when other insignia pieces are worn.
- » Many awards carry an entitlement for recipients to use indicative letters after their name – for example, 'AFSM' for the Australian Fire Service Medal. If a QFRS employee is entitled to post-nominals for more than one award, the sequence of letters is indicated by the 'Order of Wearing Australian Honours and Awards'.

More Information

- » [Australian Honours Website:](http://www.itsanhonour.gov.au/)
<http://www.itsanhonour.gov.au/>
- » [Order of Wearing Australian Honours and Awards Schedule](#)

5. Other Bravery Awards – The Wearing of Orders, Decorations and Medals

- » Recipients of Official non Australian Honours are granted insignia as a visual expression of the honour conferred on them. The following outlines the practice for wearing these official medals, orders and decorations.
- » All non Australian Honours such as the medals associated with the Royal Humane Society of Australasia and the Higgins and Langley Memorial Awards in Swiftwater Rescue are worn on the right breast and all National Honours and Awards such as the Australian Fire Service Medal, National Medal, National Emergency Medal and Humanitarian Overseas Service Medal are worn on the left breast of a uniform.
- » If different insignia pieces are provided, then they shall be worn according to the type of event as follows:
 - » **Day Functions** – The full size insignia is worn to day functions where decorations have been prescribed. Recipients of more than one medal are to wear their decorations, full size suspended from a medal bar.
 - » Ribbon bars are not worn when wearing full size medals.
 - » **Evening Functions** – At evening events where decorations have been prescribed, the miniature insignia is generally worn. The exception will be if miniature insignia were not provided.
 - » Ribbon bars are not worn when wearing miniature medals.
 - » **Everyday Wear** – If provided, a ribbon bar can be worn on uniforms. A lapel badge or brooch may be worn on civilian clothes at any time however only one is to be worn at any given time, and not when other insignia pieces are worn.

Queensland Fire and Rescue Service Honours and Awards

Unit Awards

Commissioner's Unit Citation

Unit Commendations

Commissioner's Unit Commendation «

Deputy Commissioner's Unit Commendation «

Assistant Commissioner's Unit Commendation «



1. Commissioner's Unit Citation

The Commissioner's Unit Citation is a high level award for recognising outstanding action by a Unit or group in exceptional circumstances.

Each member of the Unit being recognised will be named in the Unit Citation.

Eligibility

- » All QFRS officers, volunteers and public servants are eligible for this award.
- » To be eligible for this award, the actions of the Unit or Group will be considered to display an extraordinary level of professionalism and/or remarkable proficiency. Actions that may be recognised will include delivering high quality services on behalf of the QFRS at significant events and providing high levels of specialised skill.

Process for nominations

- » Nominations should include the following information:
 - » full name of work unit;
 - » list of names of persons included in the Unit nomination;
 - » details of the specific or outstanding action or exemplary performance in a specific difficult or long-term project or task; and
 - » a short citation statement to be included on the certificates.

It is also useful to provide details of any other known Honour, Award or Medal presented or likely to be presented to the nominees in respect to the action or project to which the nomination relates.

The Commissioner will consider nominations for the Unit Citation when presented.

Certificate / Insignia Design

- » The Commissioner's Unit Citation is a citation bar which is presented to each member of the Unit who is nominated for the award.
- » It also includes a framed certificate (A3 size) identifying the unit awarded and a short citation statement outlining the actions being acknowledged.
- » Each member of the unit also will receive a smaller size certificate (A5 size).



The Commissioner's Unit Citation consists of a 32mm width ribbon with seven vertical bands utilising the colours of red, royal blue and white. The ribbon is encased within a gold surround with symbolic flames running around the parameter. In the centre is a gold firefighters helmet and crossed axes.

Forms

Nominations for the Commissioner's Unit Citation should be made in an Executive Briefing Note.

2. Unit Commendations

- » A Commendation is awarded to recognise the extraordinary efforts of a group or team of individuals who participate in an action or program at a level above and beyond the expectations of their role.
- » Each member of the group being recognised will be named in the Unit Commendation.
- » A Unit Commendation can be awarded as a :
 - » Commissioner’s Unit Commendation; or
 - » Deputy Commissioner’s Unit Commendation; or
 - » Assistant Commissioner’s Unit Commendation.

Eligibility

- » All QFRS officers, volunteers and public servants are eligible for this award.
- » Actions eligible for recognition with a Unit Commendation will be determined by the awarding Officer noting that the actions are to recognise a team effort to get a “job well done”.
- » Consideration will be made for actions outside the general parameters of daily tasks and actions which have displayed a high standard of professionalism, care, dedication and /or skill.

Process for nominations

- » Nominations should include the following information:
 - » full name of station or work unit, shift and vehicle number;
 - » list of names of persons included in the Unit nomination;
 - » details of the specific or outstanding action or exemplary performance in a specific difficult or long-term project or task; and
 - » a short statement to be included on the certificates.

As Units can be nominated for one of three level awards (Commissioner, Deputy Commissioner or Assistant Commissioner), the nomination should reflect the level of Commendation sought.

The Commissioner, Deputy Commissioner or Assistant Commissioners will consider nominations for Unit Commendations when submitted.

Certificate Design

A Unit Commendation includes a framed certificate (A4 size) identifying the unit awarded and a short citation statement outlining the actions being acknowledged.

Each member of the unit also will receive a smaller size framed certificate (A5 size).

Forms

Nominations for a Unit Commendation should be made in an Executive Briefing Note.

Queensland Fire and Rescue Service Honours and Awards

Bravery Awards

Commissioner's Medal for Valour

Commissioner's Commendation for Bravery Award

Commissioner's Commendation of Notable Action



3. Bravery Awards

The Queensland Fire and Rescue Service has determined that the Commissioner will be able to award individuals and groups for nominated acts of bravery. These Bravery Awards are rationalised into a hierarchy of three levels. Each level requires a different standard of bravery and risk involved for recognition. This allows a degree of flexibility to recognise a number of officers involved in the same incident at different but appropriate levels. The three levels are:

Commissioner's Medal for Valour

Commissioner's Commendation for Bravery Award

Commissioner's Commendation of Notable Action

Commissioner's Medal for Valour

This QFRS Award is the premier award for bravery from the Commissioner QFRS to QFRS officers.

Eligibility

- » QFRS officers and volunteers are eligible. In some exceptional circumstances, public servants may also be eligible.
- » The Commissioner's Medal for Valour is awarded to an officer who performs an act of **exceptional bravery in hazardous circumstances where there has been a clear and significant risk to life.**
- » Any party will be eligible if it is deemed that they performed an act in circumstances such as but not restricted to, the following:
 - » advanced fire situations where the probability of being trapped is evident;
 - » rescue situations where unique and perilous circumstances exist;
 - » rescues by trained personnel which require extreme sacrifices;

In attempting to determine if an action or set of circumstances warrant an award, two questions can be posed;

- » what was the perceived danger at the time? and
- » what other courses of action were available to the officer at the time?

These two questions can assist in determining if the action taken by the officer was necessary and therefore brave and will also assist in assessing the level of hazard and risk.

- » In the event that an officer is awarded the Commissioner's Medal for Valour on a second occasion, a full medal set for the Commissioner's Medal for Valour will be presented on each occasion a recipient is granted the award. The officer will also be granted an additional clasp and bar to the Commissioner's Medal for Valour. The number of rosettes on the ribbon bar will represent the number of different occasions this type of award has been presented to an officer.
- » An award may be made posthumously or to a person who has left QFRS.

Process for nominations

- » To ensure the QFRS Honours and Awards Committee and/or Commissioner can consider a nomination as near as possible to the relevant event; submissions are to be made as soon as possible.
- » Nominations for recognition are to be made through an Executive Briefing Note together with supporting documentation through either the Deputy Commissioner where applicable or the relevant Assistant Commissioner. The Deputy Commissioner or Assistant Commissioner will need to endorse the nomination and be responsible for ensuring all material relevant to the nominated act is collected for presentation including a summary of the citation.
- » All paperwork is then forwarded to the QFRS Honours and Awards Committee.
- » In each case where a nominee has performed an act which is of a standard that receipt of a Commissioner's Medal for Valour is warranted, the QFRS Honours and Awards Committee will consider referring the nomination to the Australian Bravery Decorations Council, Government House, Canberra, for consideration for an Australian Bravery decoration under the Australian Honours System. The nomination may also be referred to the Royal Humane Society of Australasia, the Higgins and Langley Memorial Awards in Swiftwater Rescue, or any other external organisation responsible for recognising exceptional acts of bravery.

Insignia Design



The Commissioner's Medal for Valour award consists of a 32mm riband and a 40mm in width gold medal. The medal is a 14 pointed star, ensigned with the symbol of a lion rampart. The Crown of St Edward sits atop the roundel. Inside the laurel wreath, the central roundel has the words 'Queensland Fire and Rescue Service' and the widely used symbols of the fire service of a firefighters' helmet, crossed axes and Maltese Cross.

The reverse of the medal are the words 'For Valour'.

The 32mm riband consists of royal blue, red and white vertical bands of colour.

The Crown of St Edward has been the coronation crown of the kings and queens of England and has come to be used throughout all the Commonwealth realms, appearing on badges for military and police units. The crown is used in the State Badge of Queensland.

The depiction of lions can be traced back to the Ice Age and is used extensively by royalty. Their depiction is commonly used in heraldry to symbolise bravery, valour, strength and ferocity. For the Commissioner's Medal for Valour, the "lion rampart" is depicted in profile standing erect with forepaws raised. The lion has many valuable lessons to teach us and these lessons remain the symbols they are associated with - self control, personal strength, courage and balance, all characteristics favoured by acts of bravery.

Commissioner's Commendation for Bravery Award

The Commissioner's Commendation for Bravery Award allows the QFRS the opportunity to recognise bravery that may not be to the same extraordinary degree as recognised by the highest level of award (Commissioner's Medal for Valour) but nonetheless is a display of bravery beyond that which would be adequately recognised by a Commissioner's Commendation of Notable Action.

Eligibility

- » QFRS officers and volunteers are eligible. In some exceptional circumstances, public servants may also be eligible.
- » An officer who performs an act of **bravery in hazardous circumstances** may be awarded the Commissioner's Commendation for Bravery Award.
- » Any party will be eligible if it is deemed that they performed an act in circumstances such as but not restricted to, the following:
 - » advanced fire situations;
 - » cyclonic and /or flood conditions;
 - » extrication of passengers from vehicles; and
 - » rescues undertaken by trained personnel which require an extension to normal procedures
- » In attempting to determine if an action or set of circumstances warrant an award, two questions can be posed:
 - » what was the perceived danger at the time? and
 - » what other courses of action were available to the officer at the time?

These two questions can assist in determining if the action taken by the officer was necessary and therefore brave and will also assist in assessing the level of hazard and risk.

- » In the event that an officer is awarded the Commissioner's Commendation for Bravery Award, a full riband set for the Commissioner's Commendation for Bravery Award will be presented on each occasion a recipient is granted the award. The officer will also be granted an additional clasp and bar to the Commissioner's Commendation for Bravery Award. The number of clasps on the ribbon bar will represent the number of different occasions this type of award has been presented to an officer.
- » An award may be made posthumously or to a person who has left QFRS.

Process for nominations

- » To ensure the QFRS Honours and Awards Committee and/or Commissioner can consider a nomination as near as possible to the relevant event, submissions are to be made as soon as possible.
- » Nominations for recognition are to be made through an Executive Briefing Note and submitted together with supporting documentation through either the Deputy Commissioner where applicable or the relevant Assistant Commissioner. The Deputy Commissioner or Assistant Commissioner will need to endorse the nomination and be responsible for ensuring all material relevant to the nominated act is collected for presentation including a summary of the citation.
- » All paperwork is then forwarded to the QFRS Honours and Awards Committee.
- » The QFRS Honours and Award Committee will consider referring the nomination to the Australian Bravery Decorations Council, Government House, Canberra, for consideration for an Australian Bravery decoration under the Australian Honours System. The nomination may also be referred to the Royal Humane Society of Australasia, the Higgins and Langley Memorial Awards in Swiftwater Rescue, or any other external organisation responsible for recognising exceptional acts of bravery.

Insignia Design



The Commissioner's Commendation for Bravery award consists of a 32mm riband and gold clasp with no medal. The riband is 70mm in length and utilises the colours of the Commissioner's Medal for Valour award in a different configuration of five alternate vertical bands of royal blue, red and white. The gold clasp is dominated by St Florian's Cross in the centre with the words 'For' and 'Bravery' on either side of the clasp.

The riband is royal blue on the utmost bands followed by red and a single white band in the middle.

The ribbon bar also has a gold rosette depicting St Florian's Cross.

The symbol most associated with St Florian is the Maltese Cross, commonly known as St. Florian's Cross. The cross is used the world over as an insignia for fire departments and is made up of four v-shaped arms, giving it eight points on the outer edge. The design is said to symbolise the eight points of courage, loyalty, piety, bravery, frankness, glory and honour, no fear of death, compassion towards the sick and poor and respect for the church. A variation of the cross is used in the State badge of Queensland.

Commissioner's Commendation of Notable Action

This award allows QFRS the flexibility and opportunity to recognise significant actions or injuries that occur when an officer is placed in a potentially dangerous situation. Although there is no mention of bravery or courage in this award, it does not preclude recognising such acts through this medium.

Eligibility

- » QFRS officers and volunteers are eligible. In some exceptional circumstances, public servants may also be eligible.
- » An officer who performs a significant act as a result of **being placed in a potentially hazardous situation beyond that of normal requirement** may be awarded a Commissioner's Commendation of Notable Action.
- » Any party will be eligible if it is deemed that they performed an act in circumstances such as but not restricted to, the following:
 - » being placed in a dangerous situation; and
 - » rescues under hazardous, but not life threatening circumstances.
 - » this award allows for officers injured in circumstances where other members may have had the opportunity to display a level of bravery to be recognised irrespective of their not taking any further part in the incident.
- » In attempting to determine if an action or set of circumstances warrant an award, two questions can be posed:
 - » what was the perceived danger at the time? and
 - » what other courses of action were available to the officer at the time?

These two questions can assist in determining if the action taken by the officer was necessary and will also assist in assessing the level of hazard and risk.

- » An award may be made posthumously or to a person who has left QFRS.

Process for nominations

- » To ensure the QFRS Honours and Awards Committee and/or Commissioner can consider a nomination as near as possible to the relevant event; submissions are to be made as soon as possible.
- » Nominations for recognition are to be made through an Executive Briefing Note and submitted together with supporting documentation through either the Deputy Commissioner where applicable or the relevant Assistant Commissioner. The Deputy Commissioner or Assistant Commissioner will need to endorse the nomination and be responsible for ensuring all material relevant to the nominated act is collected for presentation including a summary of the citation.
- » All paperwork is then forwarded to the QFRS Honours and Awards Committee.

The Award

- » The award is a Certificate with a citation statement outlining the duty performed by the officer in relation to the notable action.
- » The Certificate is signed and presented by the Commissioner or designated delegate.

Queensland Fire and Rescue Service Honours and Awards

Exemplary Service Awards

Commissioner's Distinguished Service Medal

Commissioner's Meritorious Service Award

Diligent and Ethical Service Medal



4. Exemplary Service Awards

The Queensland Fire and Rescue Service has determined that the Commissioner will be able to award individuals and groups for nominated acts of exemplary service. These Exemplary Service Awards are rationalised into a hierarchy of three levels. Each level requires a different level of service for recognition. This allows a degree of flexibility to recognise officers at different but appropriate levels.

The three levels are::

Commissioner's Distinguished Service Medal

Commissioner's Meritorious Service Award

Diligent and Ethical Service Medal

Commissioner's Distinguished Service Medal

This QFRS Award is the premier award for recognition of notable and outstanding service (not including bravery) from the Commissioner QFRS.

Eligibility

- » All QFRS staff and volunteers are eligible.
- » The Commissioner's Distinguished Service Medal recognises **distinguished service or outstanding actions in relation to fire service duties, administrative leadership or distinguished performance of a specific or difficult project or task, not involving bravery.**
- » The general criteria for the award may include service of an outstanding nature over an extended period of time or individual acts not otherwise recognised.
- » The Commissioner's Distinguished Service Medal may be awarded at the Commissioner's discretion in lieu of or as well as one of the Australian national awards.
- » In the event that an officer is awarded the Commissioner's Distinguished Service Medal on a second occasion, a full medal set for the Commissioner's Distinguished Service Medal will be presented on each occasion a recipient is granted the award. The officer will also be granted an additional clasp and bar to the Commissioner's Distinguished Service Medal. The number of rosettes on the ribbon bar will represent the number of different occasions this type of award has been presented to an officer.
- » An award may be made posthumously or to a person who has left QFRS

Process for nominations

- » Nominations for recognition are to be made on an Executive Briefing Note and submitted together with supporting documentation through either the Deputy Commissioner, Executive Director where applicable or Assistant Commissioner in the prescribed manner. The Deputy Commissioner, Assistant Commissioner or Executive Director will need to endorse and be responsible for ensuring all material relevant to the nomination is collected for presentation, including a summary of the citation.
- » All paperwork is to be forwarded by the Deputy Commissioner, Assistant Commissioner or Executive Director to the QFRS Honours and Awards Committee.

Insignia Design



The Commissioner's Distinguished Service Medal award consists of a 32mm riband and a 44mm in width silver medal. The medal is a nine pointed star, crowned by a laurel wreath, ensigned with a central roundel with the widely used symbols of the fire service of a firefighters' helmet, crossed axes and Maltese Cross, surrounded by a band with the words 'Queensland Fire and Rescue Service'. St Edwards' Crown sits atop the roundel.

The bar suspender also features the Crown of St Edward.

On the reverse of the medal are the words 'For Distinguished Service'.

The 32mm riband consists of royal blue, red and white vertical bands of colour.

Commissioner's Meritorious Service Award

This award is to recognise any member who performs outstanding service in a designated role or function to an exceptional level.

Eligibility

- » All QFRS officers, volunteers and public servants are eligible for this award.
- » QFRS officers are eligible if they perform an act such as, but not restricted to:
 - » exceptional contribution to significant events for which the QFRS has key responsibilities where officers are responsible for the planning and organising of specialist support at the event: or
 - » performed outstanding specialised service or leadership in delivering successful outcomes in a program or project: or
 - » enhanced the professional image of QFRS far exceeding what might reasonably be expected from an efficient officer of QFRS.
- » The award initially will be represented as a riband with a clasp and ribbon bar. If an employee receives the award on more than one occasion, the second award will be signified by an additional clasp on the riband and a rosette for the ribbon bar. The number of clasps on the riband and rosettes on the ribbon bar will represent the number of different occasions this type of award has been presented to a member.
- » The officer will receive a full set of the award on each occasion they are granted the award.

Process for nominations

- » Nominations for recognition are to be made on an Executive Briefing Note and submitted together with supporting documentation through either the Deputy Commissioner, Executive Director where applicable or the Assistant Commissioner in the prescribed manner. The Deputy Commissioner, Assistant Commissioner or Executive Director will endorse and be responsible for ensuring all material relevant to the nomination is collected for presentation.
- » All paperwork is to be forwarded by the Deputy Commissioner, Assistant Commissioner or Executive Director to the QFRS Honours and Awards Committee.
- » After consideration of the nomination, the QFRS Honours and Awards Committee may deem the nomination worthy of recognition by a higher or lesser level award.

Insignia Design



The Commissioner's Meritorious Service Award consists of a 32mm riband and silver clasp with no medal. The riband is 70mm in length and utilises the colours of the Commissioner's Distinguished Service Medal in a different configuration of vertical bands of royal blue, red and white. The silver clasp is dominated by a firefighters' helmet and crossed axes in the centre with the words 'Meritorious' and 'Service' on either side of the clasp.

The ribbon bar has a silver rosette depicting a firefighters' helmet and crossed axes.

Diligent and Ethical Service Medal

The QFRS Diligent and Ethical Service Medal has been instituted by the Commissioner, QFRS to recognise QFRS staff and volunteers who have distinguished themselves over a prolonged period of time, through commitment to ethical standards, diligence and integrity.

This medal is not granted a 'right' by virtue of long service.

Eligibility

- » All QFRS employees and volunteers are eligible for the Diligent and Ethical Service Medal if they meet the following criteria for **Qualifying Service**:
 1. **Length of Service** - accrued ten years service as a member of the QFRS (including previous Queensland fire service organisations such as the Queensland Fire and Rescue Authority and Queensland Fire Brigades); **and**
 2. **Diligent Service** – consistently carried out his or her official functions within the QFRS:
 - » Industrious and conscientiously, to the best of his or her abilities;
 - » To a standard which meets the expectations of the community for a person occupying the member's level and position within the QFRS; **and**
 - » In accordance with the work performance standards prescribed by the Department of Community Safety (DCS) Code of Conduct; **and**
 3. **Ethical Service** – acted with honesty in his or her professional conduct and maintained personal conduct to a standard which meets the expectations of the community and as prescribed by the DCS Code of Conduct.
- » A clasp may be awarded to a medal recipient upon completion of each ten years subsequent to the initial qualifying service if this service maintains the ethical, diligent and integrity standards required.
- » In line with the Australian Honours system, the QFRS Diligent and Ethical Service Medal will not be awarded to a person who left the service prior to 14 February 1975, the inception date of the Australian Honours and Awards System.
- » For employees, periods of leave without pay will not be counted towards either a medal or clasp (i.e. the period of leave will be deducted from the total years of service).

- » Periods served with another organisation, whilst remaining a member of the QFRS, may be counted as eligible service towards the medal. The Commissioner, QFRS will make determinations in this regard, at his discretion.

The Commissioner, QFRS may:

- » Revoke a medal or clasp previously granted.
- » Reinstate a previously revoked medal or clasp.
- » Direct that a medal or clasp be returned and not worn.
- » The rigor of the endorsement process is intended to ensure that only those nominees whose work performance and conduct is compatible with the standards prescribed in the DCS Code of Conduct are recognised. In order to maintain the special significance of this award, the Commissioner, QFRS has the discretion to decline nominations.
- » Awards may be bestowed posthumously.

Process for nominations

Self nomination for this award is not acceptable – nominations must be received through a nominating officer.

Nominating Officers:

- » To nominate an individual for the Diligent and Ethical Service Medal, the official nomination form must be completed and submitted to the appropriate Area Director/Unit Manager for endorsement. It is the responsibility of the nominating officer to ensure that the individual's details are correct and to ensure that, to the best of their knowledge, the individual they nominate meets the criteria as outlined above.

Endorsing Officers:

- » Endorsement indicates support for an individual nomination based on a sound personal knowledge and employment history.

Area Directors/Unit Managers:

- » Area Directors/Unit Managers shall be responsible for considering nominations in regard to the criteria outlined and deciding in each case to:
 - » endorse the application for the nominated member; or
 - » notify the nominating officer that the nomination will not be endorsed.

Regional Manager/Assistant Commissioner:

- » Regional Managers/Assistant Commissioners are responsible for validating the years of service outlined on nominations.
- » Regional Managers/Assistant Commissioners shall be responsible for considering nominations in regard to the criteria outlined and deciding in each case to:
 - » endorse the application for the nominated member; or
 - » notify the nominating officer that the nomination will not be endorsed.

Assessing a nomination:

- » Endorsement of nominations must be completed at each stage of the process.
- » If the nomination is not supported, the endorsing officer will notify the nominating officer.
- » An integrity screening will be undertaken of award nominees.
- » Awards will not be considered for a current or past employee or volunteer whilst they are subject to any unresolved investigation.

Insignia Design



Diligent and Ethical Service Medal Front and Back

The Diligent and Ethical Service Medal is a circular matt bronze medal ensigned with the crown of St. Edward. The front of the medal portrays a firefighters helmet and crossed axes within a central shield. Surrounding this are the words ‘Diligent and Ethical Service’ for which the award is granted.

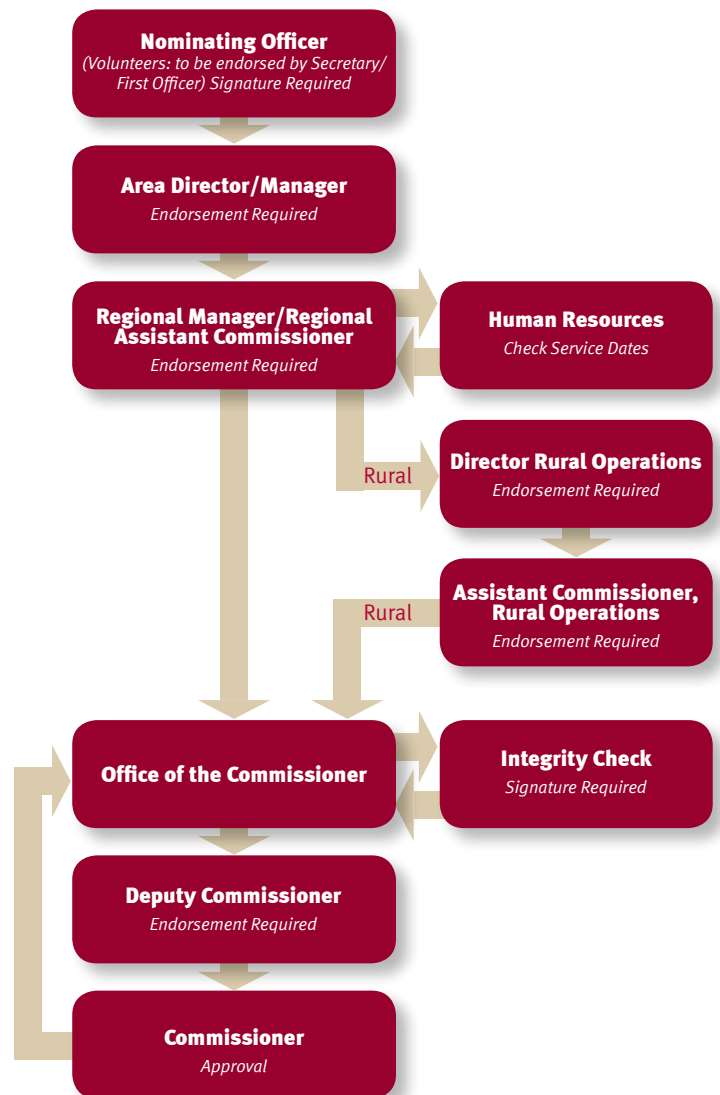
The back of the medal has the words ‘Queensland Fire and Rescue Service Medal’.

The ribbon features five vertical stripes of red, royal blue and white.

Forms

- » Diligent and Ethical Service Nomination Form
- » Diligent and Ethical Service Retired Firefighter Nomination Form
- » Diligent and Ethical Service Nomination Form - Operational Staff (Rural Operations)
- » Diligent and Ethical Service Nomination Form - Rural Volunteer

Flow chart for the processing of the Diligent and Ethical Service Medal



5. The Wearing of QFRS Decorations and Medals

All QFRS Medals and Citations are worn on the right breast and all National Honours and Awards such as the Australian Fire Service Medal and National Medal are worn on the left breast of a uniform.

Full size Medals, Ribands and Citations are worn on the right breast whenever the wearing of full sized insignia is required.

- » **Official Day Functions** – The **full-size insignia** is worn at day functions where decorations have been prescribed, e.g. official or ceremonial parades, formal day time receptions or when ordered by the Commissioner.

Ribbon bars are not worn when wearing full size medals.

- » **Official Evening Functions** – At events such as evening receptions and dinners where decorations have been prescribed, the **miniature insignia** is generally worn on formal mess or evening dress. The main exception to this is neck badges, which are worn in full-size.

Ribbon bars are not worn when wearing miniature medals.

A **ribbon bar** may be worn on the right breast for all other occasions.

- » Ribbon bars are to be pinned onto the uniform in Order of Precedence below the name badge and above the pocket of service shirts.

Order of Precedence

QFRS Medals and Ribands are worn in accordance with the strict Order of Precedence, from centre to right. The award with the highest precedence is worn closest to the centre of the chest and on the top row of ribbon bars when more than four awards are worn.

The Order of Precedence for QFRS Honours is as follows:

1	Commissioner’s Medal for Valour
2	Commissioner’s Distinguished Service Medal
3	Commissioner’s Commendation for Bravery Award
4	Commissioner’s Meritorious Service Award
5	Diligent and Ethical Service Medal

Citations are worn centrally, 5mm above the nameplate on the right breast pocket of service shirts, tunics and coats.

The Order of Precedence for citations is as follows:

1	Commissioner’s Unit Citation.
2	2010 – 2011 Queensland Flood and Cyclone Citation

6. Commendation

- » A Commendation is awarded in recognition of any member who performs specific or outstanding actions in relation to fire service duties or exemplary performance in a specific difficult or long-term project or task.
- » This award relates to the quality of work performed or tasks undertaken.
- » A Commendation can be awarded as a :
 - » Commissioner's Commendation; or
 - » Deputy Commissioner's Commendation; or
 - » Assistant Commissioner's Commendation.

Eligibility

- » QFRS officers, volunteers and public servants are eligible for this award.
- » This award may also be presented to organisations or members of the community who have made significant contributions to fire service duties and whose efforts are considered commendable.
- » The Commendation is generally awarded by the Commissioner where the situation merits higher or broader recognition than that at the Deputy Commissioner or Assistant Commissioner level.

Process for nominations

- » Nominations are to be made on an Executive Briefing Note and should include the following information:
 - » full name of nominee;
 - » rank, position, title or occupation of nominee;
 - » details of the specific or outstanding action or exemplary performance in a specific difficult or long-term project or task;
 - » a short citation statement to be included in the commendation e.g. Commendation to Jo Martin for outstanding leadership during the Dalby floods in January 2011; and
 - » details of any other Honour, Award or Medal presented or likely to be presented to the nominee in respect to the action or project to which the nomination relates.

The Commissioner, Deputy Commissioner or Assistant Commissioners may consider nominations for a Certificate of Appreciation at any time.

If there are a number of Commendation nominations resulting from, for example, a major incident, then the nominations may be referred to the QFRS Honours and Awards Committee.

Commendations are presented in a specifically designed folder.

7. Certificate of Appreciation

- » A Certificate of Appreciation is awarded throughout the QFRS in recognition of assistance provided or exemplary performance in a specific project or task.
- » A Certificate of Appreciation may also be awarded by the Commissioner, QFRS on resignation or retirement from the QFRS, recognising years of service.
- » This award is generally presented as a message of thanks and gratitude.
- » A Certificate of Appreciation can be awarded as a :
 - » Commissioner's Certificate of Appreciation; or
 - » Deputy Commissioner's Certificate of Appreciation; or
 - » Assistant Commissioner's Certificate of Appreciation.
 - » Rural Operations Certificate of Appreciation.

Eligibility

- » QFRS staff, volunteers and public servants are eligible for this award.
- » In addition this award may be presented to members of the public, community groups and businesses and companies.

Process for nominations

- » Nominations are to be made on an Executive Briefing Note and should include the following information:
 - » full name of nominee;
 - » rank, position, title or occupation of nominee; and
 - » details relevant to the assistance provided for which the nominee is receiving the certificate.
- » Requests for a Commissioner's Certificate of Appreciation recognising years of service on resignation or retirement, should be sent to the Office of the Commissioner providing the following information:
 - » nominee's full name;
 - » rank;
 - » QFRS start date; and
 - » date of resignation/retirement (Human Resource Officer endorsement of the dates is also helpful).

The Commissioner, Deputy Commissioner and Assistant Commissioners may consider nominations for a Certificate of Appreciation at any time.

Certificates of Appreciation are presented in a specifically designed folder.

8. Naming of New Appliances

- » Distinguished service by members of the QFRS may be recognised by having new fire appliances named after them.
- » Whilst each nomination application will be considered on an case-by-case basis, the following offers some examples of situations where this honour may be appropriate:
 - » as a mark of respect to those who have died in the line of duty;
 - » recognition of extreme courage or brave conduct; or
 - » recognition of distinguished service, e.g. through demonstration of a superior degree of resource and devotion to duty in a particular situation, or in the exemplary discharge of special duties above and beyond normal duties.

Eligibility

- » The naming of a fire appliance may be awarded to any operational member of the QFRS including full-time and part-time employees and volunteers.

Process for nominations

- » The QFRS Honours and Awards Committee may consider applications for the Naming of New Appliances and make a recommendation to the Commissioner.
- » Nominations are to be submitted to the Office of the Commissioner in an Executive Briefing Note providing the details of the request.



Queensland Fire and Rescue Service Honours and Awards

