

As amended March 2009

**TASMANIA VOLUNTEER FIRE-FIGHTER
AWARDS FRAMEWORK (TVFFAF)**

CONDITIONS & RULES



TFS VOLUNTEER MEDAL

&

TFS VOLUNTEER AWARD

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PREFACE:

At the time of the establishment of the TFS Volunteer Award System, (!999) considerable discussion has occurred in many and varied quarters relating to the lack of “volunteer recognition” within the Fire Services of Australia, including our own, the Tasmania Fire Service.

The Tasmania Fire Service administers two existing “Awards: as part of the Australian Honours System, namely :

- The National Medal.
- The Australian Fire Services Medal.

Both of these awards are well established, however they are available to only operational personnel (ie career and volunteers).

The National Medal is awarded for 15 years diligent service. The service may be a combination of service in a number of areas including the armed services pre 1984.

The Australian Fire Service Medal is awarded for “distinguished” service and is the highest honour awarded to fire service personnel in Australia. Tasmania has a limited issue each year, at the time of writing three (3) AFSM’s are available. This is not to say that on each annual occasion, they are all awarded. Some 12 months prior to the actual acceptance of the TFS Volunteer Awards System a working party consisting of representatives from both Volunteer Firefighter Associations in Tasmania sought to establish a “volunteer award system”

“by the volunteers for the volunteers”.

A number of credible reports on “Volunteerism” all recognise and acknowledge that “volunteer recognition” appears to be lacking.

Subsequently with the financial assistance of the State Fire Commission, the Volunteer Firefighters Associations in Tasmania have made available the TFS Volunteer Medal & TFS Volunteer Award to both operational and non operations volunteers respectively. The thrust of the awards, whilst not designed to be openly distributed, are achievable to the average volunteer who is committed to his or her brigade and has provided diligent service with integrity.

The following “Conditions & Regulations 1999” have been accepted by the Tasmanian Volunteer Fire Brigade Association and the Tasmanian Retained Firefighters Association either directly or indirectly via meetings held in May/June 1999.

Similarly, the volunteer fire fighter associations via the Tasmania Fire Service, have sort recognition of the “medal & award” through the Tasmanian Government thus providing it with State Award Status. (official status – as a State Government Award was received towards the end of 1999)

1: TFS Volunteer Medal & Award:

1.1 TFS Volunteer Medal:

The TFS Volunteer Medal shall consist of a full size medal, a miniature medal and a ribbon bar. It may only be awarded to TFS Operational Volunteers who have served a period of ten (10) years with diligence and integrity. The 10 years service is the basic pre-requisite only. The medal is not provided for simply 10 years of continuous service.

A clasp to the TFS Volunteer Medal, may be awarded to TFS Operational Volunteers on completion of each further period of ten (10) years of diligent service with integrity.

1.2: TFS Volunteer Award:

The TFS Volunteer Award shall consist of a lapel badge and a citation. It may be awarded to TFS Non Operational Volunteers who have served a period of ten (10) years with diligence and integrity.

A replacement lapel badge inscribed with the relevant numbers of years may be awarded to TFS Non Operational members after the completion of each further period of ten (10) years of diligence and integrity.

1.3: Descriptions:

The TFS Volunteer Medal , full size, the miniature medal, with ribbon bars and clasps are shown in Appendix “B”

The TFS Volunteer Award, lapel badge and citation are also shown in Appendix “B”

TFS Volunteer Medal TFS Volunteer Award - Conditions & Regulations 1999

2: DEFINITIONS:

2.1: TFS Volunteer Medal & Award - Management Committee:

[\(Amended March 2006\)](#)

Means a committee established to facilitate the overall management and financial controls associated with the provision and awarding of the TFS Volunteer Medal, and TFS Volunteer Award. Membership of the Committee will be by a nominated representative or each “volunteer association” and the State Co-ordinator of the TVFFAF. A quorum will require the attendance of all three members at a meeting. This committee will be the final approving body for issuing the Medal and/or the Award and establishing/amending of the Rules of the Association.

Delegation for approval may be granted by the Committee as they consider appropriate. The Management Committee is required to meet at least twice annually and or as required by the members.

Financial control and acceptance of annual balance sheets will be a function of this committee along with a periodic review of the “Rules”. Association nominees on this committee will be the conduit for reporting to the two volunteer associations.

2.2: TFS Volunteer Medal & Award - Review Committee:

[\(Amended July 2002\)](#)

[\(Amended March 2006\)](#)

Means a committee reporting to the Management Committee for the purposes of receiving recommendations for either the TFS Volunteer Medal or Award. Their basic task is to conduct an annual review of all nominations and either reject and/or recommend same to the Management Committee. A quorum will be four persons,

Each volunteer association will have two nominees on this committee and the State Co-ordinator of the TVFFAF will co-ordinate and Chair the meetings and provide the members with the nomination listings along with appropriate comments. Prior to providing the committee with the nominations, the State Co-ordinator has the delegated authority to return a nomination to the nominator should it be considered the nomination has insufficient detail.

2.3: TFS Volunteer Medal & Award Grievance Committee:

(Amended July 2000)

Means a committee consisting of a three persons including both State Presidents (or their nominees), of the “volunteer associations”, established for the purpose of reviewing any grievance received after the Management Committee has advised the nominating party of a rejection. A quorum for this committee will be three persons. (total representation) and will be chaired by an independent person (usually a senior TFS who has retired from the service).

2.4: Diligent Service:

Means a consistent standard of work performance in accordance with Tasmania Fire Service Volunteer Values. The Macquarie Dictionary indicates “diligent” as - constant & persistent in an effort to accomplish something.

2.5: Integrity:

Means a member who has no charges etc under Fire Regulations and or civilian offences. Macquarie Dictionary indicates “integrity” - soundness of moral principle and character, uprightness, honesty, sound unimpaired or perfect condition.

2.6: Volunteer:

Means a person engaged in either a “volunteer” and/or “retained” fire brigade, under the administration of the Tasmania Fire Service and is registered as a Fire Brigade under the Fire Service Act 1979

2.7: TFS Operational Volunteer:

Means a person engaged in a TFS Volunteer Brigade engaged in “fire brigade operations” and are on the membership role for that brigade , eg: an active operational brigade firefighter and/or a brigade control room operator including persons performing a “communications support” brigade function within the field. This also includes Auxiliary Members of Retained Brigades.

2.8: TFS Non Operational Volunteer:

Means a person engaged in a support function to a TFS Volunteer Brigade which would include - reserve members of brigades, ladies committees, canteen operators. Predominantly they are non uniformed personnel.

2.9: Service Criteria - for TFS Volunteer Medal & Award

[\(Amended March 2009\)](#)

Means a period of ten (10) years collective service (this does not have to be consecutive years) in the Tasmania Fire Service as either an “operational” or “non operational” volunteer. Service in either area is not accumulative. The period for Medal and/or Award qualification, must relate to the specific areas as per definition. Service within another State Fire Service(s) or the Australian Armed Services is not applicable.

Accrual of service will be from June 1979, the commencement of the Tasmania Fire Service by the amalgamation of the Rural Fires Board (RFB) & the State Fire Authority (SFA).

Accumulative service within the RFB and/or the SFA prior to 1979 is not applicable for the medal/award calculations

2.10: Offences:

Means an offence under TFS Fire Regulations and/or a civil offence, (not including traffic offences) that may be punishable by a term of imprisonment, that is, or has been, proven against a member.

2.11: Member:

Means both Operational & Non Operational persons of “volunteer” and/or “retained” fire brigades.

2.12: Auxiliary Member (Retained Brigades)

Means an operational member of a Retained Brigade who is restricted in his/her areas of operational readiness/participation due to the wearing of a beard and/or other facial growth and/or other reasons. (medical)

3: WEARING:

3.1: Official Functions:

At ceremonial functions the TFS Volunteer Medal is worn on the right breast of the uniform tunic or in a similar position on the outer uniform garment ie: shirt or jumper. The location of the medal should be with the actual medal level with the breast pocket button - see diagram in Appendix "D"

At official receptions and functions, (non uniformed) the TFS Volunteer Miniature Medal is worn on the right lapel.

Wearing of the TFS Volunteer Medal should as per normal honours and awards other than it being worn on the right breast. - see diagram in Appendix "D".

3.2: Normal Wear:

Whilst in uniform the holder of the TFS Volunteer Medal should wear the ribbon bar on the right breast. The TFS Volunteer Award lapel badge is worn on the right lapel of a jacket.

3.3: Clasps:

The TFS Volunteer Medal clasp is mounted as follows:

- Full size Medal - 12mm above the ribbon slot.
- Miniature Medal- 6 mm above the ribbon slot. (not yet available)
- Ribbon Bar - in centre of the ribbon.

Only one clasp, representing either, 20, 30 or 40yrs of service, will be worn at any time on either the full size or miniature medal. Clasps will be configured in the same metallic finish as the actual medal as indicated in Appendix "B".

Clasps will be available as follows:

20 years of diligent service with integrity.	Bar with one helmet.
30 years of diligent service with integrity.	Bar with two helmets.
40 years of diligent service with integrity.	Bar with three helmets.

When wearing the ribbon bar a clasp(s) – helmet(s) indicate the number of years of service the award is awarded for.

4: ELIGIBILITY

4.1: TFS Volunteer Medal & Award Management Committee's Discretion:

The TFS Volunteer Medal and Award, inclusive of clasps will be granted by the Management Committee on the recommendation of the TFS Volunteer Medal & Award Review Committee.

The Management Committee reserves the right to refuse to grant, revoke or prohibit a member wearing the TFS Volunteer Medal or TFS Volunteer Award. Such refusal, revocation or prohibition may be made where the Management Committee is satisfied that such a member does not meet the criteria for the medal or award.

The Management Committee may, in exceptional circumstances, grant a medal or award where the eligibility criteria have not been fully met.

4.2: Serving members:

All serving members will be considered for either the TFS Volunteer Medal or the TFS Volunteer Award when their period of service meets the initial criteria of ten (10) years of approved service.

Note: The TFS Volunteer Medal and Award will only be awarded once to any one member. Should a retired member having been awarded either the medal or award, rejoin a brigade, serving a further continuous ten years, awarding of a clasps (to the original medal) may be applicable, subject to meeting all the eligibility requirements.. No awarding of a second medal/award will occur.

4.3: Retired members:

TFS operational and non-operational members may be considered for the medal and/or award on the basis that they have met the approved criteria. Applications from retired members or other nominees must be submitted no later than 5 years from the date of retirement. Applications outside this period must receive the approval of the Management Committee before submission. Approval will be in writing and must be attached to the nomination.

4.4: Deceased members:

TFS operational and non operational members who have died within five years of an application/nomination being made, may be considered for the medal and/or award. Similarly to retired members, the application must be submitted within 5 years of the anniversary of the date of death and be via the Brigade/Group and or Regional Association. Next of Kin (NOK) should not make application/nomination.

Prior to any such application/nomination being made, contact should be made with the NOK to determine if they wish the deceased to be considered for the award/medal. Needless to say, considerable sensitivity taking into account the former volunteers death should be considered before making such an approach.

Dependant of the cause of death, the Management Committee via section 4.1: may approve the medal/award on the basis of incomplete service criteria.

The medal/award if subsequently approved should be presented to the members next of kin at an approved function.

4.5: Associated organisations:

With the approval of the Management Committee, the TFS Volunteer Medal and Award may be awarded to members of other organisations that have a close association with the Tasmania Fire Service Volunteer movements. (eg: some staff, officers/positions within the TFS may be granted the awards however the same conditions will apply and be substantiated in the nomination)

4.6: Suspensions, Reductions and Investigations:

Where a member is suspended from duty, reduced in level or rank, or is subjected to an unconcluded investigation, consideration of that member for the TFS Volunteer Medal or Award and/or clasps, will be deferred until the year following the conclusion of the suspension, reduction or investigation.

4.7: Offences:

Where a serious offence has been proven against a member, the Management Committee will determine that member is permanently ineligible to receive the TFS Volunteer Medal or Award.

Where any type of offence other than a serious offence has been proven against a member, the TFS Volunteer Medal & Award Review Committee shall examine the circumstances and advise the Management Committee of the appropriate period of ineligibility (if any) and any other factors to be considered for the approving of the Medal and/or Award.

4.8: Annual allocation of medals to brigades.

(Introduced 2002)

Brigades (members of a brigade) will be entitled to receive approvals for three (3) nominations per annum. Should a brigade and or members of that brigade or external nominations re members of that brigade total more than three (3) they will be accepted and submitted for review. If more than three (3) are recommended by the Awards Review Committee, the State Co-ordinator will request from the Brigade Chief , three (3) names from the recommended nominees for that years allocation – the remaining recommendations would then carry over into the following year and be included with any further recommendations that are submitted and subsequently recommended.

Should a brigade be having a specific celebration “of some significance” eg: a Brigade 50th Anniversary” a brigade application can be made in advance (at least two (2) years before) to the Awards Management Committee via the State Co-ordinator, seeking approval to increase the annual allocation for that year only. This will be an exception, and must receive approval prior to the nominations for the years in question are received.

Confirmation of this increased allocation must be confirmed by a

meeting of the Awards Management Committee and confirmed or rejected in writing to the brigade as soon as possible after the request.

Note: This does not restrict the allocation of TFS Volunteer Awards. Brigade allocation will relate to the number of recommendations and subsequent approvals on a per annum basis.

5: PROCEDURES

5.1: Nominations may be made as follows:

(see annexed “flow chart” for assistance)

- by self nomination. (by individual)
- by Brigade or Group nomination.
- by Regional Volunteer Association.

All nominations must be made on the prescribed “nomination form” as annexed to these conditions & regulations. (Appendix: “C”)

5.2: Dates for nomination:

(Amended March 2006)

Completed nomination forms must be forwarded to the TVFFAF State Co-ordinator by the 1st March annually. The qualifying period of a collective 10 years service will conclude on or before the preceding date of the 30th June on an annual basis. Calculation of service will accrue from 30th June 1979. The nomination period will commence on 1st November annually and conclude on 1st March the following year. Late nominations will be at the discretion of the State Co-ordinator. Email notification of a nomination arriving on the 1st March (or within the immediately following week) will be acceptable. Nominations arrival of the scheduled address after these dates will be held over till the following year.

Note: The nomination period may be extended by the State Co-ordinator with the approval of the Awards Management Committee.

5.3: Award's Review Committee:

(Amended March 2006)

Will review all applications received by the closure date of the 1st March (or as per 5.2) annually. The review will include clarification of:

- diligent service: - (what involvement has he/she had over last 10 yrs)
- service with integrity - (no charges etc as per definition)
- period of service: - (confirmation of dates).

This may require clarification by way of contact with TFS Staff - Brigade Chief, Group Officer, and/or Volunteer Associations.

The Awards Review Committee will after clarification:-

- Recommend or reject nomination with reasons for rejection.
- Refer to Management Committee for final approval/rejection by 30th June annually

The Awards Review Committee will maintain “minutes” of all meetings and provide copies to the State Co-ordinator (Management Committee) as the official custodian of all records etc pertaining to the TFS Volunteer Medal & Awards System.

5.4: Award's Management Committee

(Amended July 2000)

(Amended March 2006)

Will annually consider all recommendations from the Award's Review Committee and make every attempt to have the “approved” nominations completed by 31st July annually and the recipient advised in writing.

The Award's Management Committee will:- (via the State Co-ordinator)

- ◆ advise approved recipients in writing as soon as possible.
- ◆ advised unsuccessful nominating parties of the reasons for the rejection, advising them also of the “Grievance Procedure”
- ◆ determine the place of presentation. (in conjunction with brigade)
- ◆ arrange for person(s) making the presentation.
- ◆ maintain a nomination register for both:
- ◆ TFS Volunteer Medal & TFS Volunteer Award.
- ◆ arrange for the medal/award to be inscribed with name and date of issue.

5.4: (cont)

In addition to the above the Award's Management Committee (via the State Co-ordinator) will:-

- ◆ maintain appropriate financial records for the TFS Volunteer Award System
- ◆ order medals, awards, etc as required.
- ◆ make annual application to the Volunteer Associations for funding grants.
- ◆ facilitate all other management responsibilities for the TFS Volunteer Medal and TFS Volunteer Award.
- ◆ maintain all records, minutes of meetings etc for the TFS Volunteer Medal & Awards system.
- ◆ be the sole authority for the interpretation of these rules.

5.5 Awards Grievance Committee:

5.5.1: Aggrieved member:

[\(Amended March 2006\)](#)

- Should a member or nominating party, after receipt of advise from the Award's Management Committee wish to lodge a grievance against the decision, they must notify the Chair Person of the Award's Grievance Committee in writing, stating their grounds for such grievance. Details of contacts re grievance Committee are available from the State Co-ordinator. The appointment of the Committee Chair is the responsibility of the State Coordinator.
- On receipt of the grievance, the State Coordinator/Chair Person will call a meeting to determine if the grievance is "upheld" or "turned down". The Grievance Committee will be the only step in this procedure with the member being able to address the Committee if either party requests.

5.5.2: Referral to Award's Management Committee:

- After completion of the meeting the Award's Grievance Committee will advise the Award's Management Committee of their decision in writing.
- The member or nominating party will inturn be advised of the decision by the State Co-ordinator (Award's Management Committee). In the case of a grievance being determined by the Award's Grievance Committee their decision will be final.

6: PRESENTATIONS:

6.1: Presentation of TFS Volunteer Medal and/or Award:

(Amended March 2006)

The presentation of the TFS Volunteer Medal and/or the TFS Volunteer Award will be made by, in the following order of availability:-

- ◆ State Fire Commission Volunteer Representatives.
- ◆ State Presidents of either Volunteer Associations or their nominee.
- ◆ Other persons as approved by the Award Management Committee.

No other officer/person will present the Medals and/or Awards unless prior authorisation to do so is provided, by the Award's Management Committee. On each occasion, of a presentation an alternative person to officiate at the presentation should be determined to facilitate the nominated officer making the presentation, being absent on operational requirements and/or for other reasons. This must also be determined by the Management Committee (unless otherwise determined, will be concluded by the State Co-ordinator) Presentation will be made at a appropriate Brigade function and/or at a function requested by the nominating parties.

6.2: Dress for presentation:

Recipients of the TFS Volunteer Medal should be dressed appropriately for the occasion, eg: wearing the appropriate TFS Uniform.

Other Brigade members present, at the presentation, should be wearing their honours and awards

The person(s) presenting the TFS Volunteer Medal and/or Award as per Rule 6.1 should also be wearing TFS Uniform with honours and awards.

For further information and/or discussion re "Conditions & Rules"

Please email/phone the State Co-ordinator TVFFAF